

Bertie County Board of Commissioners



May 18, 2015

Chairman	Ronald "Ron" Wesson	District 1
	Stewart White	District II
Vice Chairman	Tammy A. Lee	District III
	John Trent	District IV
	Ernestine (Byrd) Bazemore	District V

BERTIE COUNTY BOARD OF COMMISSIONERS

May 18, 2015

7:00pm

Town of Colerain

Agenda

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

4:00 Update on County technology innovations – Commissioners Room, 106 Dundee Street, Windsor

7:00-7:05 Call to Order and Welcome by Chairman Wesson – Town of Colerain

7:05-7:10 Invocation and Pledge of Allegiance by Commissioner Trent

7:10-7:25 Public Comments

(A)

***** APPOINTMENTS *****

7:25-7:40 Dr. Michael Elam, President of Roanoke Chowan Community College will provide a program update

7:40-7:55 Manufactured Home Park Ordinance update by Planning Director, Traci White (A-1)

7:55-8:10 Economic Development report by Steve Biggs

8:10-8:20 Board of Elections – presentation on voting equipment replacement requirements

8:20-8:30 EMS billing update by Emergency Services Director, Mitch Cooper, and Dave Pickren of Colleton Software

Board Appointments (B)

1. Discuss Northern Regional Advisory Board Commissioner appointments (B-1)
2. Appointment of Commissioner to Three Rivers Healthy Carolinians Board (previously discussed in March 2015)(B-2)

Consent Agenda (C)

1. Approve Closed Session minutes for 4-30-15
2. Approve Regular Session minutes for 5-4-15 (C-1)
3. Approve Closed Session minutes for 5-4-15
4. Financial Summary Report (C-2)

*****OTHER ITEMS*****

Discussion Agenda (D)

1. Discuss Economic Development proposed scope of work for marketing strategy and system evaluation as phase one of the Boards strategic initiative in the FY 2015-2016 budget plan (D-1)
2. Review “roll out” materials for NACo discount program for Bertie residents (D-2)
3. Closed Session minutes online – input from County Attorney as requested by Vice Chairman Lee

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments Continued

Closed Session

Pursuant to N.C.G.S. § 143-318.11(a)(3) to go into closed session to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body.

Pursuant to N.C.G.S. § 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Pursuant to N.C.G.S. § 143-318.11(a)(5) to establish, or to instruct the public body’s staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Adjourn



BERTIE COUNTY

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MEMORANDUM

TO: Bertie County Board of Commissioners

FROM: Traci White, Planning Director

RE: **PROPOSED MANUFACTURED HOME PARK ORDINANCE**

DATE: May 4, 2015

The Bertie County Planning Board has met and discussed extensively regarding the development of a Manufactured Home Park Ordinance for Bertie County. The ordinance will set standards for new and expanding manufactured home parks.

The Planning Board began discussing the idea of having an ordinance in the county in 2006 and again in 2011 and 2012. There was no consensus to move forward with the ordinance during that time period.

The issues with substandard streets in subdivisions and manufactured home parks came up again in 2012 - 2013. The ordinance then became a priority for the Planning Board. A draft ordinance was developed and sent to the Board of Commissioners for review. The Board of Commissioners held the first public hearing on the draft ordinance on April 21, 2014. There were comments from a citizen that the ordinance was too restrictive. The Board of Commissioners asked that the Planning Board look at the ordinance again and bring back a less restrictive ordinance.

After further review, the Planning Board sent a revised ordinance to the Board of Commissioners for review. The Board of Commissioners held a second public hearing on November 17, 2014. A citizen commented that the ordinance was still too restrictive. The Chairman asked that the Planning Board continue to review the ordinance, discuss with the citizen(s) any issues with the ordinance before sending the ordinance back to the Board of Commissioners.

The Planning Board met and discussed with the citizen that spoke during the meeting and explained why the standards had been proposed as they were and how they came to form those requirements. The Planning Board decided to make a few minor changes to the ordinance, but did not want to reduce the requirements for major improvements, mainly the street requirements. Once those changes were made, the Planning Board held a public input session on April 9, 2015. The public input session was advertised for three weeks. No one from the public attended this session. The Planning Board voted to send the latest revised ordinance to Board of Commissioners and recommend approval and adoption of the ordinance as revised.

A copy of the proposed Bertie County Manufactured Home Park Ordinance is attached. If anyone has any questions or would like to discuss, please feel free to call 252-794-6185 or email traci.white@bertie.nc.gov.

Thank you.

BERTIE COUNTY

NORTH CAROLINA



MANUFACTURED HOME PARK

ORDINANCE

Draft
April 9, 2015

MANUFACTURED HOME PARK ORDINANCE

FOR

BERTIE COUNTY, NORTH CAROLINA

DRAFT APRIL 2015

**ARTICLE I
INTRODUCTORY PROVISIONS**

Section 101 Title

This Ordinance is entitled the *Bertie County Manufactured Home Park Ordinance* and may be cited as the *Manufactured Home Park Ordinance*.

Section 102 Authority & Purpose

This ordinance establishes regulations for manufactured home parks within Bertie County, North Carolina, and provides for the administration, enforcement, and amendment thereof. The provisions of this ordinance are adopted under authority granted by the General Statutes of North Carolina. (G.S. 153A-121)

Whereas, in order to promote the health, safety and general welfare of the citizens of Bertie County, North Carolina; to provide for the orderly development of planned manufactured home and travel trailer parks and to abate any conditions detrimental to the public health, safety, and general welfare or any nuisances, real or imagined, associated with such parks, it is desirable and necessary to adopt the Manufactured home park Ordinance for the territorial jurisdiction of Bertie County as herein set forth.

Section 103 Jurisdiction

Upon adoption, this ordinance shall govern every new manufactured home park or any additions to existing manufactured home parks within Bertie County except those lands lying within the jurisdiction of any municipality, unless the municipality shall, by resolution, formally requested the County to enforce this Ordinance within its jurisdiction.

Section 104 Compliance with Other Official County Plans

Proposed manufactured home parks must comply in all respects with the rules and regulations of the Bertie County Water District(s) and with all other officially adopted plans in effect in the jurisdiction.

ARTICLE II DEFINITIONS

Section 201 General

For the purpose of this ordinance, certain terms or words used herein shall be interpreted as follows:

Section 202 Word Interpretation

For the purposes of this Ordinance, certain words shall be interpreted as follows:

- a) The word “may” is permissive.
- b) The words “shall” and “will” are mandatory.
- c) The present tense includes the future tense and the future tense includes the present tense.
- d) The singular includes the plural and plural includes the singular.
- e) The word “county” shall mean Bertie County, North Carolina.
- f) The words “Planning Board” shall mean the Bertie County Planning Board.
- g) The words “County Commissioners” shall mean the Bertie County Board of Commissioners.
- h) The word “person” includes firm, association, organization; trust, company, corporation, or any legal entity as well as an individual.
- i) The words “used” or “occupied” include the phrases: “intended to be occupied or used”; “designed to be occupied or used”; or “arranged to be occupied or used”.

Section 203 Definitions

Aggregate Base Course (ABC Stone) - A mixture of various gradation of stone material, small and large, that is compacted together to provide a dense surface for different uses; Usually gray in color, consists of crushed granite or run stone, mixed with 3/4 inch average size crushed stone gravel; Also known as “crush and run” or “crusher run”.

All weather, paved road – A road that is suitable for light traffic under all weather conditions and that meets the paved surfacing requirements of the North Carolina Department of Transportation.

Developer - Any person or other legal entity engaged in the development or the proposed development of a manufactured home park.

Enforcement Officer - The enforcement officer for Bertie County shall be the Planning Director or designated representative.

Farm – Singularly or jointly owned land parcel or contiguous parcels on which agricultural operations are conducted as the substantial use. Agricultural operations include but are not limited to cultivation of crops, the husbandry of livestock, and forestry.

Manufactured Home – A structure that:

1. consists of a single unit mainly assembled at the factory or two (double-wide) or three (triple-wide) principal components mainly assembled at the factory and joined together at the site;
2. is designed so that the total structure (or in the case of a double-wide or triple-wide, each component thereof) can be transported on its own chassis; and
3. is designed to be used as a dwelling and provides complete, independent living facilities for one family.

A structure that meets the definition of Manufactured Home stated above is still considered a Manufactured Home under this ordinance even if the tongue, tires and axle are removed and even if it is permanently affixed to a foundation.

Manufactured Home Space – A piece of land within a manufactured home park whose boundaries, design, and improvements are in accordance with the requirements of ordinance to accommodate a single manufactured home.

Minor Manufactured Home Park – A parcel of land containing at least two (2) but no more than ten (10) manufactured home spaces for the rental purpose for accommodating manufactured homes for occupancy. Spaces in a minor manufactured home park shall abut an existing public road or a private road that is five hundred feet (500') or less in length and meets the requirements set forth in this ordinance. The plan of a Minor Manufactured Home Park will not be approved if another Minor Manufactured Mobile Home Park has been approved on adjacent property and if it is apparent that the developer is attempting to avoid the requirements of a Major Manufactured Home Park by building parks on adjacent parcels.

Major Manufactured Home Park – A parcel of land containing more than ten (10) manufactured home spaces for the rental purpose for accommodating manufactured homes for occupancy.

Manufactured Home Pad – That area of a manufactured home space that has been reserved and prepared for the placement of a manufactured home.

Operating Permit – A permit issued by the Enforcement Officer to the owner or operator of a manufactured home or travel trailer park whose design, specifications and improvements comply with the requirements of this ordinance.

Street, Private - A street that has not been accepted nor planned for acceptance by North Carolina Department of Transportation or other governmental entity.

Street, Public - A right-of-way dedicated and accepted by North Carolina Department of Transportation or other governmental agency for public vehicular traffic.

Structural Additions - Any roofed, canopied, enclosed porch or room which is physically attached to a manufactured home. A concrete slab with no roof or walls shall be considered a structural addition.

**ARTICLE III
PROCEDURES FOR SUBMISSION, REVIEW AND APPROVAL OF
MANUFACTURED HOME PARK PLATS**

No person may locate, or cause to be located, or allow more than one manufactured home with no direct access to an existing public street for rental to be located on a parcel of land under his ownership, possession or control, unless the parcel of land is an approved and licensed manufactured home park. This ordinance shall not apply to manufactured homes that are being used for a bona-fide farm purpose as defined in this ordinance.

Section 301 Review Process

The plan shall be reviewed by the Enforcement Officer and/or other members of the county staff for compliance with this ordinance, with other applicable state statutes, and county ordinances. The Enforcement Officer will distribute prints of the proposed park to any governmental agency or agencies having a specific interest in the plat for their comments or recommendations, including where applicable but not limited to the Bertie County Environmental Health Department, the Land Resources Division of the North Carolina Department of Environment and Natural Resources, the Division of Coastal Management, and the USDA Natural Resources Conversation Service.

The Planning Board shall approve or disapprove the manufactured home park plan within 90 days of the date at which the plan is first considered by the Planning Board.

If the Planning Board disapproves the plan, it shall be stated in writing the reasons for such action, specifying the provisions of this ordinance with which the plan does not comply. Appeal of the Planning Board ruling shall be by petition to the Board of Commissioners to be heard at a regularly scheduled meeting. Appeal to the Board of Commissioners decision shall be to a court of competent jurisdiction. Written notice of appeals must be petitioned with the Board of Commissioners within thirty (30) days of receipt of disapproval notice.

The approval of a manufactured home park plan shall not be deemed to constitute or affect the acceptance by Bertie County of any dedication shown on the plan. However, the Board of Commissioners, by resolution, may accept any dedication made to the public of lands or facilities for parks or other public purposes, when the lands or facilities are located within its regulatory jurisdiction. Acceptance of dedication of lands or facilities located within the regulatory jurisdiction shall not place on Bertie County any duty to open, operate, repair or maintain any land or facility.

Section 302 Submission of Plat

It is recommended that the developer meet with the Enforcement Officer to discuss plans and ideas pertaining to the development of or to the addition to a manufactured home park.

The developer shall submit fifteen (15) copies of the manufactured home park plat, eighteen by twenty-four inches (18" x 24") in size, and any supplementary material to the Enforcement Officer a minimum of twenty (20) business days prior to the regularly scheduled Planning Board

meeting at which said plat is to be considered. The developer shall also include with the submittal one (1) reduced copy of the plat of eleven by seventeen inches (11" x 17") in size. Upon submission of the plat, the developer shall pay a processing fee to Bertie County in accordance with the approved fee schedule adopted by the Bertie County Board of Commissioners.

Section 303 Content of Plat

The plat shall be prepared by a registered surveyor or engineer and shall be drawn at a scale of 50, 100, or 200 feet to one inch and shall contain the following:

1. The location of existing and platted property, buildings, streets, railroads, bridges, culverts, watercourses, transmission lines, sewers, drainage ditches, drain pipes, water mains, town and county boundary lines, and other public utility easements.
2. Existing and platted streets on adjoining property shall be illustrated.
3. Boundaries of tracts shown with bearings, distances, and closure.
4. Wooded areas, pond or lakes, streams or streambeds, marsh swamp, floodplain, and other physical conditions affecting the site.
5. Names of adjacent property owners or subdivisions.
6. Proposed streets, street names, rights-of-way, pavement widths, and approximate grades.
7. Locations of proposed street lights, if any, and utility lines (drainage or underground drainage, water, electricity, and telephone) showing connections to existing supply systems. In the case of water, the size of the lines must be shown. If a dumpster site is proposed, the location, size, number of dumpsters, type of screening material and proposed lighting must be shown.
8. The location, width, and purposes of other proposed rights-of-way or easements.
9. Proposed areas for recreational space, if any.
10. Proposed space lines, space and block numbers, and space dimensions.
11. Location of manufactured home pad, water & sewage disposal system, and the location of off-street parking and driveway areas.
12. Title, date of plat preparation, magnetic and true north arrows, graphic scale, the name of the township(s), county, and state in which the manufactured home park is located.
13. Name of owner, surveyor, or engineer, and the proposed name of the manufactured home park.
14. A vicinity map showing the relationship between the manufactured home park and the surrounding areas at a scale of not less than one inch to four hundred feet.

All plats shall contain the following certifications:

A. Certificate of Ownership and Dedication

I (we) hereby certify that I (we) am (are) the owner(s) of the property shown and described hereon, which is located in the jurisdiction of Bertie County and that I hereby adopt this Manufactured Home Park Plat with my free consent .

Owner(s) or Authorized Agent

Date

B. Certificate of Survey and Accuracy

I, _____ certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book ____, Page ____, etc.) (other); that the error of closure as calculated by latitudes and departures is 1:____, that the boundaries not surveyed are shown as broken lines platted from information found in Book ____, Page____, that this map was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this ____ day of _____, 20____.

Registered Surveyor or Professional Engineer

C. Private Roads Disclosure Statement

The maintenance of the private streets on this plat will be the responsibility of the property owner/developer. Private streets as shown hereon were not constructed to the minimum standards required to allow their inclusion, for maintenance purposes, on the North Carolina highway system. The North Carolina Department of Transportation will not maintain any private road shown on this plat. *(Note: This statement shall not serve as a substitute for any other statutory disclosure requirements.)*

Owner(s) or Authorized Agent

Date

D. Certificate of Approval

I hereby certify that the manufactured home plat shown hereon has been found to comply with the Bertie County Manufactured Home Park Ordinance and that this plat has been approved by Bertie County.

Bertie County Planning Director

Date

**ARTICLE IV
SPECIFICATIONS FOR MANUFACTURED HOME PARKS**

Section 401 General Provisions

Any land within the jurisdiction of this ordinance determined by the Bertie County Floodplain Administrator to be located within special flood hazard Zone A or AE, manufactured home park development will be prohibited. Such land may be set aside for uses that will not be endangered by periodic or occasional flooding.

Setbacks for structures in manufactured home parks shall be seventy-five feet (75') from an existing public road. Internal setbacks shall be ten feet (10') from the edge of the reserved area of the street.

Section 402 Interior Streets – Minor Manufactured Home Parks (up to 10 spaces)

All new manufactured home spaces, whether in a new development or in the expanded area of an existing minor manufactured home park, shall abut upon a street that is graded and surfaced with aggregate base course (ABC stone) that meets North Carolina Department of Transportation (NCDOT) standards. The ABC stone shall be a minimum of four inches (4") deep. Streets shall be a minimum of eighteen feet (18') in width with six feet (6') of reserved area on each side of graded and surfaced area. Streets in minor manufactured home parks shall not exceed five hundred feet (500'). Streets that exceed five hundred feet (500') shall be considered a major manufactured home park and must meet paving requirements set forth in Section 403 of this ordinance.

Permanent dead-end streets shall end in a cul-de-sac. Measurement shall be from the point where the centerline of the dead end street intersects with the center of a through street to the center of the turn-around of the cul-de-sac. Where one cul-de-sac intersects with another cul-de-sac, the end of each cul-de-sac shall be no more than five hundred (500) feet from a through street, measured as stated above. The distance from the edge of the road surface on the vehicular turn-around to the right-of-way line shall not be less than the distance from the edge of the road surface to the right-of-way line on the street approaching the turn-around. Cul-de-sacs shall have a minimum radius of thirty-five feet (35')/minimum diameter of seventy feet (70').

All manufactured home spaces shall have driveway access to said street. All interior drives, walkways, and parking spaces shall be constructed and maintained to standards by the park owner.

Section 403 Interior Streets – Major Manufactured Home Parks (11 or more spaces)

All manufactured home spaces, whether in a new development or in the expanded area of an existing major manufactured home park, shall abut upon a hard, paved surface road that is built to meet the NCDOT Road Standards for paving. All manufactured home spaces shall

have driveway access to said paved surface road. Streets shall be a minimum of eighteen feet (18') in width six feet (6') of reserved area on each side of pavement,

Permanent dead-end streets shall not exceed one thousand five hundred (1,500) feet in length and shall end in a cul-de-sac. Measurement shall be from the point where the centerline of the dead end street intersects with the center of a through street to the center of the turn-around of the cul-de-sac. Where one cul-de-sac intersects with another cul-de-sac, the end of each cul-de-sac shall be no more than five hundred (500) feet from a through street, measured as stated above. The distance from the edge of the pavement on the vehicular turn-around to the right-of-way line shall not be less than the distance from the edge of the pavement to the right-of-way line on the street approaching the turn-around. Cul-de-sacs shall have a minimum radius of thirty-five feet (35')/minimum diameter of seventy feet (70').

Design and construction shall be certified by a registered engineer.

All interior drives, walkways, and parking spaces shall be constructed and maintained to standards by the park owner.

Section 404 Street Names & Street Signs

Any new street, lane or drive that serves a manufactured home park shall be given a non-duplicative name to eliminate conflicts with emergency services and mail delivery. Each new proposed street name will be verified by the Tax Mapping office for duplication with other streets, lanes and drives in the county.

It shall be the responsibility of the owner or developer to install signs identifying streets at the intersections of all interior streets. Such signs shall meet or exceed specifications for street signs required by Bertie County Emergency Management.

Section 405 Off-Street Parking

All parking in manufactured home parks shall be off-street after the effective date of this ordinance.

Each new manufactured home space shall be provided with at least two (2) graveled/rocked off-street parking spaces prior to the beginning of operations of the park. Each space shall be a minimum of twenty feet (20') long and ten feet (10') wide.

Section 406 Required Manufactured Home Space Area

Due to issues with septic systems throughout the county, minimum spaces sizes are similar to the minimum requirements of the *Bertie County Subdivision Ordinance*. These minimums are deemed necessary and crucial to the functionality of sewage disposal systems and are meant to allow for repair and replacement of systems if there are failures in the future.

The sizes of new manufactured home spaces shall meet standards of the Bertie County Environmental Health Division as follows:

Space Requirements:

	IMPROVEMENTS	AREA (SQUARE FEET)	SPACE WIDTH (FEET)
1.	Public water and sewer	10,000	80
2.	Public water and sewer; corner space	12,500	80
3.	Public water; soil classified suitable for septic tanks	15,000	90
4.	Public water; soil classified provisionally suitable for septic tanks due to drainage	20,000	100
5.	Public water; soil classified provisionally suitable for septic tanks due to characteristics other than drainage	30,000	140

Section 407 Drainage

All new manufactured home spaces shall be located on a well-drained and properly graded site. At a minimum, each manufactured home space must be properly graded to provide for adequate drainage of water with a minimum of one (1) inch increase in height per each ten (10) feet of distance from the side space line to the center of the space.

Section 408 Water Supply

If the developer is developing new spaces within the service area of the Bertie County Water System, the developer shall connect to the system owned and operated by Bertie County.

Plats shall be reviewed by the Bertie County Water Director and County Engineer to determine if public water service is available for the proposed manufactured home park. The Water Director and County Engineer shall review the following criteria when making the determination on the availability of public water service to the manufactured home park:

- A. Whether the water system with jurisdiction has/will have the capacity to serve the proposed manufactured home park.
- B. The distance and location of the proposed manufactured home park to the nearest available public water service.
- C. The number of spaces in the proposed manufactured home park with regard to the distance of the main water line to be constructed to the manufactured home park.
- D. Estimated cost of extending the water service to the manufactured home park regarding economic feasibility. (COST/DISTANCE/MANUFACTURED HOME PARK)

If public water service is determined to be available for the spaces in a new manufactured home park, the developer shall construct the new water service according to local and state specifications.

Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specification for the Bertie County Water System as prepared by the County Engineer, and submitted with the preliminary plat for approval by the Planning Board, Water Director and the appropriate State Agencies.

Water meters will be installed after the application has been made and required fees paid by the developer. The cost of the construction, connection and approval of the manufactured home park water system shall be paid by the developer.

The Bertie County Planning Board and/or the Bertie County Board of Commissioners may, in consultation with the County's Engineer, determine that certain improvements will be required for the County Water System due to the projected consumption of water when all proposed manufactured home park spaces are connected to the Bertie County Water System. The Bertie County Board of Commissioners will require the Developers to make and pay for those improvements. The County Engineer will be the selected Engineer for the Construction Project unless otherwise approved by the Board of County Commissioners. The Engineer's Fee will be paid for by the Developer.

Section 409 Use Restrictions

No part of any new manufactured home park may be used for non-residential purposes that may create any unusual noises, odors, or other offensive nuisances affecting residential living.

Section 410 Lighting

Streets in the manufactured home park shall be illuminated with street lamps to enhance safety of residents. Streets shall be illuminated from one half-hour after sunset until one half hour before sunrise.

Street lamps shall be a minimum 175 watt mercury vapor lamp or equivalent (approximately 7000 lumen class) spaced at four hundred feet intervals.

Section 411 Recreational Areas/Common Areas

Common areas, whether recreational or simple open space, have been recognized as important to neighborhoods. To enhance the quality of life for park residents, recreational or common areas are required for manufactured home parks that have at least twenty-five (25) spaces. When the manufactured home park is located on a water-way, lake or pond, water access may be provided for residents if the area is properly posted.

Recreational and common areas shall provide reasonable access from an interior street. A street lamp shall be placed in the recreational/common area to enhance safety.

All recreational areas shall have a minimum of 10,000 square feet per 25 spaces.

Section 412 Maintenance

Maintenance of all required improvements, including streets, roads, drainage areas, sewage disposal, recreational areas and all other required amenities will be the responsibility of the park owner. Streets and roads are to be maintained in a way that they are free from pot holes, breaks in the pavement, ponding of water during rainy periods, excessive washing of drainage ditches, and other related problems which would impede or cause hazards to motor vehicles.

The Enforcement Officer will inspect manufactured home parks periodically to ensure maintenance of the park is in good standing with the provisions of this ordinance. Enforcement action is described in Article VII of this ordinance.

DRAFT

ARTICLE V

VARIANCE

Section 501 Variance Procedure

The Planning Board may authorize a variance from these regulations when, in its considered and informed opinion, undue hardship may result from strict compliance due topographical or other conditions peculiar to the site. In granting any variance, the Planning Board shall make the findings required below, taking into account the nature of the proposed manufactured home park, the existing use of land in the vicinity, the number of persons to reside in the proposed manufactured home park and the probable effect of the proposed manufactured home park upon the contiguous properties, surrounding area, and traffic conditions in the vicinity. No variance shall be granted unless the Planning Board finds the following criteria:

- a. That there are special physical circumstances or topographical conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land;
- b. That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner(s);
- c. That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance;
- d. That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated;
- e. The need for the variance is not the result of a self-created hardship; and
- f. The need for the variance is not based on financial hardship or the financial interests of the developer or land owner.

Requests for variances shall be submitted in writing to the Planning Director for inclusion on the agenda for the next regular Planning Board meeting. Requests shall be submitted a minimum of seven (7) business days prior to the regular Planning Board meeting to allow time for adequate information to be acquired and reported to the Planning Board.

Appeal to the Planning Board's ruling on a variance shall be to the Bertie County Board of Commissioners. Request for appeal shall be filed within ten (10) days from the date of the Planning Board's ruling. The Board of Commissioners will hear the case to determine if the Planning Board:

1. Exceeded its authority or jurisdiction;
2. Acted erroneously;
3. Failed to use proper procedure
4. Acted arbitrarily or capriciously; or
5. Failed to act as required by law or rule.

Appeal to the Board of Commissioners' ruling shall be to a court of competent jurisdiction.

ARTICLE VI SEPARABILITY

Section 601

Should any section or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such declaration shall not affect the ordinance as a whole, or any other part thereof other than the part so declared to be unconstitutional or invalid.

ARTICLE VII ENFORCEMENT

Section 701 Enforcement

To verify compliance with the requirements of this Ordinance, at any time during normal operating hours, the Enforcement Officer or its designee may inspect each manufactured home park. The manufactured home park owner will then be given sixty (60) days from the date of notice to make any required corrections.

If corrections have not been made within the sixty-day period, the manufactured home park owner shall be guilty of a Class III misdemeanor and assessed a fine of five hundred dollars (\$500) pursuant to N.C.G.S. 14-4. In lieu of or in addition to the criminal penalties outlined above, the manufactured home park owner may be subject to a civil penalty pursuant to N.C.G.S. 1530A-123(c) of \$1,000 per day for each day the violation continues, recoverable by the County in a civil action in the nature of a debt. In addition to all other remedies available either at law or in equity, the County may institute an action in the General Court of Justice seeking enforcement of the ordinance by injunction or order of abatement, or both, pursuant to N.C.G.S. 153-A123(d) and (e). See the Appendix for copies of the referenced statutes.

The Enforcement Officer will notify the Bertie County Building Inspector of the non-compliance. The Building Inspector will not allow any manufactured home setup permits within the park, including replacement for existing manufactured homes until the issue has been resolved.

ARTICLE VIII

EFFECTIVE DATE

This ordinance shall take effect and shall be in force on and after _____, 2015.

Duly adopted by the Board of Commissioners of Bertie County, North Carolina, this the _____ day of _____, 2015.

ATTEST:

**Ronald D. Wesson, Chairman
Bertie County Board of Commissioners**

DRAFT

APPENDIX

General Statutes of North Carolina Regarding Enforcement of Ordinances

§ 14-4. Violation of local ordinances misdemeanor.

(a) Except as provided in subsection (b), if any person shall violate an ordinance of a county, city, town, or metropolitan sewerage district created under Article 5 of Chapter 162A, he shall be guilty of a Class 3 misdemeanor and shall be fined not more than five hundred dollars (\$500.00). No fine shall exceed fifty dollars (\$50.00) unless the ordinance expressly states that the maximum fine is greater than fifty dollars (\$50.00).

(b) If any person shall violate an ordinance of a county, city, or town regulating the operation or parking of vehicles, he shall be responsible for an infraction and shall be required to pay a penalty of not more than fifty dollars (\$50.00). (1871-2, c. 195, s. 2; Code, s. 3820; Rev., s. 3702; C.S., s. 4174; 1969, c. 36, s. 2; 1985, c. 764, s. 2; 1985 (Reg. Sess., 1986), c. 852, s. 17; 1991, c. 415, s. 1; c. 446, s. 1; 1993, c. 538, s. 8; c. 539, s. 9; 1994, Ex. Sess., c. 24, ss. 14(b), 14(c); 1995, c. 509, s. 133.1.)

§ 153A-123. Enforcement of ordinances.

(a) A county may provide for fines and penalties for violation of its ordinances and may secure injunctions and abatement orders to further insure compliance with its ordinances, as provided by this section.

(b) Unless the board of commissioners has provided otherwise, violation of a county ordinance is a misdemeanor or infraction as provided by G.S. 14-4. An ordinance may provide by express statement that the maximum fine, term of imprisonment, or infraction penalty to be imposed for a violation is some amount of money or number of days less than the maximum imposed by G.S. 14-4.

(c) An ordinance may provide that violation subjects the offender to a civil penalty to be recovered by the county in a civil action in the nature of debt if the offender does not pay the penalty within a prescribed period of time after he has been cited for violation of the ordinance...

(c1) An ordinance may provide for the recovery of a civil penalty by the county for violation of the fire prevention code of the State Building Code as authorized under G.S. 143-139.

(d) An ordinance may provide that it may be enforced by an appropriate equitable remedy issuing from a court of competent jurisdiction. In such a case, the General Court of Justice has jurisdiction to issue any order that may be appropriate, and it is not a defense to the county's application for equitable relief that there is an adequate remedy at law.

(e) An ordinance that makes unlawful a condition existing upon or use made of real property may provide that it may be enforced by injunction and order of abatement, and the General Court of Justice has jurisdiction to issue such an order. When a violation of such an ordinance occurs, the county may apply to the appropriate division of the General Court of Justice for a mandatory or prohibitory injunction and order of abatement commanding the defendant to correct the unlawful condition upon or cease the unlawful use of the property. The action shall be governed in all respects by the laws and rules governing civil proceedings, including the Rules of Civil Procedure in general and Rule 65 in particular.

In addition to an injunction, the court may enter an order of abatement as a part of the judgment in the cause. An order of abatement may direct that buildings or other structures on the property be closed, demolished, or removed; that fixtures, furniture, or other movable

property be removed from buildings on the property; that grass and weeds be cut; that improvements or repairs be made; or that any other action be taken that is necessary to bring the property into compliance with the ordinance. If the defendant fails or refuses to comply with an injunction or with an order of abatement within the time allowed by the court, he may be cited for contempt and the county may execute the order of abatement. If the county executes the order, it has a lien on the property, in the nature of a mechanic's and materialman's lien, for the costs of executing the order. The defendant may secure cancellation of an order of abatement by paying all costs of the proceedings and posting a bond for compliance with the order. The bond shall be given with sureties approved by the clerk of superior court in an amount approved by the judge before whom the matter was heard and shall be conditioned on the defendant's full compliance with the terms of the order of abatement within the time fixed by the judge. Cancellation of an order of abatement does not suspend or cancel an injunction issued in conjunction with the order.

(f) Subject to the express terms of the ordinance, a county ordinance may be enforced by any one or more of the remedies authorized by this section.

(g) A county ordinance may provide, when appropriate, that each day's continuing violation is a separate and distinct offense.

(h) Notwithstanding any authority under this Article or any local act of the General Assembly, no ordinance regulating trees may be enforced on land owned or operated by a public airport authority. (1973, c. 822, s. 1; 1985, c. 764, s. 34; 1985 (Reg. Sess., 1986), c. 852, s. 17; 1993, c. 329, s. 5; 2013-331, s. 1.)

Hello all,

This is just a follow up to remind you all as you are working on the appointees for the Regional Advisory Board, we need one commissioner or designee and one appointee with expertise in one of the areas that is outlined in G.S. 122C-118.1.

I have attached 122C to help you with those areas of expertise. If I can be of any help as you make these selections please let me know.

I wanted to be sure that you all had it on the agenda for your next Commissioner Meeting. Our first meeting of the Regional Advisory Board will most like be sometime the first week in June.

Thanks

Bland

Bland Baker, BA/QP
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§ 122C-118.1. Structure of area board.

(a) An area board shall have no fewer than 11 and no more than 21 voting members. The board of county commissioners, or the boards of county commissioners within the area, shall appoint members consistent with the requirements provided in subsection (b) of this section. The process for appointing members shall ensure participation from each of the constituent counties of a multicounty area authority. If the board or boards fail to comply with the requirements of subsection (b) of this section, the Secretary shall appoint the unrepresented category. The boards of county commissioners within a multicounty area with a catchment population of at least 1,250,000 shall have the option to appoint members of the area board in a manner or with a composition other than as required by this section by each county adopting a resolution to that effect and receiving written approval from the Secretary. A member of the board may be removed with or without cause by the initial appointing authority. The area board may declare vacant the office of an appointed member who does not attend three consecutive scheduled meetings without justifiable excuse. The chair of the area board shall notify the appropriate appointing authority of any vacancy. Vacancies on the board shall be filled by the initial appointing authority before the end of the term of the vacated seat or within 90 days of the vacancy, whichever occurs first, and the appointments shall be for the remainder of the unexpired term.

(b) Within the maximum membership provided in subsection (a) of this section, the membership of the area board shall reside within the catchment area and be composed as follows:

- (1) At least one member who is a current county commissioner.
- (2) The chair of the local Consumer and Family Advisory Committee (CFAC) or the chair's designee.
- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals in recovery from addiction.
 - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals with intellectual or other developmental disabilities.
 - c. Individuals in recovery from addiction.
- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.

- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.
- (12) The President of the LME/MCO Provider Council or the President's designee to serve as a nonvoting member who shall participate only in Board activities that are open to the public.
- (13) An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

Except as provided in subdivisions (12) and (13) of this subsection, an individual that contracts with a local management entity (LME) for the delivery of mental health, developmental disabilities, and substance abuse services may not serve on the board of the LME for the period during which the contract for services is in effect. No person registered as a lobbyist under Chapter 120C of the General Statutes shall be appointed to or serve on an area authority board. Of the members described in subdivisions (2) through (4) of this subsection, the boards of county commissioners shall ensure there is at least one member representing the interest of each of the following: (i) individuals with mental illness, (ii) individuals with intellectual or other developmental disabilities, and (iii) individuals in recovery from addiction.

(c) The board of county commissioners may elect to appoint a member of the area authority board to fill concurrently no more than two categories of membership if the member has the qualifications or attributes of the two categories of membership.

(d) Any member of an area board who is a county commissioner serves on the board in an ex officio capacity at the pleasure of the initial appointing authority, for a term not to exceed the earlier of three years or the member's service as a county commissioner. Any member of an area board who is a county manager serves on the board at the pleasure of the initial appointing authority, for a term not to exceed the earlier of three years or the duration of the member's employment as a county manager. The terms of members on the area board shall be for three years, except that upon the initial formation of an area board in compliance with subsection (a) of this section, one-third shall be appointed for one year, one-third for two years, and all remaining members for three years. Members shall not be appointed for more than three consecutive terms.

(e) Upon request, the board shall provide information pertaining to the membership of the board that is a public record under Chapter 132 of the General Statutes.

(f) An area authority that adds one or more counties to its existing catchment area under G.S. 122C-115(c1) shall ensure that the expanded catchment area is represented through membership on the area board, with or without adding area board members under this section, as provided in G.S. 122C-118.1(a). (2001-437, s. 1.11(b); 2002-159, s. 40(a); 2006-142, s. 4(e); 2007-504, s. 1.4; 2010-31, s. 10.7; 2012-151, s. 3(a); 2013-85, ss. 6, 7.)



Three Rivers Healthy Carolinians

Three Rivers Healthy Carolinians of Bertie and Chowan counties is a collaborative community-based network dedicated to improving the quality of life for all of our residents by addressing and evaluating community issues, supporting health education, awareness and resource accessibility.

Through planning, implementing, evaluating wellness programs and encouraging overall healthier lifestyle choices our mission and vision can be accomplished.

Meetings are held the second Tuesday of each month at 8:30 am. They rotate between executive and partnership. We also rotate the full partnership meetings between Bertie and Chowan County. Meetings are usually held at Vidant Bertie Hospital and Chowan County and Chowan County Cooperative Extension.

Based on the most recent Community Health Assessment, our focus right now is physical activity and nutrition. We have established walking trails with signage, worked with programs in schools, as well as done some work with the food pantries and farmer's markets.

Our new grant year starts July 1, so we will be working on some new projects starting this summer.

There are no specific qualifications to be appointed.

**Windsor, North Carolina
May 4, 2015
Regular Meeting**

The Bertie County Board of Commissioners met for their regularly scheduled meeting at 4:00 p.m. inside the Commissioners Room located at 106 Dundee Street Windsor, NC. The following members were present:

Present: Ronald “Ron” Wesson, District I
Stewart White, District II
Tammy A. Lee, District III
John Trent, District IV
Ernestine (Byrd) Bazemore, District V

Absent: None

Staff Present: County Manager Scott Sauer
Clerk to the Board Sarah S. Tinkham
County Attorney Lloyd Smith
Network Administrator Joe Wilkes
Finance Director William Roberson
Department of Social Services Director Linda Speller
Tax Administrator Jodie Rhea
Emergency Services Director Mitch Cooper

Barry Ward of the Bertie Ledger-Advance was present from the media.

CALL TO ORDER

Chairman Wesson called the meeting to order and thanked all of those present for their attendance.

INVOCATION

Commissioner Bazemore led the Invocation and Pledge of Allegiance.

PUBLIC COMMENTS

There were no Public Comments.

APPOINTMENTS

Convene as the Board of Equalization and Review

Chairman Wesson stated that this session of the Board of Equalization and Review was the second of two sessions, and that the Board of Commissioners would adjourn for the 2014-2015 tax year upon this session's completion.

He reiterated that upon this session's completion that no new appeals could be submitted for individual real estate property taxes, but that the appeal process was still ongoing regarding business personal property taxes.

Chairman Wesson then opened the floor for a motion to convene as the Board of Equalization and Review.

Commissioner Trent made a **MOTION** to convene as the Board of Equalization and Review for the final time for the 2014-2015 tax year to hear appeals regarding individual real estate property and business personal property taxes. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Wesson opened the floor for citizens to present any appeals.

Hearing none, Chairman Wesson requested an update from Tax Administrator, Jodie Rhea, regarding the ongoing appeals for business personal property taxes.

Mr. Rhea informed the Board that he had not received any new appeals and that he was currently wrapping up the appeals presented at the Board's first Equalization and Review session.

Mr. Rhea stated that the first appeal filed at the last meeting by Mr. George Harden was resolved. It was discovered that an ATV was incorrectly listed as business personal property when in fact it should have been classified as individual real estate property. The error was corrected.

Tax Administrator Rhea requested that the Board approve the changes made to Mr. Harden's business personal property audit.

Commissioner Trent made a **MOTION** to accept the changes made to Mr. George Harden's audit as requested by the Tax Administrator. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Wesson inquired if errors like this could have been made on other audits throughout the process so far.

Tax Administrator Rhea stated that, to his knowledge, no such additional errors have been made.

Chairman Wesson also inquired about a more proactive approach that could be put in place to ensure that all new businesses understand the tax laws and to understand the importance of coming down to the County to list their business personal property upon the opening of their business.

Mr. Rhea agreed that additional awareness would be beneficial because the County cannot issue correspondence with a business about listing their business personal property if the business has not reported their new business to the County in the first place.

Hearing no additional appeals from the public, Chairman Wesson opened the floor for a motion to adjourn as the Board of Equalization and Review, and to close the appeal window for individual real estate property taxes. Chairman Wesson assured the public present that decisions will be made soon regarding the current business personal property appeals.

Commissioner Trent made a **MOTION** for the Board to adjourn as the Board of Equalization and Review for the 2014-2015 tax year for all individual real estate property appeals. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Board of Education's FY 2015-2016 budget proposal presentation by Chief Finance Officer Pearline Bunch

Chief Finance Officer for the Bertie County Public School system, Pearline Bunch, was present to present the Board of Education's FY 2015-2016 budget proposal. Each Board member received a 3-ring binder with all materials included.

Ms. Bunch wanted to thank the Board as well as all members at the County on behalf of Superintendent White for their prayers and support during Ms. White's recent loss and for the concern of her and her husband's current health.

Ms. Bunch then outlined Superintendent White's budget message as well as reviewed the Bertie County Schools Budget Resolution draft for FY 2015-2016 which, if approved, will be effective from July 1, 2015 through June 30, 2016.

In summary, the Board of Education is slated to receive an estimated state appropriation of approximately \$15,489,984.

In addition, The Board of Education is requesting to receive an estimated local appropriation of \$3,689,176, which is an increase of \$1,186,176 in County funds requested above the current budget.

Also, the Board of Education is requesting \$375,000 for capital outlay projects would cover: a roof replacement at Colerain Elementary, the replacement of 4 A/C units at Aulander Elementary as well as an upgraded HVAC system, a new parking lot at West Bertie Elementary, additional driveway materials (rocks) for all schools, the replacement and upgrades of various technologies at Bertie Middle School, as well as the purchase of one district-wide, handicapped accessible activity bus.

Lastly, the grand total of estimated appropriations for FY 2015-2016 is approximately \$22,623,309.

Chairman Wesson thanked Ms. Bunch for the presentation and requested that a meeting be held between both the Board of Education and the Bertie County Board of Commissioners to discuss this proposal more carefully.

He stated that the two Boards have had a very workable and successful relationship in the past and that he would like for the Board's to continue that in the future.

Ms. Bunch agreed, and stated that upon Superintendent White's return, she would work to get such a meeting set up so that both Boards could discuss this proposal together.

There was also discussion of how the charter schools will continue to effect the funding of the public school system.

Commissioner Bazemore stated that as a former member of the Bertie County Public School system, she understands the struggles that the public school system faces each year, but that she also understands the juggling act that occurs on the County and Board of Commissioners level.

Ms. Bunch also recognized some Board of Education members present including Jo Davis Johnson, Barry McGlone, Emma Johnson, and Chairman Tarsha Dudley.

In conclusion, Chairman Wesson thanked Ms. Bunch for her presentation, and asked all of those present to continue to keep Superintendent White and her family in their thoughts and prayers.

Roanoke Chowan Community Health Center project update by Kim Schwartz

Kim Schwartz, Chief Executive Officer of the Roanoke Chowan Community Health Center, was present to provide an update for the Board about the latest happenings at Colerain Primary Care located at 109 W. River Street in Colerain.

Ms. Schwartz began by introducing her Board Chair that was present, Viola Vaughan-Holland, and she then reiterated that Roanoke Chowan Community Health Center was one of two federally qualified health centers serving citizens of Bertie County.

She stated that being a federally qualified health center presented additional benefits to the health market as the main goal of these centers is to decrease the amount of emergency room visits which in turn keeps costs down on federal, state, and local levels.

Ms. Schwartz then discussed the latest updates being made to Colerain's Primary Care facility, as well as introduced a new expansion project.

Some of the latest additions to Colerain's Primary Care facility include: additional primary and preventive care services, specialty referrals, behavioral health resources, Diabetes education (recognized by the American Diabetes Association), sliding fee/medication assistance, migrant seasonal farmworker outreach, Affordable Care Act Marketplace enrollment assistance, and various telehealth and telemedicine services.

Ms. Schwartz highlighted the implementation of a new telemedicine program that is overseen by Dr. Doyle "Skip" Cummings of ECU's School of Medicine. The program will officially launch in Colerain later this month.

Ms. Schwartz also highlighted a health assessment kiosk currently available and is unique to Colerain Primary Care. The kiosk is able to administer various health screenings.

Lastly, Ms. Schwartz informed the Board of Roanoke Chowan Community Health Center's intent to apply for a federal, 3 year grant to complete an approximately 3,000 square foot expansion of the Colerain Primary Care facility.

The grant would allow the facility to finish the center's parking lot, expand current exam rooms, add additional members to the medical team, build an education and staff kitchen area, as well as add an in-house pharmacy with discount prescription medications.

The Board thanked Ms. Schwartz for her presentation and stated that they would like to be of any assistance that they can, as well as informed her of the County's participation in the NACo Discount Health, Dental, and Prescription Medication program.

Chairman Wesson also asked for Ms. Schwartz's assistance through Colerain Primary Care to help ensure that all citizens complete the next Census as the County has missed out on funding that it needs due to lack of Census participation.

Ms. Schwartz concurred and thanked the Board for their time.

**Mid-East Commission Workforce Development and Board Regional Consortium
Agreement presentation by Interim Executive Director Bryant Buck, Director of the
Region Q Workforce Development Board, Walter Dorsey**

Bryant Buck, Interim Executive Director of the Mid-East Commission, was present to provide an update to the Board about the latest happenings at the Mid-East Commission.

He provided various handouts of information for the Board which were placed into the Board's electronic agenda packet.

Mr. Buck focused on the upcoming implementation of the new Workforce Innovation and Opportunity Act (WIOA). This program will replace the Workforce Investment Act (WIA) starting July 1, 2015.

Mr. Buck continued by stating that the Mid-East Commission has been the Administrative Entity and Fiscal Agent for this program for the last 29 years and informed the Board that various cuts will be made to all three classifications of workers under the new act including: Adult Workers, Dislocated Workers, and Youth participants.

These programs are designed to provide assistance to low-moderate income individuals with on the job training opportunities, financing for educational opportunities (via Individual Training Accounts for approved occupational courses and majors), as well as remediation and work experience for Youth participants.

WIOA will provide for additional emphasis on serving the disabled population, coordination of Adult Learning, Career Pathways, as well as additional opportunities for Youth work experience.

Mr. Buck concluded by stating that in order to move forward effectively with these changes, he would need the assistance from the entire 5 County region to continue being a Workforce area, to designate a Chief Elected Official, approve and pass a Resolution of Consortium Agreement, as well to appoint additional members from the County to the Workforce Development Board.

Mr. Buck stated that he would be bringing more information to the Board in the near future, and also reiterated that Mid-East Commission is sometimes an “underutilized resource,” and that he encouraged any and all Commissioners to reach out to him if they are in need of grant finding or grant writing assistance, or any other needs, to please contact him.

Chairman Wesson suggested that Mid-East strive to create a wide spread awareness effort to all municipalities as he did not believe many people fully understood the resources available through the Mid-East Commission.

He stated that this could cut down on program duplication as well and allow for the proper funding to be used for as many causes as possible.

BOARD APPOINTMENTS

Voluntary Agricultural District Advisory Board

Commissioner Bazemore made a **MOTION** to reappoint George D. Perry, III, Blount Knowles, and Tyrone James to the Voluntary Agricultural District Advisory Board for a 3 year term. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Nursing Home/Adult Care Advisory Committee

As requested by Tameka Riggsbee, Ombudsmen at the Mid-East Area Agency on Agency, Maggie Witherspoon was removed from the Nursing Home/Adult Care Advisory Committee.

Chairman Wesson reiterated to all of those present that the process in applying for boards, commissions, and committees is open to anyone, and the only thing needed to be considered is an application on file with the Clerk to the Board, Sarah S. Tinkham.

Applications are available online at <http://co.bertie.nc.us>, or in the Clerk to the Board's office at 106 Dundee Street, Windsor.

CONSENT AGENDA

Approve minutes for Regular Session 4-20-15

County Manager Sauer recommended this item for approval. The County Attorney also recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the Regular Session minutes from 4-20-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Approve minutes for Regular Session 4-30-15

County Manager Sauer recommended this item for approval. The County Attorney also recommended this item for approval.

Commissioner Bazemore made a **MOTION** to approve the Regular Session minutes from 4-30-15. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept Register of Deeds Fees Report – April 2015

County Manager Sauer recommended this item for approval.

Commissioner Bazemore made a **MOTION** to accept the Register of Deeds Fees Report for April 2015. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Accept Tax Department Error Ledger – March 2015

County Manager Sauer recommended this item for approval.

Commissioner White made a **MOTION** to accept the Tax Department Error Ledger for March 2015. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider Resolution of Support for Highway 17's 1-495 coalition project for a Raleigh to Norfolk interstate

County Manager Sauer recommended this item for approval and stated that this initiative also has the support from both Representative G.K. Butterfield and Senator Thom Tillis.

Vice Chairman Lee made a **MOTION** to approve the Resolution of Support for Highway 17's 1-495 coalition project for a Raleigh to Norfolk interstate. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider budget amendment in the amount of \$50,200 for the Tax Office for the payment of professional fees to County Tax Services, Inc. as per the business personal property agreement

County Manager Sauer recommended this item for approval and he also informed the Board that Johnny Bailey of County Services, Inc. was present to answer any questions.

County Manager Sauer directed the Board's attention to the spreadsheet in their electronic agenda package which details the accounts reflecting where taxes and penalties have been received and deposited in the General Fund totaling \$109,357.51 and provides a listing of the discovered value by account name. Mr. Sauer also noted that the Tax Administrator had recently received an account verification form from a taxpayer where a discovery in the amount of \$ 8.6 million was verified. As a result of the taxpayer's concurrence with these discovery findings, the Tax Office will be generating an invoice in the amount of \$97,524 of which approximately \$25,284 is penalties extending for six years.

During the conversation, Mr. Johnny Bailey of CTS, Inc. explained that when the business personal property audit system is reviewed in its totality, the County receives ten dollars (\$10) for every local dollar of County funds spent on this contract.

After some additional discussion, Commissioner White made a **MOTION** to accept budget amendment #15-05 in the amount of \$50,200 for the Tax Office for the payment of professional fees to County Tax Services, Inc. as per the business personal property agreement. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

Budget amendment #15-05 reads as follows:

BUDGET AMENDMENT			
# 15-05			
	INCREASE		INCREASE
10-0011-4111-37	\$ 50,200	10-4140-5399-01	\$ 50,200
SETUP BUDGET FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)			
	DECREASE		DECREASE
42-0025-4301-01	\$ 67,459	42-8272-5396-01	\$ 51,227
		42-8272-5396-10	\$ 6,452
		42-8272-5396-12	\$ 2,647
		42-8272-5396-29	\$ 295
		42-8272-5396-38	\$ 2,346
	INCREASE		INCREASE
42-0015-4230-01	\$ 4,848	42-8272-5499-00	\$ 356
TO REDUCE BUDGET TO REFLECT C.O.#3 (FINAL) AND AMENDED CAP. PROJ. ORDINANCE			
BLACK ROCK WATER IMPROVEMENT PROJECT			
APPROVED ___ / ___ /2015			

DISCUSSION AGENDA

Consider project closeout documents for Black Rock Water Line construction project

County Manager Sauer recommended this item for approval and also reminded the Board that the Homeowner’s Association of Black Rock has signed off on the construction project, and is satisfied with the results and clean up. He stated that it was decided by the previous Board to be sure the Homeowner’s Association signed off on the project before final payment is released.

Proof of the Homeowner’s Association’s approval for payment was included in the Board’s agenda packet.

Commissioner Trent made a **MOTION** to fully close out the Black Rock Water Line construction project with the approval from the Homeowner’s Association as discussed and for final payment (as noted in budget amendment #15-05) be remitted to Hawley’s Construction. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Chairman Wesson reminded the Board of a recent report regarding a Black Rock resident who is objecting to the minimum payment being charged each month.

The County Manager further explained that the debt service financing for the entire water system is predicated on the debt service payments and is required by County regulations.

The Chairman suggested that the Board may want to discuss this matter at a later date.

Budget amendment #15-05 reads as follows:

BUDGET AMENDMENT				
		# 15-05		
	INCREASE			INCREASE
10-0011-4111-37	\$	50,200	10-4140-5399-01	\$ 50,200
SETUP BUDGET FOR CONTRACT SERVICES - AUDITS TO PAY COUNTY TAX SERVICE (CTS)				
	DECREASE			DECREASE
42-0025-4301-01	\$	67,459	42-8272-5396-01	\$ 51,227
			42-8272-5396-10	\$ 6,452
			42-8272-5396-12	\$ 2,647
			42-8272-5396-29	\$ 295
			42-8272-5396-38	\$ 2,346
	INCREASE			INCREASE
42-0015-4230-01	\$	4,848	42-8272-5499-00	\$ 356
TO REDUCE BUDGET TO REFLECT C.O.#3 (FINAL) AND AMENDED CAP. PROJ. ORDINANCE BLACK ROCK WATER IMPROVEMENT PROJECT				
APPROVED ___ / ___ /2015				

Consider for approval – USDA Rural Development financing application for South Windsor water system improvements, Woodard Road water line replacement, SCADA system and District III meter replacement

County Manager Sauer first reminded the Board that this project was discussed at the April 20, 2015 Board meeting and directed their attention to the project cost summary in their electronic agenda packets which is also included below:

Scott Sauer

Subject: May 4th 2015

USDA Rural Development application for South Windsor Project improvements to include SCADA, Woodard Road, and District III meter replacement—Preliminary Engineering Report and Environmental Report are complete.

As reported at the April 20th Board of Commissioners meeting, Water Superintendent Ricky Spivey, Chairman Wesson and I met with USDA Rural Development officials Angela Washington and Aaron Gaskins on April 29th to review the development of an application for project funding. In addition, Green Engineering representatives presented the requisite preliminary engineering report and environmental report.

Requested Board Action: Authorization to prepare USDA Rural Development application and submittal for agency review; and authorization for the Chairman and County Manager to execute all application materials for the above described project.



Scott T. Sauer – County Manager
[Bertie County, NC](#)
(252) 794-6112

South Windsor Distribution

7.5. Total Project Cost Estimate

Table 16 Proposed Project – Estimated Construction Costs					
Construction Cost Estimate:					
Part A – Distribution Replacement					
Item	Description	Quantity	Units	Unit Cost	Extended Cost
1	8-Inch Dia. PVC Water Main	9,200	LF	\$15.00	138,000.00
2	8-Inch Dia. D.I. Water Main	200	LF	\$30.00	6,000.00
3	8-Inch I.D. Directional Bore	650	LF	\$110.00	71,500.00
4	6-Inch Dia. PVC Water Main	7,000	LF	\$11.00	77,000.00
5	6-Inch Dia. D.I. Water Main	600	LF	\$25.00	15,000.00
6	4-Inch Dia. D.I. Water Main	800	LF	\$16.00	12,800.00
7	2-Inch Dia. PVC Water Main	8,800	LF	\$8.50	74,800.00
8	Pipeline, Clean-up, Seeding & Testing	26,800	LF	\$2.00	53,200.00
9	8-Inch Gate Valve w/ Box	15	EA	\$1,400.00	21,000.00
10	6-Inch Gate Valve w/ Box	25	EA	\$950.00	23,750.00
11	4-Inch Gate Valve w/ Box	8	EA	\$750.00	6,000.00
12	2-Inch Gate Valve w/ Box	16	EA	\$530.00	8,480.00
13	Fire Hydrant	15	EA	\$2,500.00	37,500.00
14	Blow-off Assembly	17	EA	\$2,000.00	34,000.00
15	Compact Fittings	15,000	LBS	\$4.75	71,250.00
16	12-Inch Dia. Steel Casing (Bore & Jack)	600	LF	\$175.00	105,000.00
17	Long Services	56	EA	\$1,800.00	89,600.00
18	Short Services	50	EA	\$800.00	40,000.00
19	Long Services: Other	35	EA	\$1,100.00	38,500.00
20	Short Services: Other	35	EA	\$800.00	28,000.00
21	12 Gauge Wire	26,000	LF	\$0.25	6,500.00
22	Silt Fence	1,500	LF	\$3.00	4,500.00
23	Check Dam	50	EA	\$100.00	5,000.00
24	Ditch Liner	250	SY	\$3.00	750.00
25	Asphalt Road (Remove & Replace)	200	SY	\$60.00	12,000.00
26	Asphalt Drive (Remove & Replace)	200	SY	\$60.00	12,000.00
27	Concrete Drive (Remove & Replace)	200	SY	\$75.00	15,000.00
28	Stone Bedding	200	TONS	\$30.00	6,000.00
29	CABC Stone	300	TONS	\$25.00	7,500.00
30	Rip-Rap	35	SY	\$45.00	1,575.00
31	Select Backfill	80	CY	\$20.00	1,600.00
Total Part A – Distribution Replacement					\$1,023,805.00
Part B – SCADA Improvements					
31	Training and Spare Parts	1	LS	\$15,000.00	15,000.00
32	SCADA Master, Computer & Peripherals	1	LS	\$126,800.00	126,800.00
33	Well #1 149 Madre Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
34	Well #2 424 Gradtown Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
35	Tank #1 217 Madre Rd., Windsor, NC	1	LS	\$24,500.00	24,500.00
36	Chlorine Analyzers at Well #1	2	LS	\$6,000.00	12,000.00
37	Static Water Level Gauges at Well #1	2	EA	\$4,500.00	9,000.00
38	Well Head Encoder Meters	2	EA	\$3,500.00	7,000.00
39	Altitude Valve Vault – Tank #	1	EA	\$47,500.00	\$47,500.00
Total Part B – SCADA Improvements					\$290,800.00

Table 16 (Continued)
Proposed Project – Estimated Construction Costs

Construction Cost Estimate:					
Part C – Woodard Road Water Main					
Item	Description	Quantity	Units	Unit Cost	Extended Cost
1	6-Inch Dia. PVC Water Main	26,000	LF	\$11.00	286,000.00
2	6-Inch Dia. D.I. Water Main	800	LF	\$25.00	20,000.00
3	8-Inch I.D. Directional Bore	775	LF	\$110.00	85,250.00
4	Pipeline, Clean-up, Seeding & Testing	27,575	LF	\$2.00	55,150.00
5	6-inch Gate Valve w/ Box	25	EA	\$950.00	23,750.00
6	Fire Hydrant	5	EA	\$2,500.00	12,500.00
7	Compact Fittings	4,500	LBS	\$4.75	21,375.00
8	12-inch Dia. Steel Casing (Bore & Jack)	100	LF	\$175.00	17,500.00
9	12 Gauge Wire	28,000	LF	\$0.25	7,000.00
10	Silt Fence	1,500	LF	\$3.00	4,500.00
11	Check Dam	50	EA	\$100.00	5,000.00
12	Ditch Liner	250	SY	\$3.00	750.00
13	Asphalt Road (Remove & Replace)	50	SY	\$60.00	3,000.00
14	Asphalt Drive (Remove & Replace)	100	SY	\$60.00	6,000.00
15	Concrete Drive (Remove & Replace)	50	SY	\$75.00	3,750.00
16	Stone Bedding	150	TONS	\$30.00	4,500.00
17	CABC Stone	200	TONS	\$25.00	5,000.00
18	Rip-Rap	35	SY	\$45.00	1,575.00
19	Select Backfill	80	CY	\$20.00	1,600.00
Total Part C – Woodard Road Water Main					\$584,200.00
Part D – Water Meter Replacement					
1	¾" AMR Water Meter	1,305	EA	\$350.00	466,750.00
2	1" AMR Water Meter	7	EA	\$400.00	2,800.00
3	2" AMR Water Meter	7	EA	\$1,600.00	11,200.00
4	3" AMR Water Meter	1	EA	\$2,200.00	2,200.00
Total Part D – Water Meter Replacement					\$472,950.00
Sub-Total – Construction (Parts A - D)					\$2,351,755.00

Table 17
Proposed Project – Total Estimated Project Cost

Sub-total Construction Cost Estimate	\$ 2,351,755.00
Contingency @ 10%	\$ 235,176.00
Study and Report Phase	\$ 31,000.00
Preliminary Engineering Report	\$ 18,500.00
Environmental Report	\$ 12,500.00
Total Basic Services₁	\$ 151,500.00
Preliminary Design Phase (30%)	\$ 45,450.00
Final Design Phase: Submittals (20%)	\$ 30,300.00
Final Design Phase: Approvals (20%)	\$ 30,300.00
Bidding or Negotiating Phase (10%)	\$ 15,150.00
Construction Phase (15%)	\$ 22,725.00

Final Payment (5%)	\$ 7,575.00
Total Additional Services	\$ 57,500.00
Easement Surveys	\$ 12,500.00
GIS (As-Builts)	\$ 15,000.00
Ground-Penetrating Radar Survey	\$ 30,000.00
Resident Inspection₂	\$ 136,400.00
Advertisements and Permits	\$ 6,500.00
Legal Fees & Admin.	\$ 35,000.00
Capitalized Interest₃	\$ 84,970.00
Estimated Total Project Cost	\$ 3,089,801.00

1. Basic Service Fee based on Total Construction of \$2,351,755.00.
2. Resident Project Representative service fees were computed based on one full-time inspector for 8 hours a day at \$77.00/hour for a project duration of 10 months.
3. One year of interest on RD loan of \$3,089,801.00.

7.6. Annual Operating Budget

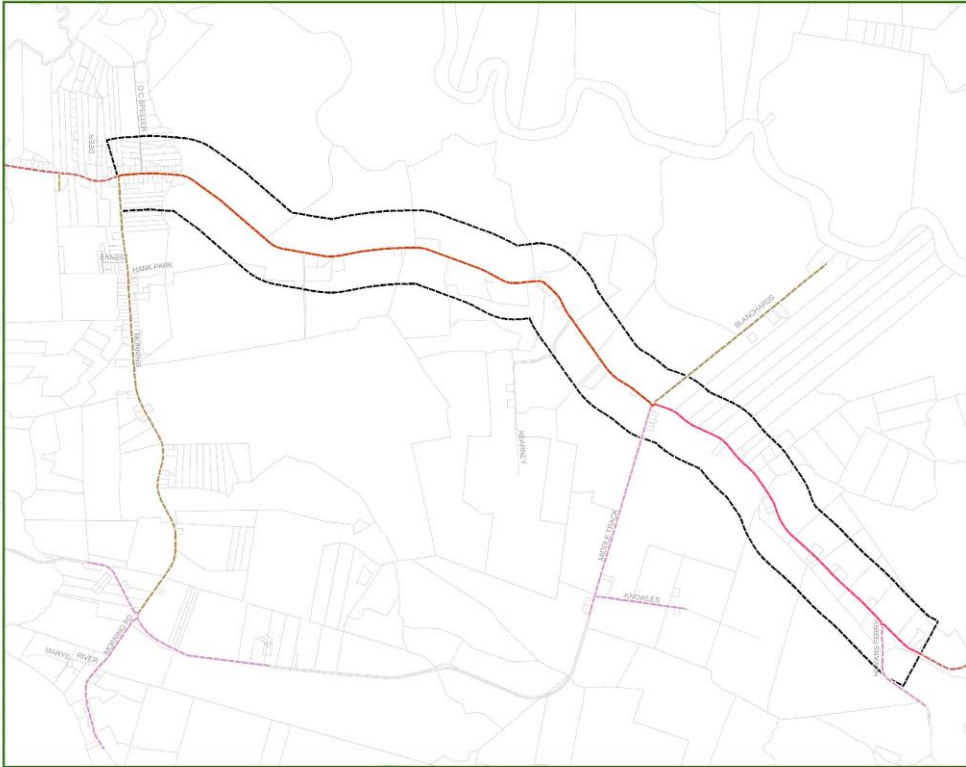
Table 18 Proposed – Project Funding	
USDA Rural Development Loan	\$ 3,089,801.00
Total Funding	\$ 3,089,801.00

Table 19 Proposed Rate Schedule		
Residential		
	Existing	Proposed
Base Charge	\$15.53	\$21.60
Cost per 1,000 gallons	\$4.50	\$4.50
Commercial		
Base Charge	\$27.00	\$33.00
Cost per 1,000 gallons	\$4.75	\$4.75

Table 20 Annual Operating Budget		
Annual Revenues		
	FY 2014 (Last FY Completed Actuals)	FY 2017 (1 st Typical Year)
<i>Operating Revenues:</i>		
<i>Charges for services</i>	\$ 489,065	\$ 698,603
<i>Water taps</i>	\$ 8,163	\$ 8,163
<i>Other Operating Revenues</i>	\$ 30,563	\$ 30,563
<i>Non-Operating Revenues:</i>		
<i>Investment earnings</i>	\$ 1,315	\$ 1,315
<i>Miscellaneous Revenue</i>	\$ 614	\$ 614
Total Annual Revenues	\$ 529,720.00	\$ 739,258.00

**Table 20 (Continued)
Annual Operating Budget**

Annual Expenses		
	FY 2014 (Last FY Completed Actuals)	FY 2017 (1st Typical Year)
Annual Operations & Maintenance:		
Water administration:		
Salaries and benefits	\$ 114,799	\$ 159,799
Telephone and postage	\$ 22,922	\$ 25,088
Travel	\$ 286	\$ 300
Repairs and maintenance	\$ 11,158	\$ 17,216
Advertising	\$ 97	\$ 102
Supplies	\$ 22,023	\$ 25,224
Uniforms	\$ 732	\$ 769
Contracted services	\$ 39,281	\$ 41,245
Professional fees	\$ 4,930	\$ 15,177
Dues and subscriptions	\$ 1,004	\$ 1,054
Chemicals	\$ 4,130	\$ 5,437
Employee training	\$ 158	\$ 166
Insurance	\$ 4,523	\$ 4,749
Utilities	\$ 36,755	\$ 43,693
Water testing	\$ 8,205	\$ 8,615
Other expenses ₁	\$ 24,559	\$ 25,787
Capital Outlay – Equipment	\$	\$ 43,500
Sub-Total	\$ 295,562.00	\$ 417,921.00
Annual Debt Payments:		
Principal ₂	\$ 75,000	\$ 90,000
Interest, fees and amortization ₃	\$ 89,179	\$ 77,413
USDA RD Loan (Totaling \$3,089,801 @ 2.75%) ₄	\$	\$ 128,324
Sub-Total	\$ 164,179.00	\$ 295,737.00
Reserve Account:		
Debt Service Reserve ₅	\$	\$ 12,800
Short-Lived Asset Reserves	\$	\$ 12,504
Sub-total	\$ 0.00	\$ 25,304.00
Total Annual Expenses	\$ 459,741.00	\$ 738,962.00



Water System Improvements
Bertie County
Bertie County, North Carolina

FIGURE 5
PROPOSED IMPROVEMENTS
SERVICE AREA MAP
WOODARD ROAD

Legend

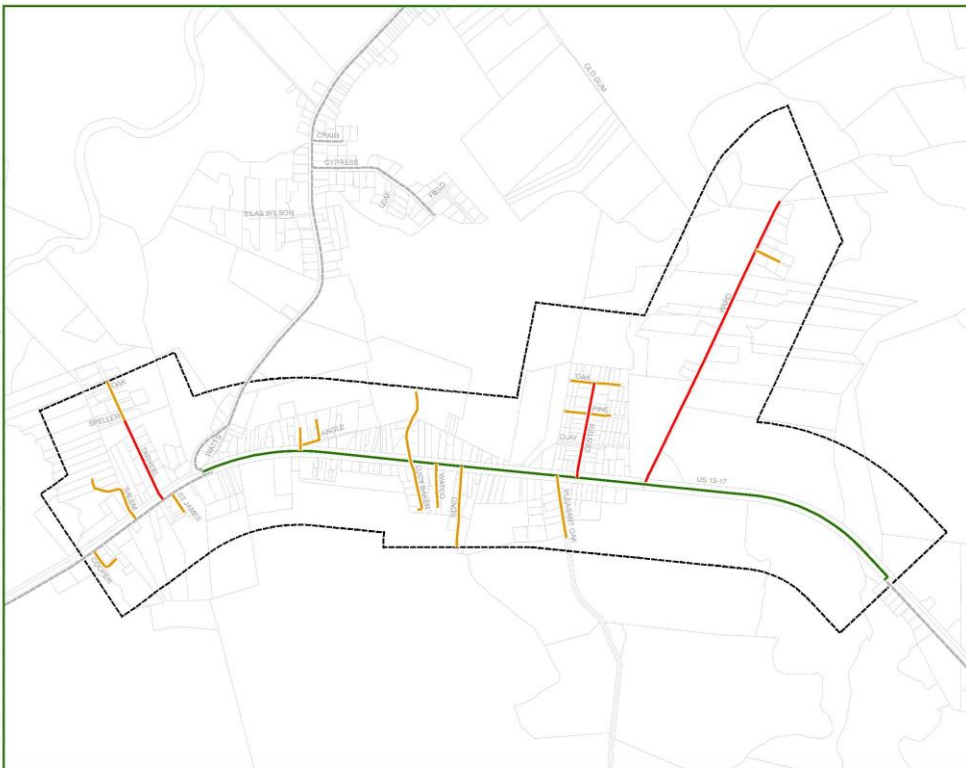
- Woodard Road Project Area
- Proposed Imp. - Woodard Road
 - Prop. 6-inch
- Existing Water Main Size
 - 2-inch
 - 3-inch
 - 4-inch
 - 6-inch
 - 8-inch
 - 10-inch
 - 12-inch
 - 14-inch
 - 16-inch

Green Engineering

0 1,000 2,000 4,000 Feet

Prepared By:
Green Engineering P.L.L.C.
107 Elm Garden 21512
101 Goldsboro Street SE
Waverly, NC 27883
Phone: (252) 237-5555
Fax: (252) 343-1489

This map is a graphic representation and should be used for planning purposes only. Green Engineering cannot guarantee the accuracy of the map.



Water System Improvements
Bertie County
Bertie County, North Carolina

FIGURE 4
PROPOSED IMPROVEMENTS
SERVICE AREA MAP
SOUTH WINDSOR WATER
PROJECT ASSOCIATION

Legend

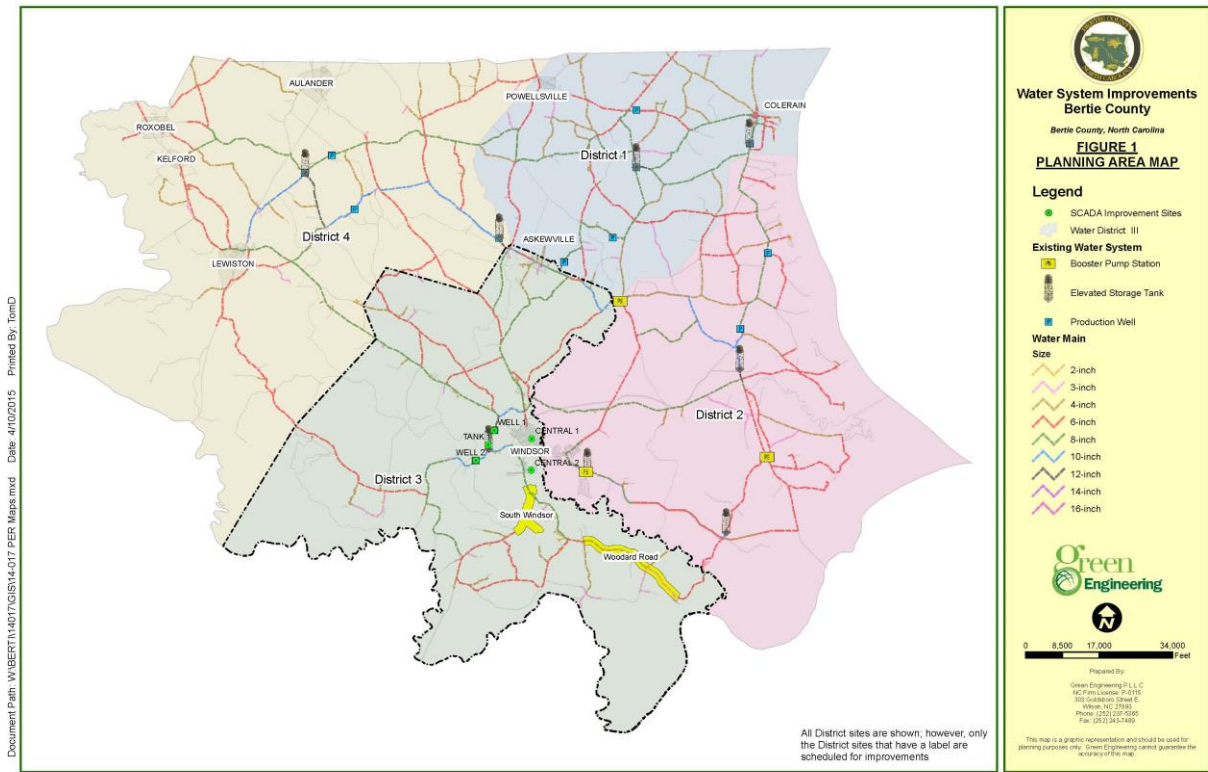
- South Windsor Project Area
- Existing Water Mains - County
- Proposed Imp. - South Windsor
 - Prop. 2-inch
 - Prop. 6-inch
 - Prop. 8-inch

Green Engineering

0 500 1,000 2,000 Feet

Prepared By:
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County Manager Sauer informed the Board that he had met with representatives from USDA Rural Development regarding the County’s financing application for the South Windsor Water improvements, Woodard Road water line replacement, the SCADA system, and the District III meter replacement.

Mr. Sauer stated that an application is being completed and that he needed a motion from the Board in order for that application to be submitted along with the preliminary engineering report and environment report developed by Green Engineering.

Chairman Wesson reminded the Board that these projects were a part of a promise to the citizens of South Windsor during the acquisition, and once the application is submitted, USDA will be able to submit a report to the Board regarding the effectiveness of the application and the choice to accept or deny any offered financing.

Commissioner Trent inquired about whether or not Green Engineering was involved and if the work needed to complete the application was still of no cost to the County.

County Manager Sauer confirmed that Green Engineering was present at the recent meeting and that the County is still not obligated to any costs unless the financing accepted by the County.

Commissioner White made a **MOTION** to move forward with the USDA Rural Development financing application for the various South Windsor and Water District III water projects. Vice Chairman Lee **SECONDED** the motion. The **MOTION PASSED** unanimously.

Consider Department of Social Services document shredding proposal

Department of Social Services Director, Linda Speller, was present to discuss the proposals she had received for document imaging as well for document shredding.

Ms. Speller stated that after various proposals and meetings with document imaging consultants, it was determined that document imaging would not be the most cost effective route for the County to take in handling the Department's excess of documents.

Ms. Speller stated that the most cost effective method would be to shred the documents that had outgrown the appropriate retention schedule and she provided information about the cost of shredding documents in the Board's electronic agenda packet.

Ms. Speller requested that the Board approve of her completing a document shred and to use the \$25,000 allotted for document imaging to be used for a shredding endeavor instead.

The Board concurred.

Commissioner Trent made a **MOTION** to allow Ms. Speller to find the appropriate resource needed to shred the Department's eligible documents and to allow an amount of \$25,000 that would have been used for document imaging in order to do so. This would be done with the Finance Officer moving the \$25,000 from document imaging into the Contracted Services line item. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Discuss Board's review of proposals for Marketing & Economic Development system evaluations

The Board briefly discussed their 2 top choices from the April 30, 2015 Marketing & Economic Development system evaluation presentations and collectively agreed to enter into contract negotiations with Creative Economic Development Consulting.

Commissioner White confirmed that Economic Development Director, Steve Biggs, had provided his feedback regarding all firms that submitted proposals and gave presentations.

County Manager Sauer stated that Mr. Biggs, as well as his Economic Development Commission Chair, Mike Neal, also were in favor of entering into contract negotiations with Creative Economic Development Consulting.

Vice Chairman Lee made a **MOTION** to have the County enter into contract negotiations with Creative Economic Development Consulting with the contingency that if a suitable contract is not reached, another firm would be chosen. Commissioner Trent **SECONDED** the motion. The **MOTION PASSED** unanimously.

EMS billing and the use of liens on real property as recommended by the County Attorney

After some concerns were raised about the County's authority over this matter, this item was deferred until the Board's meeting on Monday, May 18, 2015.

The Board requested that Emergency Services Director, Mitch Cooper, bring forth some numerical figures from his Department so that the Board would have a broader idea about how many citizens could possibly be effected by this type of policy.

COMMISSIONERS' REPORTS

Commissioner Bazemore submitted to the County Manager a potential grant opportunity that could assist in operating costs for the Bertie County Sheriff's Office.

Vice Chairman Lee announced that she had recently attended a Bertie Minister's Council meeting, and stated that their latest initiatives included a summer reading book drive, uniform drive, and a Coats for Kids program.

Donations for these programs can be dropped off at any Bertie County elementary school as well as at the Windsor United Methodist Church located at 450 Queen Street, Windsor.

Commissioner White informed the Board of a question he had received from the owner of Eden House Graphics, Harlan Hughes. Mr. Hughes had inquired about when final decisions would be made regarding his appeal and the proposed penalties.

There was a brief discussion regarding penalties charged, and what flexibility the Board may have, if any, in the ability to compromise on the amount of penalties imposed.

COUNTY MANAGER'S REPORTS

County Manager Sauer announced that the Farm Lane water line project was ready for construction under the Community Development Block Grant (CDBG), but that the project start date had to be postponed until the proper paperwork was secured for the utility easement.

Mr. Sauer also informed all of those present about an initiative that the Board approved at their April 30, 2015 meeting.

County Manager Sauer reported that Commissioners realize that employees face many challenges outside of work related to financial concerns and family issues. For next fiscal year beginning July 1, the Board has agreed to implement an Employee Assistance Program (EAP) which will provide valuable counseling support and other services for staff and dependents which would cost \$2.35 per employee, per month.

This item was approved at the Board's Marketing and Economic Development meeting on Thursday, April 30, 2015.

COUNTY ATTORNEY'S REPORTS

The County Attorney gave no remarks at this time.

County Manager Sauer requested a brief Closed Session.

CLOSED SESSION

Commissioner Bazemore made a **MOTION** to go into Closed Session pursuant to N.C.G.S. § 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege that exists between the attorney and this public body, and pursuant to N.C.G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of employment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Commissioner White **SECONDED** the motion. The **MOTION PASSED** unanimously.

The Board shifts into Closed Session.

OPEN SESSION

Commissioner Trent made a **MOTION** to return to Open Session. Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** unanimously.

Following a lengthy Closed Session, Chairman Wesson encouraged the Board that now is the time to act decisively.

He reminded his fellow Commissioners of the work load demands on the Water Department Superintendent based on priorities established by the Board of Commissioners.

Chairman Wesson also noted that when you examine the events around the country, and look at the regional crime statistics shared by Commissioner White this evening, it is incumbent upon this Board to strive for stability and continuity of leadership in the area of law enforcement.

Chairman Wesson reminded the Board that Sheriff Holley has served this community for his entire career, and that his service to this County has been outstanding by all measures.

Sheriff Holley is now eligible for retirement with more than thirty-two years of service, and that to continue on his present path, Sheriff Holley will be losing significant income to continue working, rather than drawing his retirement earnings. In fact, the County would be paying more in local funds for Sheriff Holley's supplemental separation pay in retirement, than it would cost to retain him under the proposal before us this evening.

Chairman Wesson further noted that we have seen a former Sheriff (most recently the Chief Deputy) file for retirement and now is not the time to experience another void in leadership for the Sheriff's Office.

Commissioner Bazemore stated that Sheriff Holley has agreed to work within this existing budget as he reviews his command structure and he desires to make an across the board increase for his staff utilizing lapsed salary money already earmarked for his department.

Commissioner Trent made a **MOTION** in three parts: first, to increase the Water Department Superintendent's annual salary to \$70,000 effective in the new fiscal year to coincide with the merger of two municipal water systems: Lewiston-Woodville and Roxobel. This increase of \$14,019 or twenty-five percent (25%) will be absorbed within the water system's enterprise fund with no impact on the General Fund or the county tax rate.

Second, the motion includes the Board's immediate retention offer of an annual salary of \$76,000 for Sheriff John Holley in recognition of his more than thirty-two years of service to Bertie County. The increase of \$10,172 or 15.5 percent is based on the Board's commitment to maintaining a strong continuity of leadership for law enforcement in this County, and further recognizes that Sheriff Holley would be losing significant income earnings if he were to postpone his retirement for which is eligible. This motion includes the implementation of the electronic monitoring program (EMP) which will be supervised by the Sheriff's Department, and closely coordinated with the court system and the regional jail staff. It is understood that the staff member assigned to coordinate the EMP will receive an appropriate salary adjustment, not to exceed ten percent. The Sheriff has also made it a priority to provide an across the board increase for his staff of five percent (5%), and utilizing lapsed salaries including holding the chief deputy position vacant to cover all of the increases noted above. The Sheriff's retention proposal includes two \$2,500 increases set for his salary scheduled for July 2016 and 2017, noting that the Sheriff will not be eligible for any across the board adjustments which are received by other county employees.

Third, this motion includes a directive for the County Manager and the development of the FY 2015-2016 budget to include targeted salary adjustments for workload, performance and market conditions for other key positions in the organization. Additionally, the Board is seeking to include in the next budget, funding for a comprehensive job classification and compensation study for all departments.

Commissioner Bazemore **SECONDED** the motion. The **MOTION PASSED** in a vote of 4-1 with Vice Chairman Lee voting against.

Additionally, Chairman Wesson requested that the following statement be placed on record as outlined here, noting that this Board of Commissioners has made a commitment to its citizens to be clear, transparent and forthright in all of our deliberations and decision making.

The statement reads as follows:

Since the newly organized Board of Commissioners began its work in December 2014, the Commissioners have focused on strategic decisions that will benefit Bertie County residents for years to come. Building on the success of the EMS Paramedic program, the County and the Roanoke Chowan Community College have partnered with Superintendent Elaine White to establish an EMT Cadet training program at Bertie high school. This initiative will provide a training opportunity and a work force development pipeline generating qualified, local applicants for job openings in Bertie County and beyond. Job creation and providing a pathway for meaningful employment opportunities are key priorities for the Commissioners.

Coming out of its two day planning session in early February, the Board has worked closely with the Board of Education to renovate and up fit the former high school campus for administrative and professional development training facilities. Additionally, the Commissioners have supported the new bus garage project and purchased the school system's former central offices to expand the headquarters for the Sheriff's Department.

The Board of Commissioners has placed a high priority on countywide community based recreation programming, including close coordination with both the YMCA and the school system. Likewise, the Board has continued its focus on critical infrastructure projects with water system improvements, courthouse structural repairs, security enhancements for the Clerk of Superior Court and efforts to improve the courthouse appearance and its prominence as a historical landmark in Bertie County.

The Board of Commissioners has also recently partnered with Martin County to provide resources for necessary renovations and repairs to extend the useful life of the Bertie Martin Regional Jail facility.

The Commissioners are working to insure that local businesses and contractors are hired for these projects highlighted above, and requiring that the building supplies and material are purchased locally where practicable.

The Board has also identified "human capital" as a component of the County's critical infrastructure. In recognition that County staff are a valuable resource, the Board has encouraged the County Manager to develop succession planning strategies, and to invest in staff training and promotion opportunities for County employees. Recently, the Board negotiated its contract for health insurance coverage, and achieved approximately \$39,000 in annual savings. In recognition of the changing health care market place, the Board has agreed to reinvest these savings to provide \$200 per employee to establish health savings accounts for all staff effective July 1.

The Commissioners realize that employees face many challenges outside of work related to financial concerns and family issues. For next fiscal year beginning July 1, the Board has agreed to implement an Employee Assistance Program (EAP) which will provide valuable counseling support and other services for staff and dependents.

The Board has also agreed to capitalize on a national program offered through the National Association of Counties to provide discount coverage for all County residents utilizing health, dental and prescription services through eligible providers.

Each of these initiatives represent “building blocks” set in place by the Commissioners to strengthen County government and improve the services that affect the lives of all citizens in the short term, as well as for years to come.

Succession planning and continuity of leadership represent part of the County’s effort to recognize staff dedication and commitment, while also planning for the orderly transition that comes when key employees reach retirement opportunities. Two critical positions have been identified for consideration in this area: Water Department Superintendent Ricky Spivey and Sheriff John Holley.

Both of these individuals have provided extraordinary service and leadership for Bertie County, and the Board of Commissioners desires to take proactive steps to insure that their service continues with plans for a leadership transition several years into the future. As the Board prepares for the next budget cycle, FY 2015-2016, there will likely be other positions that are evaluated and salary adjustments made which are commensurate with the organization’s needs and objectives.

Mr. Spivey’s salary will be adjusted to reflect additional operational responsibilities as the County merges with municipal water systems, and his new salary will be \$70,000 or an increase of \$14,019 which is a 25% adjustment. Due to the Board’s advance planning and the anticipated additional revenues generated by the additional customer base, this salary adjustment will be fully absorbed within the Water System enterprise fund, which is separate from the County’s General Fund, and will have no impact on the property taxes paid by citizens.

Sheriff Holley’s salary, effective immediately, will be \$76,000 or an increase of \$10,172 which is a 15.5% adjustment. Sheriff Holley has in excess of thirty-two (32) years of service to Bertie County in addition to a balance of nearly 4,000 accrued sick leave which can be applied to his calculated years of service for retirement. Sheriff Holley is currently reviewing his command structure and has indicated that the chief deputy position will be held vacant for the near future, and this opening will yield departmental savings to fund a five percent market adjustment for all Sheriff’s Department staff effective July 1, 2015. The Board’s retention effort for Sheriff Holley additionally includes two future adjustments of \$2,500 each in July 2016 and July 2017. It should be noted that the Sheriff’s Department will also be working with the local court system and Bertie Martin Regional Jail to implement a new pre-trial monitoring system, or electronic monitoring system in the new fiscal year. All salary adjustments related to the changes noted above will be absorbed within the Sheriff’s current budget appropriation with no additional funding required due to lapsed salaries from existing vacancies.

ADJOURN

Chairman Wesson adjourned the meeting at 7:00PM.

Ronald D. Wesson, Chairman

Sarah S. Tinkham, Clerk to the Board

COUNTY OF BERTIE
FINANCIAL SUMMARY
FISCAL YEAR 14/15

GOVERNMENTAL FUNDS	BUDGET	APR	YTD	% TO DATE	Prior Year
					% TO DATE
REVENUES					
PROPERTY TAXES	\$ (10,121,097.00)	\$ (349,837.76)	\$ (10,352,664.88)	102.3%	101.3%
SALES AND OTHER TAXES	\$ (1,583,300.00)	\$ (162,615.23)	\$ (1,130,518.68)	71.4%	61.9%
UNRESTRICTED INTERGOVERNMENT	\$ (102,000.00)	\$ (101.01)	\$ (20,097.81)	19.7%	19.0%
RESTRICTED INTERGOVERNMENT	\$ (802,701.00)	\$ (37,548.56)	\$ (586,623.57)	73.1%	65.5%
PERMITS & FEES	\$ (4,534,921.00)	\$ (250,903.51)	\$ (2,157,070.25)	47.6%	100.0%
SALES & SERVICES	\$ (71,501.00)	\$ (6,361.60)	\$ (55,584.00)	77.7%	69.5%
MISCELLANEOUS	\$ (251,481.00)	\$ (11,133.67)	\$ (251,629.02)	100.1%	127.3%
INTEREST EARNED ON INVESTMENTS	\$ (20,000.00)	\$ (390.07)	\$ (11,898.72)	59.5%	60.5%
TRANSFERS	\$ (1,958,394.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPROPRIATED	\$ (938,579.00)	\$ -	\$ -	0.0%	0.0%
TRANSFERS TO DEBT SERVICE	\$ (2,345,537.00)	\$ -	\$ -	0.0%	0.0%
TRANSFERS GEN TO DSS	\$ (1,325,150.00)	\$ -	\$ -	0.0%	0.0%
DSS	\$ (3,609,767.00)	\$ (274,505.97)	\$ (2,825,845.58)	78.3%	76.6%
DSS PERMITS & FEES	\$ (5,000.00)	\$ (450.00)	\$ (4,250.00)	85.0%	72.0%
DSS MISCELLANEOUS	\$ -	\$ -	\$ (144.00)	-	13.3%
TOTAL REVENUES	\$ (27,669,428.00)	\$ (1,093,847.38)	\$ (17,396,326.51)	62.9%	72.8%
EXPENDITURES					
GOVERNING BODY	\$ 193,408.00	\$ 14,484.36	\$ 168,008.04	86.9%	57.3%
ADMINISTRATION	\$ 231,703.00	\$ 19,334.68	\$ 192,546.76	83.1%	81.1%
FINANCE	\$ 297,525.00	\$ 21,476.53	\$ 229,399.10	77.1%	73.2%
TAX LISTING & COLLECTIONS	\$ 720,707.00	\$ 121,473.28	\$ 501,634.07	69.6%	78.3%
LEGAL	\$ 135,000.00	\$ 16,659.64	\$ 89,017.44	65.9%	80.0%
COURT FACILITIES	\$ 85,372.00	\$ 8,960.06	\$ 37,782.67	44.3%	41.7%
ELECTIONS	\$ 142,704.00	\$ 6,328.43	\$ 101,408.42	71.1%	72.9%
REGISTER OF DEEDS	\$ 294,793.00	\$ 28,221.10	\$ 213,449.80	72.4%	78.3%
PUBLIC BUILDINGS	\$ 600,773.00	\$ 63,125.75	\$ 546,591.40	91.0%	86.2%
INFORMATION TECHNOLOGY CENTER	\$ 210,077.00	\$ 15,333.16	\$ 169,050.76	80.5%	79.6%
SHERIFF	\$ 2,489,319.00	\$ 189,612.01	\$ 1,814,377.03	72.9%	75.9%
911 COMMUNICATIONS	\$ 459,804.00	\$ 63,485.30	\$ 343,395.04	74.7%	76.0%
EMERGENCY MANAGEMENT	\$ 384,730.00	\$ 14,659.32	\$ 284,561.35	74.0%	80.4%
EMERGENCY SERVICES	\$ 1,901,645.00	\$ 282,033.33	\$ 1,690,399.84	88.9%	58.4%
NON-EMERGENCY TRANSPORT SERVICE	\$ 679,596.00	\$ 16,836.90	\$ 250,260.93	36.8%	-
PLANNING/INSPECTIONS	\$ 339,299.00	\$ 51,322.55	\$ 265,605.55	78.3%	70.8%
MEDICAL EXAMINER	\$ -	\$ 300.00	\$ 1,100.00	-	61.3%
ANIMAL CONTROL	\$ 119,149.00	\$ 9,933.88	\$ 84,839.69	71.2%	74.8%
SOLID WASTE	\$ 526,180.00	\$ 47,302.07	\$ 394,659.19	75.0%	74.6%
ECONOMIC DEVELOPMENT	\$ 200,000.00	\$ 6,562.61	\$ 70,657.92	35.3%	79.7%
COOPERATIVE EXTENSION	\$ 187,866.00	\$ 15,499.54	\$ 134,319.54	71.5%	60.1%
SOIL CONSERVATION	\$ 92,713.00	\$ 5,582.35	\$ 66,064.61	71.3%	79.5%
HEALTH DEPARTMENT	\$ 97,658.00	\$ 8,000.00	\$ 81,657.85	83.6%	82.3%
VETERAN SERVICES	\$ 26,092.00	\$ 1,978.45	\$ 21,148.98	81.1%	84.8%
AID TO AGING/NUTRITION	\$ 513,146.00	\$ 45,158.38	\$ 340,435.52	66.3%	71.3%
PARKS & RECREATION	\$ 226,195.00	\$ 28,831.72	\$ 172,753.10	76.4%	77.6%
SPECIAL APPROPRIATIONS	\$ 5,222,833.00	\$ 714,388.43	\$ 4,224,874.37	80.9%	76.0%
TRANSFERS TO OTHER FUNDS	\$ 4,005,687.00	\$ -	\$ -	0.0%	0.0%
CONTINGENCY	\$ -	\$ -	\$ -	-	0.0%
SOCIAL SERVICES-ADMINISTRATION	\$ 2,582,703.00	\$ 195,816.42	\$ 1,853,512.04	71.8%	70.0%
SOCIAL SERVICES PROGRAMS	\$ 2,357,214.00	\$ 146,057.59	\$ 1,634,309.70	69.3%	70.8%
TOTAL DEBT SERVICE	\$ 2,345,537.00	\$ 462,739.81	\$ 2,092,465.67	89.2%	89.0%
TOTAL EXPENDITURES	\$ 27,669,428.00	\$ 2,621,497.65	\$ 18,070,286.38	65.3%	68.2%

CASH

	Prior Year	
	April 30, 2015	April 30, 2014
CENTRAL DEPOSIT ACCOUNT - SOUTHERN	\$ 1,581,708.26	\$ 2,034,545.72
CD'S - SOUTHERN	\$ 6,500,000.00	\$ 6,500,000.00
NC CAPITAL MANAGEMENT TRUST	\$ 3,881,486.56	\$ 3,277,979.20
	\$ 11,963,194.82	\$ 11,812,524.92

COUNTY OF BERTIE
FINANCIAL SUMMARY
FISCAL YEAR 14/15

		BUDGET	APR	YTD	% TO DATE	Prior Year % TO DATE
UTILITY FUNDS						
DISTRICT I						
TOTAL PERMITS & FEES		\$ (40,000.00)	\$ (2,472.15)	\$ (21,747.16)	54.4%	60.8%
TOTAL SALES & SERVICES		\$ (340,000.00)	\$ (30,481.09)	\$ (297,955.18)	87.6%	81.6%
TOTAL MISCELLANEOUS		\$ (3,200.00)	\$ -	\$ (532.99)	16.7%	382.9%
TOTAL OTHER		\$ (2,000.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPROPRIATED		\$ (3,000.00)	\$ -	\$ -	0.0%	0.0%
	TOTAL REVENUES	\$ (388,200.00)	\$ (32,953.24)	\$ (320,235.33)	82.5%	79.2%
WATER DISTRICT I	TOTAL EXPENDITURES	\$ 388,200.00	\$ 17,692.58	\$ 184,583.03	47.5%	35.8%
DISTRICT II						
TOTAL PERMITS & FEES		\$ (39,500.00)	\$ (1,633.81)	\$ (27,142.63)	68.7%	140.2%
TOTAL SALES & SERVICES		\$ (769,326.00)	\$ (150,100.64)	\$ (959,524.74)	124.7%	87.0%
TOTAL MISCELLANEOUS		\$ (500.00)	\$ -	\$ (1,084.73)	216.9%	43.8%
TOTAL OTHER		\$ (2,000.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPROPRIATED		\$ (9,750.00)	\$ -	\$ -	0.0%	0.0%
	TOTAL REVENUES	\$ (821,076.00)	\$ (151,734.45)	\$ (987,752.10)	120.3%	88.0%
WATER DISTRICT II	TOTAL EXPENDITURES	\$ 821,076.00	\$ 78,604.96	\$ 524,252.50	63.8%	50.5%
DISTRICT III						
TOTAL PERMITS & FEES		\$ (44,700.00)	\$ (3,179.88)	\$ (37,697.77)	84.3%	72.9%
TOTAL SALES & SERVICES		\$ (502,888.00)	\$ (44,433.49)	\$ (457,842.80)	91.0%	82.4%
TOTAL MISCELLANEOUS		\$ (700.00)	\$ -	\$ (1,247.26)	178.2%	79.1%
TOTAL OTHER		\$ (2,000.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPROPRIATED		\$ (7,250.00)	\$ -	\$ -	0.0%	0.0%
	TOTAL REVENUES	\$ (557,538.00)	\$ (47,613.37)	\$ (496,787.83)	89.1%	80.5%
WATER DISTRICT III	TOTAL EXPENDITURES	\$ 557,538.00	\$ 42,331.56	\$ 337,747.14	60.6%	47.3%
DISTRICT IV						
TOTAL PERMITS & FEES		\$ (45,000.00)	\$ (2,005.78)	\$ (31,436.15)	69.9%	58.1%
TOTAL SALES & SERVICES		\$ (445,000.00)	\$ (29,788.89)	\$ (389,456.58)	87.5%	81.1%
TOTAL MISCELLANEOUS		\$ (500.00)	\$ (25.00)	\$ (606.67)	121.3%	16.7%
TOTAL OTHER		\$ (700.00)	\$ -	\$ -	0.0%	0.0%
FUND BALANCE APPROPRIATED		\$ (5,000.00)	\$ -	\$ -	0.0%	0.0%
	TOTAL REVENUES	\$ (496,200.00)	\$ (31,819.67)	\$ (421,499.40)	84.9%	78.3%
WATER DISTRICT IV	TOTAL EXPENDITURES	\$ 496,200.00	\$ 29,262.26	\$ 259,616.66	52.3%	39.0%
BERTIE PHONE						
TOTAL MISCELLANEOUS		\$ (70,000.00)	\$ (6,044.17)	\$ (59,824.58)	85.5%	85.3%
FUND BALANCE APPROPRIATED		\$ -	\$ -	\$ -	0.0%	0.0%
	TOTAL REVENUES	\$ (70,000.00)	\$ (6,044.17)	\$ (59,824.58)	85.5%	33.4%
BERTIE PHONE SYSTEM	EXPENDITURES	\$ 70,000.00	\$ 15,227.82	\$ 47,990.58	68.6%	90.8%



May 6, 2015

Mr. Scott Sauer, County Manager
Bertie County
106 Dundee Street, Second Floor
Windsor, NC 27983

Dear Scott,

Creative Economic Development Consulting is looking forward to working with Bertie County on a Marketing Strategy and Economic Development System Evaluation. Our scope of work includes an economic development website and targeted marketing materials for the four identified industry clusters as well as applying best practices in economic development organizations to Bertie County Economic Development.

This letter serves as the engagement of Creative Economic Development Consulting to provide economic development consulting services to Bertie County. The scope of work, attached to this letter, is part of this agreement. If tasks outside the scope of work are requested by Bertie County, we will negotiate a contract amendment. Either party can terminate the agreement with 30-days written notice.

The fee to complete the scope of work is \$68,900 plus travel and expenses. Travel and expenses are expected to be \$2,200 and include up to six trips to Bertie County. The total contract amount not-to-exceed without an approved amendment is \$71,100. Invoices are issued monthly and are payable upon receipt. We invoice travel expenses at net cost and mileage at the IRS reimbursement rate. Creative EDC will be the lead contractor and issue all invoices and receive all payments. Entrepreneurial Places and Brand Acceleration will be subcontractors to Creative EDC.

Please review the scope of work and fee. If the terms are acceptable, please sign below, retain a copy for your files, and return a copy to our office. You may return an electronic copy to cmorphis@creativeedc.com or a hard copy to PO Box 706, Elkin, NC 28621.

We are looking forward to working with you and Bertie County. We believe Bertie County has many opportunities that will be discovered during the process.

Sincerely,

A handwritten signature in cursive script that reads 'Crystal Morphis'.

Crystal Morphis, CECD, LEED Green Associate
Founder and CEO



Bertie County Economic Development Consulting Services

Accepted by:

Name

Date



Bertie County Scope of Work

The Creative EDC team will kick-off the project with an on-site visit with Bertie County to meet key stakeholders and initiate the target cluster validation and system evaluation. Over the course of the project, our team members will be on-site to conduct local meetings, review progress with leaders, and present the final deliverables. We will provide the local project contact with regular progress reports and updates.

Target Cluster Validation

Project Tasks

- ⦿ Meet with the chamber of commerce about its members and mailing lists, ways of communicating with people, social media interest, etc.
- ⦿ Conduct an initial assessment of the small business ecosystem related to the four priority clusters. On the demand side: Who are the companies that are already there in each sector, and what are their opportunities and struggles? Are there opportunities for larger companies to do business locally with smaller ones within their cluster? On the supply side: Who are the resources staffed to serve the local business owners and managers? Is the county clear on its requirements for business?
 - Scan local business records in ReferenceUSA private databases to create a list of the companies in the county that are or may be related to the four sectors of interest. The list will indicate business sector, employment, sales volume, websites if any, and contact information. The list will also include names and websites of other small and medium businesses in the manufacturing or technology sectors.
 - Consult the chamber's business directory to see if there are other companies to add.
 - Use this combined list to develop a plan to contact business owners for interviews. A few of those interviews will be conducted in person on the same trip as other meetings, the rest by phone at least initially. Conduct telephone interviews with the owners and principals of at least two firms in each sector that are currently located in Bertie County, totaling 8-10 individuals. The focus will be on what they have accomplished with capital, talent, and marketing, and their biggest hurdles to growth. The achievements and photos will feed into the target cluster marketing materials. During those meetings each person will decide the level of information they want to use in promotions about them and their business.



- Conduct brief telephone interviews of the staff from resource agencies that offers sector-relevant business expertise at a reasonable cost.

We recommend moving this task to the implementation phase and have not budgeted for it in the fee quote.

- Facilitate one meeting in Bertie County where the following attend and pitch briefly to the commissioners and entrepreneurs about the resources for small business in the region. The group invited will include SBCN, community colleges, chambers of commerce, NCSU/cooperative extension, public library, workforce board, local nonprofit/faith organizations, SBTDC, NC Biotechnology Center, NC Commerce/EDPNC, as well as the capital programs of the N.C Rural Center, Support Center and Self Help Credit Union. The focus will be on what they provide for what stages and types of businesses located in Bertie County. The program could be organized around the four clusters, but many of the organizations serve more than one business type.

Deliverables

- ◎ **Starting Inventory of Sector Firms.** Each person we interview gives us some more contact information for business owners in the county in one or more of these four sectors. Note: A summer project for high school students or a 4H club, under remote supervision from consultant, could be to complete the sectorial business census – at least in the towns -- using a method in longtime use in rural Georgia.
- ◎ **Initial Assessment of the Entrepreneur Ecosystem in each Cluster.** The consultant team will prepare a written report summarizing the information gathered, including: Does what the emerging small businesses need match up with what is available around them? Are the entrepreneurs acquainted with the service providers? Does each cluster have an entrepreneur champion? Is anyone lending to small businesses in Bertie County, and through what programs? Can the employers find a workforce? Are local and state permits a barrier? Do any clusters have a physical facility as their next priority? Are there networks of business owners within or across clusters, perhaps under other names? Are there emerging clusters not identified in the four cited in the RFP?
- ◎ **Stories for the Local Media.** Several of the owners during their firm interviews will give permission to be written up into entrepreneur feature stories for the local newspaper and/or the website we are building. This will be useful for the website.

We propose to postpone the Service Providers Network Meeting to the implementation phase. It is not included in the fee quote.

- ◎ **Service Providers Network Meeting.** All the agencies that assist businesses will be invited to a facilitated cross exchange of information over lunch in Bertie County. The commissioners and other county leadership will attend, along with a few entrepreneurs



from each cluster. The format will be offered as a model for continuing to develop an entrepreneur-focused and team mindset.

System Evaluation/Organizational Analysis

Project Tasks

- ⊙ We will begin the organizational review, by meeting with staff to understand the history of the economic development program, past accomplishments, current program of work, etc. We will continue our meetings with the county manager and commissioners to understand the vision for the future. Meetings will be scheduled at the same time as the initial meeting to reduce travel cost. Other meetings will be conducted via phone.
- ⊙ The consulting team will review the organizational structure, staff, budget, program of work, relationships with ally organizations, and other information to determine the efficiency and effectiveness of the program. We will ask questions such as is the organization staffed appropriately to carry out its mission? Is the budget adequate and focused on priorities? Is the program of work aligned with the mission and desired outcomes?
- ⊙ Our team will apply best practices in organizational development to Bertie County. Creative EDC Founder and CEO Crystal Morphis is a Certified Economic Developer with the International Economic Development Council and has had advanced training in organizational development.
- ⊙ Our team will benchmark Bertie County with similar economic development organizations in terms of budget, staff, structure, leadership involvement, and other factors.

Deliverables

- ⊙ The deliverable for this task will be a written report with recommendations for modifications, if any, to the economic development organization, future budget planning, staff positions, and overall core areas of the program of work.

We will collaborate on the system evaluation with all of our team members to ensure the recommendations are well-rounded and apply to a small economic development office.



Marketing Implementation

Project Tasks

- ⦿ Review Current Marketing Efforts

Brand Acceleration will conduct a full evaluation of the organization's current economic development marketing efforts. This could include a review of message strategies, data from the business ecosystem analysis, the county website, brochures, trade show and conference participation, mission trips, regional marketing program, and other tactics. We will also receive firsthand information on Bertie County's competitiveness from our team members' evaluations.

Deliverables

- ⦿ A brief report will be provided, outlining strengths, weaknesses, and a list of recommendations.
- ⦿ **Industry Brochure.** Brand Acceleration will create a package of four (4) two-sided, single sheet industry brochures for use in just about any tactic. These will be beautifully designed, colorful, professionally- written, and printed in the highest quality so they make a wonderful impression when delivered to a prospect. The brochures will present a case for each target sector validated during this process. The ecosystem evaluation completed by Entrepreneurial Places will be integrated into this work. The brochures will be loaded onto the website and ready for digital printing. If you print, we recommend small quantities so they can be updated regularly.
- ⦿ **Website.** First and foremost, the interactive website should promote the collective benefits of Bertie County in order to help generate business interest. Once at the new website, the visitor needs to quickly and easily find answers to all of his or her specific questions. This new site will make it easy.

- Serve the Needs of Audiences with 14 to 16 Pages of Relevant Content

With a clear understanding of each of the target audiences, this site will be completely focused on providing the detailed information sought by visitors. From our recent survey of site selectors and other key audiences, we know that Sites and Buildings, Economic Data, Workforce Data, and other vital information **MUST** be easily found. It will be!

We know which pages visitors find most important and which are least important. Our experience also tells us the likely path a visitor will follow when he or she visits such a site. We also understand the need to serve the expectations of community leaders, community stakeholders, and existing businesses and will do just that.



- Research / Discovery / Listening Meetings

As with any economic development marketing effort, it is crucial for the Brand Acceleration team to be fully informed about the benefits and assets available in the community. In order to do this, a Brand Acceleration representative will visit the area, meeting with and listening to stakeholders, touring the community, business sites and parks, and other area assets. This information will be very valuable in the writing of the project Strategic Brief and the development of a powerful and believable brand message.

- Content Management System (CMS) and Training

Making it easy for the Bertie County Economic Development team to make basic changes to the website, including all mobile pages, this site will be built using the WordPress Content Management System (CMS). We like WordPress because it's free, easy, and user intuitive. At no additional charge, Brand Acceleration will train the Bertie County Economic Development team in the use of WordPress. Also included will be a Reference Guide which will answer most questions. A WordPress training video link will even be provided as a refresher. Of course, our staff will be available at any time to answer questions.

- Responsive Mobile Design for Desktop and Handheld Devices

As singer Bob Dylan once sang, "The times, they are a-changing," and those changes are happening rapidly in the area of mobile devices such as iPads, iPhones and Android devices. Simply being *visible* on mobile devices is no longer good enough. Mobile websites now must be "Responsive," changing their size, shape and layout so that they are best suited for the device being used. Visit this site <http://booneedc.org/> with your computer, mobile device, or phone to see how the page layout changes as the devices are turned. Our work for Bertie County Economic Development would utilize the latest technology in order to serve the expectations of visitors using mobile devices. Any changes made to the desktop website via the CMS will automatically be made to the mobile pages.

We no longer offer websites that do not feature Responsive Mobile features because as much as 80% of economic development website visitors are now using mobile devices to visit websites.



- Sites & Buildings Page

Brand Acceleration recommends utilizing the State of North Carolina’s GIS Sites and Buildings service. Our understanding is that it is still free and is easy to maintain.

- Economic Dashboard

The optional Brand Acceleration Economic Dashboard is a powerful and informative tool for economic development website visitors. It provides a detailed look into the economies of specific counties, regions, and states. For site selection consultants and real estate professionals, it answers virtually every question that may arise. Plus, if additional information is desired, the visitor may drill down with the simple click of the “More Details” button.

This information is purely dynamic and requires no work on behalf of the Bertie County Economic Development staff to keep the content current. This alone could save countless staff hours.

Click here to see an example <http://www.thencalliance.com/economic-dashboard/> .

Following is a list of detailed items shown on the Brand Acceleration Economic Dashboard. These items are subject to change without notice or obligation:

SNAPSHOTS (Profiles)

- People and Income Overview (includes maps)
 - By County
 - By Region
 - By State

MAJOR EMPLOYERS (PDF)

QUALITY OF LIFE

- Overview
- People
- Economy
- Housing
- Health
- Crime
- Climate
- Education
- Cost of Living
- Religion
- Voting

PRODUCTIVITY AND INCOME

- Gross Domestic Product Increase



- Growth in Total Personal Income
- Growth in Nonfarm Proprietors' Profits
- Growth in Per Capita Income
- Median Household Income Increase

JOBS AND WAGES

- Change in Covered Payroll Jobs
- Change in Covered Payroll Average Wage
- Change in Manufacturing Jobs
- Change in Manufacturing Average Wage
- Change in Health Care and Social Services Jobs
- Change in Health Care and Social Services Average Wage

BUSINESS DYNAMICS

- Change in Office Space Demand
- Job Growth
- Retail Sales Growth

LABOR FORCE

- Unemployment Rate Changes
- Labor Force Changes
- Workers Living in County (and Elsewhere)
- People Working in County (and Elsewhere)

LABOR MARKET

- Education
- Population
- Commuting Patterns
- Employment by Sector
- Establishments by Sector
- Earnings by Industry
- Compensation Per Job
- Per Capita Income

POPULATION

- Population Change
- Growth in Number of Working Age Adults
- Growth in Number of School Age Children
- Growth in Population Age 65 and Older
- Adults (25+) with an Associate's Degree or More

HOUSING

- Housing Unit Growth
- Change in Residential Building Permits
- Housing Affordability Index
- Change in Median Home Value



- Change in Existing Home Sales

- Search Engine Optimization (SEO)

A crucial piece of any economic development website is preparing it to be easily found by search engines such as Google, Bing and Yahoo!. The new Bertie County Economic Development custom website will be carefully written and programmed to help it achieve highly respectable search positions. The Brand Acceleration writers and programmers understand how this is done. Even more importantly, they know how Google's Panda and Penguin Algorithms have impacted websites and what it takes to achieve great positioning.

- Google Analytics

The new Bertie County Economic Development website will feature Google Analytics. Google Analytics is built on a powerful, easy to use, reporting platform, so you can decide what data you want to view and customize reports, with just a few clicks. This tool will be installed at no additional charge. A brief training session will be included, explaining how it works and the data shown.

- Contact Information

In addition to links to numerous community resources, the Bertie County Economic Development contact information will be shown on every page. Site selection consultants and other audiences say that their biggest pet peeve is that they are unable to find contact info on economic development websites. On this site, it will be very easy to find names, photos, and contact information for staff.

- Social Media Marketing and Training

A very important piece of the Search Engine Optimization effort is social media marketing. As part of the production of this website, Brand Acceleration will provide, at no additional charge, setup assistance, including custom branded pages for each platform, and training for the following pages, as desired. Also included would be training on the use of social media aggregators such as dlvr.it, allowing the economic development team to manage all platforms from one window.

- Facebook
- Twitter
- LinkedIn
- Blog
- YouTube



- Maps

In the recent Brand Acceleration survey of site selection consultants and corporate executives, they told us that maps are important part of an effective economic development website. Such could include highways, railroads, business parks, and other useful information sought by the target



a very
maps
visitors.
you to

We're proud of our maps and invite check out these examples

<http://booneedc.org/wp-content/uploads/2014/05/05.30.14-BooneCoEDCMaps-2.pdf>

They're always branded, showing contact information, easy to print, save, and send to a client.

- Fast-loading Graphics and Text

Any time a visitor comes to a website, the first possible irritant is loading time. Flash images, streaming outside content, and countless other items can slow things down and create visitor frustration. Our design and programming approach streamlines the loading process.

- PDF and Print

Each page will feature a "print this page" and "PDF this page" button. This allows visitors to save and/or send pages.

- Testing

Any website, regardless of how beautiful it is, must function properly on any and all browsers and devices. It is our practice to program functionality for and test any new website on the following browsers:

- Google Chrome (Now the most used internet browser)
- Microsoft Internet Explorer
- Mozilla Firefox
- Macintosh Safari (Computer and Mobile)
- iPad (Mobile)
- iPhone (Mobile)
- Android (Mobile)

- Hosting, Backups, Updates, Downtime, and Technical Support



Hosting of this website and staff e-mail is available as an option and is shown in the summary pages toward the end of this document. Brand Acceleration hosts via large, high-speed global cloud hosting services which own numerous data centers worldwide, helping to assure the reliability and speed of the site.

One-Year Retainer

After consulting project is complete, often the consulting team does a disappearing act. Just when staff needs guidance for implementation, the people who were instrumental in leading the community to these conclusions are nowhere to be found.

Creative EDC includes a One-Year Retainer in every consulting project.

At **no additional cost**, Creative EDC will be available to Bertie County Economic Development staff for unlimited phone and email consultations for one year following the delivery of the strategic plan.



Fee

Cluster Validation and Analysis Small Business Ecosystem Evaluation	\$17,500
Website (full quote specs attached)	\$18,900
Cluster Marketing Brochures (4) (full quote specs attached) plus printing charges	\$6,200
Economic Dashboard for Website \$2,800 per year starting in year two	\$4,800 startup
System Evaluation/Organizational Analysis	\$21,500
Estimated Expenses for up to Six Onsite Visits	\$2,200
Included: One-Year Implementation Retainer	\$0
Estimated Fee and Expenses	\$71,100

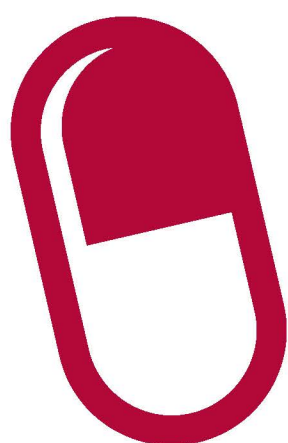
Payment Terms: Invoices are issued monthly and are payable upon receipt. Expenses are billed at net cost. Travel is billed at the IRS standard mileage reimbursement rate. Invoices not paid within 30 days are subject to late fees at the rate of 1% per month.



PRESCRIPTION, HEALTH & DENTAL DISCOUNTS

FOR COUNTY RESIDENTS

FREE PRESCRIPTION DISCOUNT PROGRAM



- Free membership provides an average of 24%* savings off the retail price of your prescription medicines
- Good at 68,000 retail pharmacies nationwide
- Discounts are for county residents and their pets

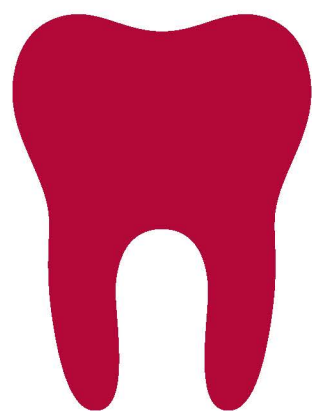
Go to www.nacorx.org to sign up for free, download your Prescription Discount Card and find a pharmacy. Or call toll-free at 1-877-321-2652

LOW-FEE HEALTH DISCOUNT PROGRAM



- Low-fee membership provides residents discounts on vision, hearing, diabetes supplies and more
- Savings range from 20% to 75%
- Providers nationwide

LOW-FEE DENTAL DISCOUNT PROGRAM



- Low-fee membership provides residents discounts on check-ups, fillings, crowns, x-rays and more
- Savings range from 15% to 50%
- Providers nationwide

For more info on HEALTH and DENTAL discounts go to www.nacohealth.org or call toll-free at 1-877-573-2395

*Savings may vary by drug and by pharmacy.
The Prescription Discount Card is operated by CVS/caremark™.
This is NOT insurance. Discounts are only available at participating pharmacies.
The Discount Medical Organization for NACo Health and Dental Discounts is Alliance HealthCard of Florida, Inc.
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PRESCRIPTION, HEALTH & DENTAL DISCOUNTS FOR COUNTY RESIDENTS

FREE PRESCRIPTION DISCOUNT PROGRAM

Use this FREE Prescription Discount card today!

PRESCRIPTION DISCOUNT CARD

Bertie County



RxBIN: 004336

RxGRP: RXBERNC

RxPCN: ADV

Issuer: (80840)

ID: CUH16982701

This is **NOT** insurance.



- Provides an average of 24%* savings off the retail price of your prescription medicines
- Good at 68,000 retail pharmacies nationwide
- Discounts are for county residents and their pets

For more info and to find a pharmacy go to
www.nacorx.org or call toll-free **1-877-321-2652**

MORE SAVINGS CHOICES!

Discount Programs with low-fee memberships:

LOW-FEE HEALTH DISCOUNT PROGRAM

- Provides residents with discounts on vision, hearing, diabetes supplies and more
- Savings range from 20% to 75%; providers nationwide

LOW-FEE DENTAL DISCOUNT PROGRAM

- Provides residents with discounts on check-ups, fillings, crowns, x-rays and more
- Savings range from 15% to 50%; providers nationwide

For more info on HEALTH and DENTAL discounts go to
www.nacohealth.org or call toll-free **1-877-573-2395**

Health and Dental Discount Programs

Disclosures: The discount health, dental, medical, and drug benefits of this Plan (The Plan) are NOT insurance, a health insurance policy or a Medicare Prescription Drug Plan. The Plan provides discounts for certain medical and dental services, pharmaceutical supplies, prescription drugs or medical equipment and supplies offered by providers who have agreed to participate in The Plan. The range of discounts for medical, pharmacy or ancillary services offered under The Plan will vary depending on the type of provider and products or services received. The Plan does not make and is prohibited from making members' payments to providers for products or services received under The Plan. The Plan member is required and obligated to pay for all discounted prescription drugs, medical and pharmaceutical supplies, services and equipment received under The Plan, but will receive a discount on certain identified medical, pharmaceutical supplies, prescription drugs, medical equipment and supplies from providers in The Plan.

MEMBER:

Prescriptions: Call toll-free **1-877-321-2652** or visit us online at **www.nacorx.org**.

PHARMACIST:

The RxPCN, RxGRP, full ID, and an O1 person code must be submitted online to CVS/caremark to process claims for this program.

The Discount Medical Plan Organization is Alliance HealthCard of Florida, Inc., P.O. Box 630858, Irving, TX 75063. You may call 1-877-573-2395 for more information or visit www.NACoHealth.org for a list of providers. The Plan will make available before purchase and upon request, a list of program providers and the providers' city, state and specialty, located in the member's service area. The fees for The Plan are specified in the membership agreement. The Plan includes a 30-day cancellation provision. Note to MA consumers: The plan is not insurance coverage and does not meet the minimum creditable coverage requirements under M.G.L.c.111M and 956 CMR 5.00.

Prescription Discount Program

This is NOT insurance. Discounts are only available at participating pharmacies. By using this card, you agree to pay the entire prescription cost less any applicable discount. Savings may vary by drug and by pharmacy. Savings are based on actual 2012 drug purchases for all drug discount card programs administered by CVS/caremark located in Woonsocket, RI. The program administrator may obtain fees or rebates from manufacturers and/or pharmacies based on your prescription drug purchases. These fees or rebates may be retained by the program administrator or shared with you and/or your pharmacy. Prescription claims through this program will not be eligible for reimbursement through Medicaid, Medicare or any other government program. This program does not guarantee the quality of the services or products offered by individual providers. We do not sell your personal information. Call the member toll-free number on the back of your ID card to file a complaint related to this program. Note to Texas Consumers: You may contact the Texas Department of Insurance if you remain dissatisfied after completing this program's complaint process.

*Average savings 24%. Savings may vary by drug and by pharmacy.

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