

Bertie County Board of Commissioners



November 1, 2021
6:00 PM

	Ronald "Ron" Wesson	District I
	Greg Atkins	District II
Chair	Tammy A. Lee	District III
Vice Chair	John Trent	District IV
	Ron Roberson	District V

BERTIE COUNTY BOARD OF COMMISSIONERS
November 1, 2021
Meeting 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.

- 6:00 PM** Call to Order & Roll Call by Board Chair Tammy Lee, Commissioners Room, Windsor
- Invocation and Pledge of Allegiance by Chair Tammy Lee
- Public Comments (*3-minute limit per speaker*)

(A)
***** REPORTS & APPOINTMENTS *****

- (1) Update on Project Closeout of Library & NC Cooperative Extension Facility by Amber Idol, MHAWorks
- (2) Board of Elections Update by Director Sheila Holloman
- (3) County Branding & TGOW Phase I Updates by Project Consultant Robin Payne
- (4) EMS Staffing Update by Emergency Management Director Mitch Cooper
- (5) Financial Overview of 1st Quarter of FY 2021-2022 by Finance Director William Roberson

Board Appointments (B)

1. Jury Commission

Consent Agenda (C)

1. Tax Release Journal – September 2021
2. Destination Branding & Identity Design Contract
3. Budget Amendments
 - a. Tornado Relief Fund Donations
 - b. School Safety Grant
 - c. Community Linkages to Care Grant
 - d. Home & Community Care Block Grant
 - e. Expanded Food & Nutrition Education Program
 - f. Body Cameras Grant
 - g. Carryover Projects

*****OTHER ITEMS*****
Discussion Agenda (D)

1. Discussion of Flexibility with County’s Three Percent Contribution to Employees’ 401K
2. Request to Transfer Grant from Bertie County to Partners for Bertie County Public Schools for Teacher Housing Project
3. Finalize Plans for 2021 Employee Appreciation Week, November 27 – December 3, 2021
4. Confirm Final Work Session for 2021

Commissioners’ Reports (E)

County Manager’s Reports (F)

County Attorney’s Reports (G)

Public Comments
(3 minutes per speaker)

Closed Session

Pursuant to NCGS § 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 NCGS § 143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, 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 is now utilizing Zoom during the COVID-19 pandemic.

Zoom is available to the public to participate during this meeting.

To call in to our meeting on the phone, use the following information:

Phone #: 1-301-715-8592

Meeting ID: 723 391 6141

To listen to our meeting online, click or copy and paste this link into your browser:

<https://us02web.zoom.us/j/7233916141>

Questions? Call the County Manager's Office at 794-5300.



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 1, 2021

SECTION: Appointments & Reports (A-1 to A-5)

DEPARTMENT: Governing Body

TOPICS:

- (1) Update on Project Closeout of Library & NC Cooperative Extension Facility by Amber Idol, MHA Works
- (2) Board of Elections Update by Director Sheila Holloman
- (3) County Branding and TGOW Phase I Update by Project Consultant Robin Payne
- (4) EMS Staffing Update by Emergency Management Director Mitch Cooper
- (5) Financial Overview of 1st Quarter of FY 2021-2022 by Finance Director William Roberson

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

--

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

--

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



A-1

CONSTRUCTION OBSERVATION OCTOBER 20TH, 2021

REPORT NO. 086

Project:	Bertie County Library & Coop. Ext.	MHA #:	17154
NTP Date:	August 5 th , 2019	No. of Days:	487 (PER CO 008)
End Date:	December 4 th , 2020 (PER CO 008)	Liq. Damages:	\$500.00

Distribution List By MHAworks (All Attendees Marked with X):

	Juan Vaughan, Bertie County	X	Will Gautier, A. R. Chesson
	Anthony Rascoe, Bertie County	X	Wilson Pou, Engineering Source
	William Roberson, Bertie County		Scott Anderson, ARK Consulting
	Hugh Davis, Albemarle Regional Library		Dani Hoff, MHAworks
X	Billy Barrow, Cooperative Extension	X	Matt Johnson, MHAworks
X	Nancy Hughes, Bertie County Library	X	Amber Idol, MHAworks

Progress of Work:		Behind
	X	Complete (All punch list items have either been completed or are minor and ongoing and have been added to the Warranty Item Log)
		Ahead

Attachments:	1	211020 – Updated Punch List with Outstanding Items Only
	2	211020 – Updated Warranty Item Log

INFORMATION TRANSMISSION STATUS:

Note: All changes in contract scope require written sign-off by the architect and Owner prior to commencing any associated work.

Line #	Initiated By Owner/GC/ Designer	Date Initiated	Item Description	Action By Owner/GC / Designer	Date Due
1	D	5/20/20	GC Shall submit all remaining submittals. MHAworks has requested a few missing items from the original Closeout submittal by AR Chesson.	GC	10/26
2	O	6/15/21	GC Shall provide a cost to install a push button and outlet in Library.	GC	9/30

Wednesday, October 20th, 2021

MHA Observers:	Amber & Matt	Date:	10/20/2021
Bertie Site Observers:	Performance HVAC (see additional attendees noted on cover sheet)	Time:	1:00 PM – 1:30 PM Meeting & 1:30 – 2:45 PM Site Visit
Weather:	Fair / Clear	Meeting Duration:	.5 hour meeting & 1.25 hour site visit
Humidity:	34%	Temperature:	77 Degrees

Trades on Site:	Company Name (Quantity)		
General:	A. R. Chesson (1)	Electrical:	Taylor Electric Co. (-)
ACT & Grid:	Southeastern Interiors (-)	Doors & Hardware:	East Coast Access (-)
Signage:	AOA Signs (-)	Flooring:	Full Service Flooring (-)
Tile:	J. Morgan Design (-)	Plumbing:	J.R. Plumbing Inc. (-)
Paint/Drywall:	Villeda's Drywall (-)	Cabinets/Counters:	Swain Builders (-)
Landscaping:	Peaden & Son (-)	Soil Poisoning:	Arrow Exterminators (-)
HVAC:	Performance HVAC (2)	Site Work:	Boyd Copeland Contract. (-)
Structural Steel:	Struct. Steel of Car. (-)	Wood Decking:	Timber Systems (-)
Joint Sealant:	ABG Caulking & WTPF. (-)	Insulation:	Brabble Insulation (-)
Insulation:	Tailored Foam (-)	Roofing:	Bardi Davis (-)
Glazing:	MSJ Glass & Glazing (-)	Signs:	AOA Signs (-)
Toilet Partitions:	Partition Plus (-)	Canopy:	Resolute Fabricators (-)
Doors & Other:	Construction Specialties (-)	Blinds:	Commonwealth B & S (-)
Concrete:	Gennarelli Concrete (-)	Masonry:	Harris Masonry (-)

10/20/21 HVAC Meeting Minutes:

1. MHAworks met with AR Chesson, Performance HVAC, Engineering Source, and Billy Barrow. The temperature and humidity was discussed in the Teaching Kitchen area. The current temperature was set to 68 degrees and was reading 68 degrees with 48% humidity. The temperature outside was 77 degrees/ 34% humidity and the space was comfortable. The Gallery space was also comfortable.
2. Performance was on site previously and adjusted multiple items which appears to have solved the humidity in the Library issues. They adjusted the outside air during that previous visit. The hood fan settings were also adjusted previously as well as the temperature setting for the thermostat in the ice closet.
3. The Owner noted that the space humidity/temperature issues were worst in the morning when they arrived on site.

4. Issues and solutions were discussed as follows:

Multiple factors may be causing the humidity:

- Temperatures within the laundry and ice rooms
- The fans inside the ice room and adjacent restroom pulling air from the space and outside air into the space from the hood creating negative pressure.
- The hood fans are piped straight up to the roof with no turns or other floors between.
- The temperature has been turned down low and is preventing the humidity from reducing and causing the hoods to condensate.
- When on the roof, Engineering Source noticed that the fan was turning even though it was not running so it could be sucking cool air from the space.

Multiple possible solutions were discussed:

- Possibly installing a backdraft damper
- Possibly installing a diverter or extension for fan on the roof.
- Change fan speed in the room
- Possibly install a cover over the hood grille

5. Action Items:

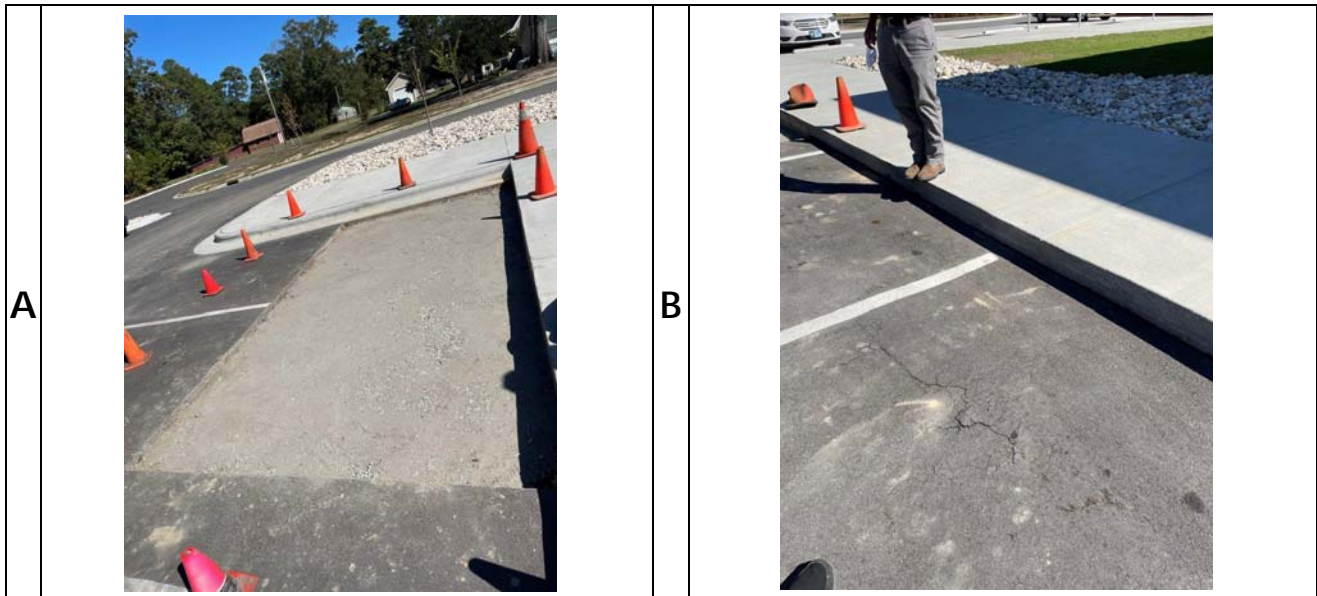
- Engineering Source will review the list above and reach out to the hood manufacturer to discuss the issue and find a solution.
- MHAworks will send Engineering Source the TAB report for the building and the hood.
- Design Team will follow-up with Owner with steps moving forward. It will be difficult to test if the performed solution has worked until the late spring/summer months of 2022.

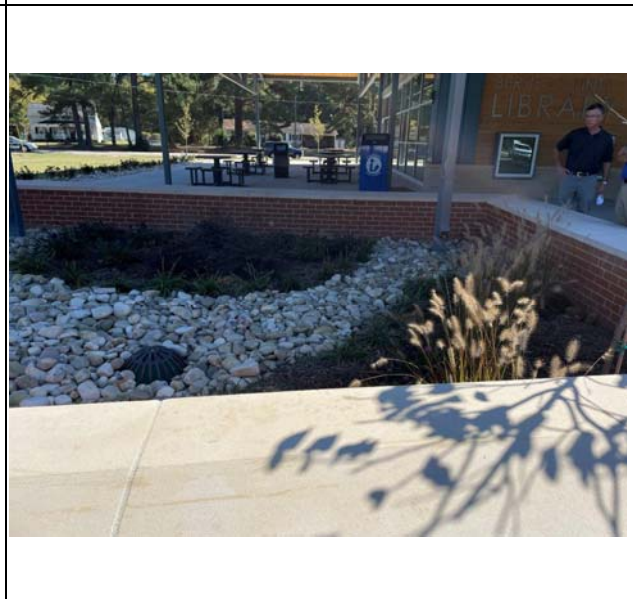
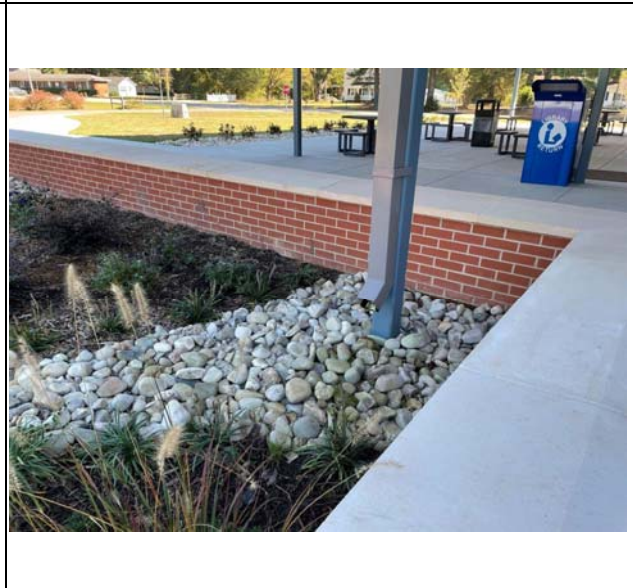
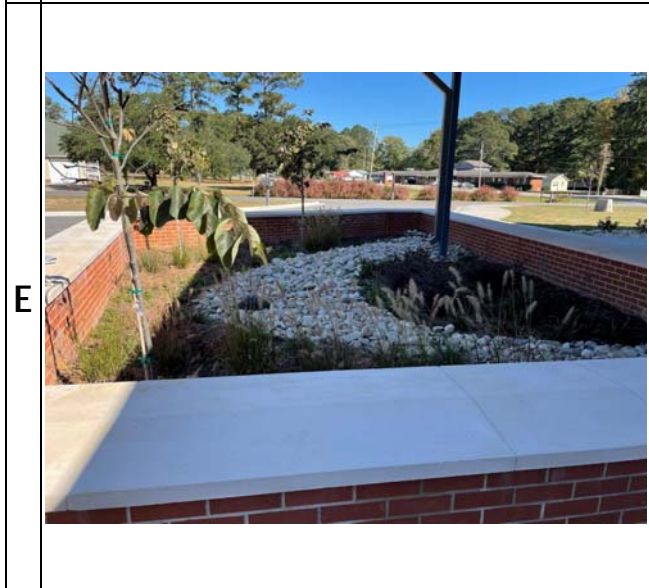
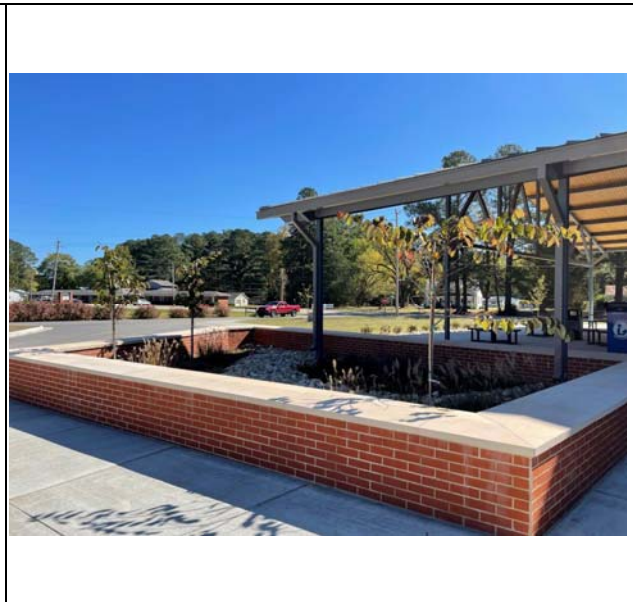
FIELD OBSERVATIONS (QUALITY OF WORK IN PROGRESS):

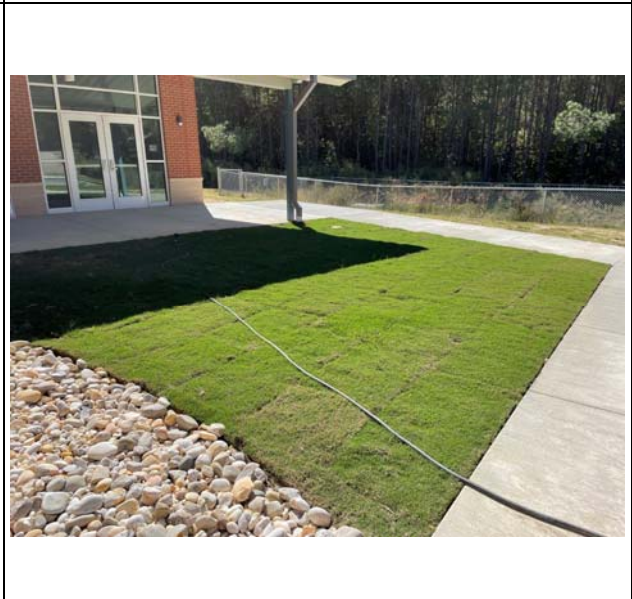
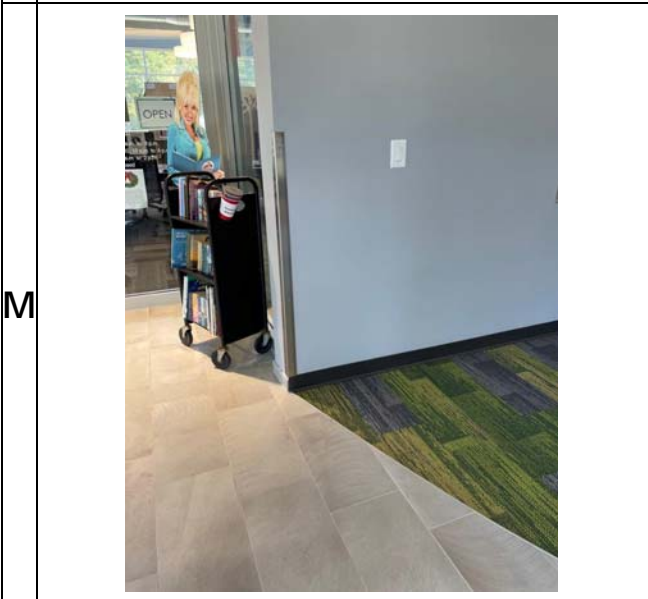
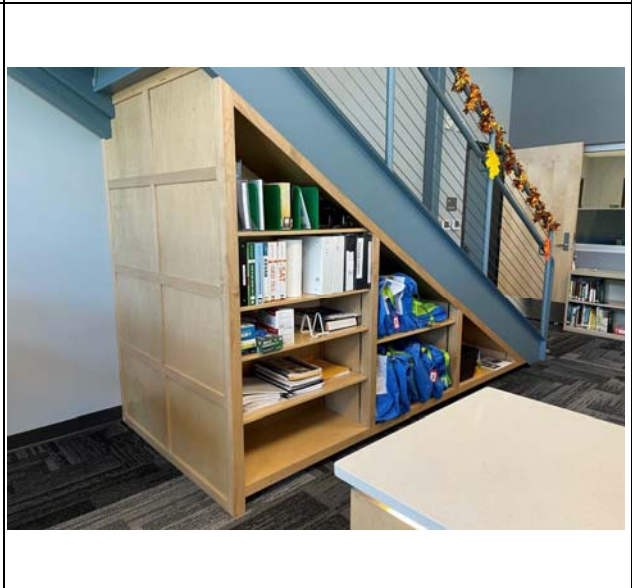
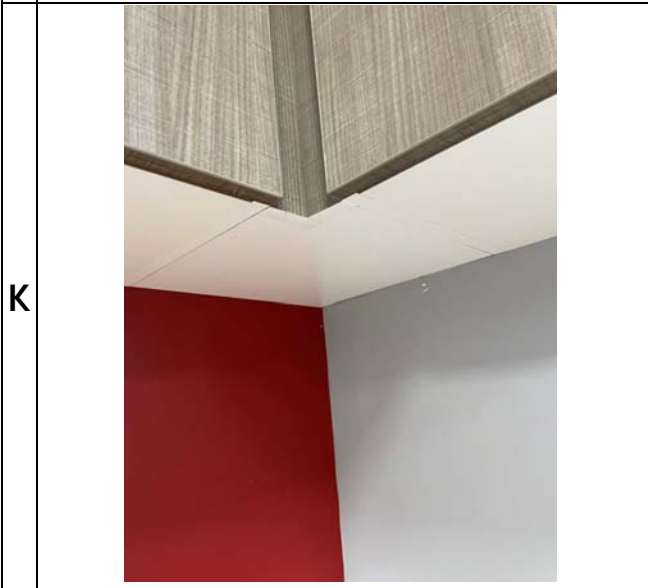
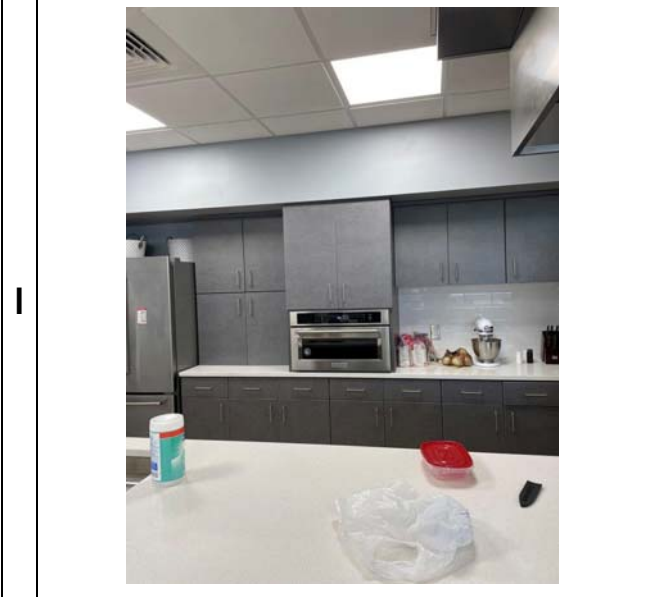
1. See attached updated punch list. All remaining items are minor and have been moved to the warranty list which is also attached. We will continue to monitor these items as AR Chesson pushes to complete them. We will add/revise items on the warranty log which will be used during the 11-month warranty walk-through.
2. One of the parking lot areas has been cut out and the sub-grade repaired in preparation for re-pouring. Another area adjacent to this one will also be cut out and repaired as well as an area in the main loop leading to the drop-off area. The remainder of this work should take place in the next couple of weeks. (Photos A – C)
3. Trees have been planted in the rain garden. This area is still holding water and needs to be re-graded to the drain. The rain coming from the gutters also hits the rocks at a fast speed which makes the water drain in other areas that the rocks themselves. A possible connection to the existing gutter could help the water hit the rocks more gently and drain properly. (Photos D – H)
4. Casework items have been completed including the doors above the microwave, the panel at the island sink, panel in the Cooperative Extension work room, and the bookshelf under the stairs. (Photos I – L)
5. Corner guard installation is ongoing and is now warranty item. (Photo M)

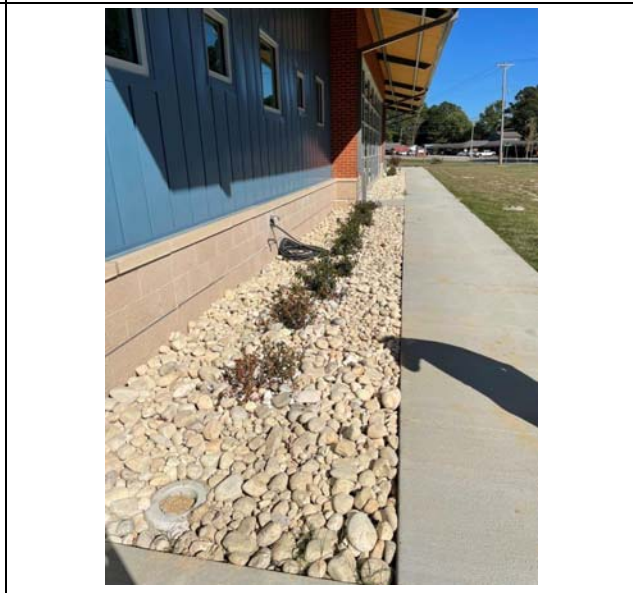
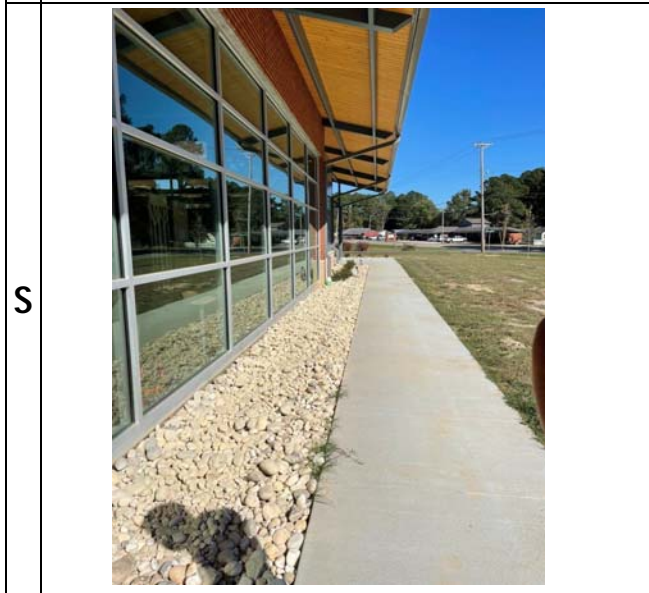
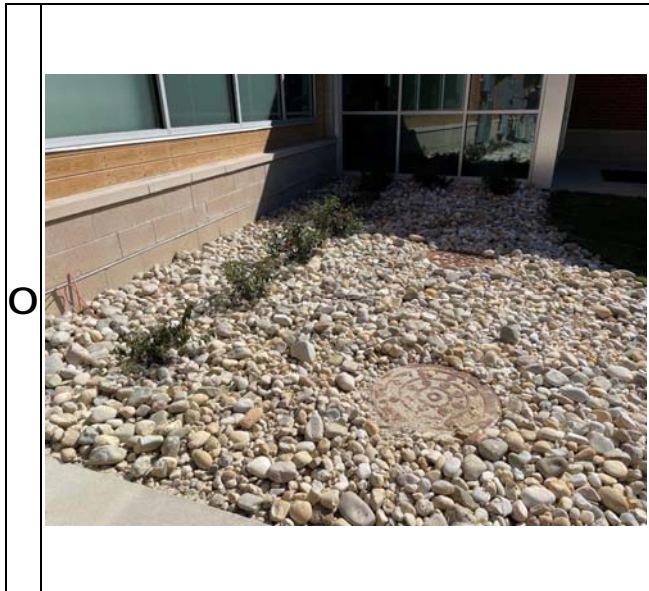
6. Thermostats in Library now match and are not different types.
7. The remainder of the landscaping was installed including sod in the rear, rocks, plants, and trees. The Owner is having to water some of the azaleas and sod due to lack of rain. The landscaping sub should assist in keeping these watered through the warranty period. Past that, the County may want to get a drip line in a few areas since they now have hose bibs on the outside of the building. (Photos N – T)
8. The door leading from the Cooperative Extension does not need a door stop because it has been adjusted to prevent it from hitting the masonry. This will be removed from the punch list. (Photo U)
9. The drain cover under the ice machine was installed with the drain line in the opposite corner of the large hole. MHAworks flipped it around while on site so it will not drain and spray over onto the flooring. Some if the flooring surrounding the ice machine needs to be replaced. (Photo V)
10. Minor concrete cracks were noticed while on site. (Photos W & X)
11. MHAworks executed the payment application #023 while on site and dropped off at the County office. AR Chesson will provide their final payment application for review before October 29th so MHAworks can review and approve. We will drop all closeout documentation off to the County the week of October 29th to meet the Golden Leaf funding deadline.

PHOTOGRAPHS:











Please report any discrepancies to this office within (7) days of receipt otherwise it shall become a matter of record. If no discrepancies are reported, please distribute this document to all appropriate parties.

- END OF REPORT -

A. R. Chesson Construction
315 West Main Street
Williamston, North Carolina 27892
United States
252-792-4486

Job #: 782 Bertie County Library & Cooperative Extension Building
102 Lancaster Ave
Windsor North Carolina. 27983

Punch Items for 782 - Bertie County Library & Cooperative Extension Building

297 Items

#279: Base or Casing Damage - caulk to match reading wall base joint

Type: Location:
Gallery

Date Created: Due Date:
03/23/2021 04/06/2021

Priority: Status:
Work Required

CLOSED



Creator: Reference:
Dani Hoff

The detail currently has a clean edge and has been caulked.

Punch Item Manager: Final Approver:
Dani Hoff Dani Hoff

Ball in Court: Assignee Name:
Steve Richards (A. R. Chesson Construction Williamston) Richards, Steve (A. R. Chesson Construction Williamston)
Work Required

Description:

#259: Condensate Lines

Type: Location:
202

Date Created: Due Date:
03/03/2021 03/17/2021

Priority: Status:
Closed by Will Gautier on 04/12/2021

CLOSED

Source noted that this does not need to be insulated.

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier Amber Idol

Ball in Court: Assignee Name:
Batten, Stuart (Performance Heating & Cooling, Inc.)
Work Required
Richards, Steve (A. R. Chesson Construction Williamston)
Work Required

Description:

Condensate lines need to be insulated

#255: Window Film Edge Moisture?

Type: Location:
133

Date Created: Due Date:
03/03/2021 **03/17/2021**

Priority: Status:
Ready to Close

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson
Construction Williamston)
Resolved
Call, Glenn (MSJ Glass and
Glazing)
Resolved

Amber Idol (MHAworks)

**CLOSED -
TRACKING AS A
WARRANTY ITEM.
MHAworks is going reach
out to the rep.**



Description:
The window film looks like there is possibly condensation along mullion edges? It's all of the windows in the Teaching Kitchen.

#273: Cabinetry Filler needs to go all the way across

Type: Location:
133

Date Created: Due Date:
03/15/2021 **03/29/2021**

Priority: Status:
Work Required

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Steve Richards (A. R. Chesson
Construction Williamston)
Work Required

Richards, Steve (A. R. Chesson
Construction Williamston)
Work Required

CLOSED



See photos in CA report #86

Description:

#116: Signage Missing

Type: Location:
129

Date Created: Due Date:
02/17/2021 **02/20/2021**

Priority: Status:
Closed by Will Gautier on 04/14/2021



Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Amber Idol

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Resolved

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:

#61: Signage Missing / Damage

Type: Location:
128

Date Created: Due Date:
02/08/2021 **03/08/2021**

Priority: Status:
Work Not Accepted

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**



Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Joy Kay (AOA Signs, Inc.) **Kay, Joy (AOA Signs, Inc.)**
Work Not Accepted

Description:

#111: Paint Touch Up

Type: Location:
127

Date Created: Due Date:
02/17/2021 **02/20/2021**

Priority: Status:
Closed by Will Gautier on 04/14/2021

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Amber Idol **Amber Idol**

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Resolved

Description:

CLOSED



#86: Clean glass

Type: Location:
120

Date Created: Due Date:
02/08/2021 **03/08/2021**

Priority: Status:
Closed by Will Gautier on 04/12/2021

Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier **Dani Hoff**

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Resolved

Description:

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**



#200: Door Frame

Type: Location: **120**

Date Created: **02/18/2021** Due Date: **02/21/2021**

Priority: Status: **Closed by Will Gautier on 04/12/2021**

Creator: **Amber Idol** Reference:

Punch Item Manager: **Will Gautier** Final Approver: **Amber Idol**

Ball in Court: Assignee Name: **Richards, Steve (A. R. Chesson Construction Williamston)**
Resolved
Call, Glenn (MSJ Glass and Glazing)
Resolved



**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:

#225: Corner Guard Missing - typ at all outside corners in whole building

Type: Location: **120**

Date Created: **02/18/2021** Due Date: **02/21/2021**

Priority: Status: **Work Required**

Creator: **Dani Hoff** Reference:

Punch Item Manager: **Will Gautier** Final Approver: **Will Gautier**

Ball in Court: Assignee Name: **Richards, Steve (A. R. Chesson Construction Williamston)**
Work Required

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:

#71: Cabinet Drawer does not extend all the wall, has resistance

Type: Location:
119

Date Created: Due Date:
02/08/2021 03/08/2021



Priority: Status:
Closed by Will Gautier on 04/12/2021

Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier Dani Hoff

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Resolved
Swain, Jim (Julian Swain Builders)
Resolved

CLOSED - TRACKING AS A WARRANTY ITEM.

Description:

#23: Signage Missing / Damage

Type: Location:
118

Date Created: Due Date:
02/08/2021 03/08/2021

Priority: Status:
Work Required



Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier Amber Idol

Ball in Court: Assignee Name:
Steve Richards (A. R. Chesson Construction Williamston)
Work Required
Richards, Steve (A. R. Chesson Construction Williamston)
Work Required

CLOSED - TRACKING AS A WARRANTY ITEM.

Description:
Both are scratched and sealant showing

#69: Cabinet closure panel missing at corner, exposed edge unfinished

Type: Location:
116

Date Created: Due Date:
02/08/2021 **03/08/2021**

Priority: Status:
Closed by Cheyenne Macafee
on 04/15/2021



Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier **Dani Hoff**

Ball in Court: Assignee Name:
Swain, Jim (Julian Swain Builders)
Work Required
Richards, Steve (A. R. Chesson Construction Williamston)
Work Required

CLOSED

See photos in CA report #86

Description:

#270: Glass Scratch. Needs bumpers and track installed

Type: Location:
115

Date Created: Due Date:
03/15/2021 **03/29/2021**

Priority: Status:
Work Required



Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Steve Richards (A. R. Chesson Construction Williamston) **Richards, Steve (A. R. Chesson Construction Williamston)**
Work Required

CLOSED -
TRACKING AS A
WARRANTY ITEM.

Description:

#271: Window Frame Scratch. Missing bumpers

Type: Location:
115

Date Created: Due Date:
03/15/2021 **03/29/2021**

Priority: Status:
Work Required



Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Steve Richards (A. R. Chesson Construction Williamston) **Richards, Steve (A. R. Chesson Construction Williamston)**
Work Required

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:

#147: Cabinetry Damage

Type: Location:
113

Date Created: Due Date:
02/17/2021 **02/20/2021**

Priority: Status:
Closed by Will Gautier on 04/12/2021



Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier **Will Gautier**

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Resolved
Swain, Jim (Julian Swain Builders)
Resolved

CLOSED

Description:

#266: Window Trim Damage or broken?

Type: Location:
112

Date Created: Due Date:
03/12/2021 03/26/2021

Priority: Status:
Closed by Will Gautier on 04/12/2021



Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier Amber Idol

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Resolved
Call, Glenn (MSJ Glass and Glazing)
Resolved

CLOSED



Description:

#207: Door Hardware Opening adjustment typ exterior doors. Open full 90 degrees

Type: Location:
102

Date Created: Due Date:
02/18/2021 02/21/2021

Priority: Status:
Closed by Will Gautier on 04/12/2021

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier Amber Idol

Ball in Court: Assignee Name:
Richards, Steve (A. R. Chesson Construction Williamston)
Work Required

Description:

#208: Cabinetry Damage

Type: Location: **102**

Date Created: **02/18/2021** Due Date: **02/21/2021**

Priority: Status: **Closed by Will Gautier on 04/12/2021**

Creator: Reference: **Amber Idol**

Punch Item Manager: Final Approver: **Will Gautier Amber Idol**

Ball in Court: Assignee Name: **Richards, Steve (A. R. Chesson Construction Williamston)**
Resolved
Swain, Jim (Julian Swain Builders)
Resolved



**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:

#213: Door Frame Damage

Type: Location: **102**

Date Created: **02/18/2021** Due Date: **02/21/2021**

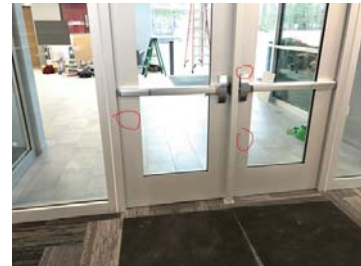
Priority: Status: **Closed by Will Gautier on 04/12/2021**

Creator: Reference: **Amber Idol**

Punch Item Manager: Final Approver: **Will Gautier Amber Idol**

Ball in Court: Assignee Name: **Richards, Steve (A. R. Chesson Construction Williamston)**
Resolved

CLOSED



Description:

#289: Door Function

Type: Location:
102

Date Created: Due Date:
03/30/2021 **04/13/2021**

Priority: Status:
Initiated

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Will Gautier (A. R. Chesson Construction Williamston) **Gautier, Will (A. R. Chesson Construction Williamston)**
Work Required

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:
Both doors into the Library (Door #102B) should have the same function and there should not be a dummy trim.

#327: Room 137A Occupancy Sensor not working

Type: Location:
137A

Date Created: Due Date:
04/25/2021 **05/09/2021**

Priority: Status:
Initiated

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Will Gautier (A. R. Chesson Construction Williamston) **Gautier, Will (A. R. Chesson Construction Williamston)**
Work Required

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**

Description:

#330: Replace signage 129 & 130

Type: Location:
130

Date Created: Due Date:
04/25/2021 **05/09/2021**

Priority: Status:
Initiated

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier **Amber Idol**

Ball in Court: Assignee Name:
Will Gautier (A. R. Chesson Construction Williamston) **Gautier, Will (A. R. Chesson Construction Williamston)**
Work Required

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**



Description:

#294: Add dots between N and C on front building signage

Type: Location:
Exterior

Date Created: Due Date:
04/22/2021 **05/06/2021**

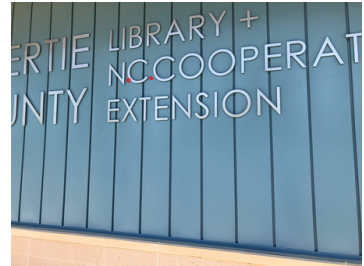
Priority: Status:
Initiated

Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier **Dani Hoff**

Ball in Court: Assignee Name:
Will Gautier (A. R. Chesson Construction Williamston)

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**



Description:

#299: Lock or wire tab on disconnects?

Type: Location:
Exterior

Date Created: Due Date:
04/22/2021 05/06/2021

Priority: Status:
Initiated

Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier Dani Hoff

Ball in Court: Assignee Name:
Will Gautier (A. R. Chesson Construction Williamston)

CLOSED



Clips have been installed. The County may want to add their own locks for additional security.

Description:

#300: Exterior door stop in sidewalk needed at back door to coop

Type: Location:
Exterior

Date Created: Due Date:
04/22/2021 05/06/2021

Priority: Status:
Initiated

Creator: Reference:
Dani Hoff

Punch Item Manager: Final Approver:
Will Gautier Dani Hoff

Ball in Court: Assignee Name:
Will Gautier (A. R. Chesson Construction Williamston)

CLOSED



The door closure has been adjusted so it does not hit the masonry and does not need a door stop.

Description:

#309: Spot Clean masonry

Type: Location: **Exterior**
Date Created: **04/22/2021** Due Date: **05/06/2021**
Priority: Status: **Initiated**
Creator: **Dani Hoff** Reference:
Punch Item Manager: **Will Gautier** Final Approver: **Dani Hoff**
Ball in Court: **Will Gautier (A. R. Chesson Construction Williamston)** Assignee Name:

**CLOSED -
TRACKING AS A
WARRANTY ITEM.**



Description:

#228: Cabinetry Hardware Is flimsy

Type: Location: **133**
Date Created: **02/18/2021** Due Date: **02/21/2021**
Priority: Status: **Closed by Will Gautier on 04/12/2021**
Creator: **Dani Hoff** Reference:
Punch Item Manager: **Will Gautier** Final Approver: **Will Gautier**
Ball in Court: Assignee Name: **Richards, Steve (A. R. Chesson Construction Williamston)**
Resolved
Swain, Jim (Julian Swain Builders)
Resolved

**CLOSED -
TRACKING AS A WARRANTY ITEM**



Description:

#254: Casework uppers shall have specified laminate on all exposed surfaces

Type: Location:
133

Date Created: Due Date:
02/19/2021 03/05/2021

Priority: Status:
Work Required

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Will Gautier Amber Idol

Ball in Court: Assignee Name:
Steve Richards (A. R. Chesson Construction Williamston)
Work Required
Swain, Jim (Julian Swain Builders)
Work Required

Description:
Finished laminate shall be added to all uppers in rooms: 105, 113, 118, 119, 120, and 133.

**CLOSED -
TRACKING AS A
WARRANTY ITEM**



#185: Cabinetry Hardware wrong

Type: Location:
105

Date Created: Due Date:
02/17/2021 02/20/2021

Priority: Status:
Closed by Will Gautier on 04/14/2021

Creator: Reference:
Amber Idol

Punch Item Manager: Final Approver:
Amber Idol Amber Idol

Ball in Court: Assignee Name:
Swain, Jim (Julian Swain Builders)
Work Required
Richards, Steve (A. R. Chesson Construction Williamston)
Work Required

Description:



**CLOSED -
TRACKING AS WARRANTY ITEM.
IF DOOR DRAGS COUNTER,
CONTINUOUS HINGE SHALL BE
INSTALLED PER CONTRACT
DOCUMENTS AND COUNTER
REPAIRED.**

Bertie County Library & Cooperative Extension Building Warranty Item Log

Date Initiated	Item Description	Status	Date Closed
2/8/2021	Damaged sign backing at rooms 118 & 128 need replacing.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/8/2021	Glazing scratches at office 120	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/8/2021	Cabinet function in Cooperative Extension Work Room	Was adjusted. Will re-review at warranty walk-through.	
2/17/2021	Install missing signage at single-user restrooms adjacent to Teaching Kitchen.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/17/2021	Punch List Item #185 - Cabinetry hardware wrong at ADA DVD storage	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/18/2021	Missing Corner Guards - Cooperative Extension Corridor & Gallery	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/18/2021	The frame along the conference room needs the caulk joint repaired and cleaned.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/18/2021	All exterior doors shall open 90 degrees.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/18/2021	Punch List Item #228 - Cabinet Hardware is flimsy in Teaching Kitchen above stove	Was adjusted. Will re-review at warranty walk-through.	
2/18/2021	Casework panels at Library Circulation desk scratched.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
2/19/2021	Punch List Item #254 - Casework Uppers shall have specified laminate on all exposed surfaces typical.	Will continue to track specific wet/food areas. Will re-review at warranty walk-through.	
3/15/2021	Sliding window function and glazing scratch.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
3/15/2021	Window Film Moisture in Teaching Kitchen.	Has been repeatedly cleaned but keep appearing. MHAworks will contact glass manufacturer.	
3/30/2021	Door function at Library entrance. Both doors shall operate the same.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
4/13/2021	Pond Gate widening	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
4/22/2021	Spot clean masonry.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
4/22/2021	Dots on front signage need to be replaced to match other font size and material.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
4/23/2021	Bookcase under the stairs installation.	Complete.	
4/23/2021	Cabinet residue on workroom casework.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
4/23/2021	2-Hr Fire Rated glazing appears to be cracked. Initially punch list item #266.	Closed.	10/20/2021
4/25/2021	Room 137A occupancy sensor not working.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
5/3/2021	Hard rain at the front	Additional plantings in front may prevent rutting. We will continue to track and check at the warranty walk-through.	
5/4/2021	Room 127 Leak under window	Was repaired. Will re-review at warranty walk-through	
5/6/2021	Library book shelf dividers.	Delivered to Owner.	9/22/2021
5/6/2021	Library window shade installation.	MHAworks reached out again on 10/21/21. Will continue to follow-up until installed.	
5/13/2021	Adjustment to front entrance door. Push bar will not dog down.	Was adjusted in May. Will re-review at warranty walk-through.	
6/8/2021	Humidity issues noted in Cooperative Extension & Library	Met on site 10/20/21. Design team following up on possible solutions and will continue to track.	
6/2/2021	Push button installation and additional power outlet.	This is an additional item outside the original project scope being priced by AR Chesson.	
6/8/2021	Lock on right hand side of Community Room kitchen cabinet door.	Was adjusted. Will re-review at warranty walk-through.	
6/22/2021	Fax machine issues with battery backup.	Was adjusted but continues to trip. We will continue to track and check at the warranty walk-through.	
6/30/2021	Parking Lot grading issues.	AR Chesson has cut out one section of asphalt but has a couple more. The areas are scheduled to be paved in the next couple weeks. Hair line cracks can be heated up and repaired as well.	
6/30/2021	Equipment Screen gap at front wall. See CA Reports #84 & #85	To be reviewed by AR Chesson.	
7/6/2021	Landscaping in rain garden. Water ponds around the edges and does not drain properly. Possibility need new plantings after grading.	Ongoing. Should be reviewed and addressed by landscaping contractor when next on site. Possibly needs gutter extension.	
7/6/2021	Other trees and grass around the site wilting.	Ongoing. Should be reviewed and addressed by landscaping contractor when next on site.	
7/22/2021	Book shelf scratches.	Discussing with Owner.	

8/3/2021	Door Sweep at back door.	Installed.	8/1/2021
8/3/2021	Soap dispensers in restrooms & Stainless steel on multiple toilet accessories.	AR Chesson working on this. Product data submitted for future cleaning by Owner. We will continue to track and check at the warranty walk-through.	
8/3/2021	Door Locking issues throughout building at interior and exterior doors.	AR Chesson adjusted. We will continue to track and check at the warranty walk-through.	
8/3/2021	Entry Door push button works sporadically	AR Chesson adjusted. We will continue to track and check at the warranty walk-through.	
8/3/2021	Cabinet delaminating inside drawer under stove in Teaching Kitchen.	Casework sub to repair. We will continue to track and check at the warranty walk-through.	
9/17/2021	Door lock hard to use when extremely hot.	AR Chesson adjusted. We will continue to track and check at the warranty walk-through.	
9/17/2021	Book Shelf Ends delaminating.	Replaced shelf ends on 7/22. Will re-review at warranty walk-through.	
9/17/2021	Brown substance in Teaching Kitchen island hood. See CA Report #85	AR Chesson to review when reviewing all hood humidity concerns. Will re-review at warranty walk-through.	
9/17/2021	Wood Paneling finish peeling off. See CA Report #85.	AR Chesson to discuss with Sherwin Williams rep for possible solutions. We will continue to track and check at the warranty walk-through.	
10/5/2021	Tile in kitchen floor glue residue needs cleaning where ice machine has leaked.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
10/5/2021	Mud all along sidewalk, parking lot, and rain garden due to landscapers leaving mud. Has not washed off and needs to be cleaned.	AR Chesson is working on this. We will continue to track and check at the warranty walk-through.	
10/5/2021	Library shelf missing bracket inside their office space. Bracket shall be provided and installed.	Casework sub shall provide. We will continue to track and check at the warranty walk-through.	
10/20/2021	Minor concrete cracks at gutter near building and adjacent to the rain garden.	We will continue to track and check at the warranty walk-through.	



B-1

State of North Carolina



General Court of Justice
CLERK OF SUPERIOR COURT

VASTI F. JAMES, CLERK
EX OFFICIO JUDGE OF PROBATE

BERTIE COUNTY
PO BOX 370
WINDSOR, NC 27983
(252) 794-6800

CY A. GRANT
RESIDENT JUDGE

October 22, 2021

Mr. Juan Vaughan
County Manager
Bertie County
Windsor, NC 27983

Re: Jury Commission

Dear Juan:

It is time to again appoint members of the Bertie County Jury Commission. North Carolina General Statute 9-1 calls for one member to be appointed by the County Commissioners. We now have a vacant slot that needs to be filled.

Please bring this matter to the Commissioners' attention as soon as possible, as I would like to begin preparing the biennium list for 2022-2023 the first of December.

With best regards, I am

Sincerely,

A handwritten signature in black ink that reads "Vasti F. James".

Vasti F. James
Clerk of Superior Court
Bertie County, North Carolina

Chapter 9.

Jurors.

Article 1.

Jury Commissions, Preparation of Jury Lists, and Drawing of Panels.

§ 9-1. Jury commission in each county; membership; selection; oath; terms; expenses of jury system.

Not later than July 1, 1967, there shall be appointed in each county a jury commission of three members. One member of the commission shall be appointed by the senior regular resident superior court judge, one member by the clerk of superior court, and one member by the board of county commissioners. The appointees shall be qualified voters of the county, and shall serve for terms of two years. Appointees may be reappointed to successive terms. A vacancy in the commission shall be filled in the same manner as the original appointment, for the unexpired term. Each commissioner shall take an oath or affirmation that, without favor or prejudice, he will honestly perform the duties of a member of the jury commission during his term of service. The compensation of commissioners shall be fixed by the board of county commissioners, and shall be paid from the general fund of the county. All expenses necessary to carry out the provisions of this Chapter and to administer the jury system, including all data processing, document processing, supplies, postage, and other similar expenses, except as otherwise provided in this Chapter, shall be paid from the general fund of the county, except that the clerk of superior court shall furnish clerical or other personnel assistance, as the commission may reasonably require. (1967, c. 218, s. 1; 1981, c. 720, s. 3; 1991, c. 729, s. 1.)



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: Novmeber 1, 2021

SECTION: Consent (C-1 to C-3)

DEPARTMENT: Governing Body

TOPICS:

1. Tax Release Journal – September 2021
2. Destination Branding & Identity Design Contract
3. Budget Amendments
 - a. Tornado Relief Fund Donations
 - b. School Safety Grant
 - c. Community Linkages to Care Grant
 - d. Home & Community Care Block Grant
 - e. Expanded Food & Nutrition Education Program
 - f. Body Cameras Grant
 - g. Carryover Projects

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S):

ATTACHMENTS: Yes

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---



C-1



Bertie County Tax Department
PO Box 527
106 Dundee St.
Windsor, NC 27983
Phone: (252) 794-5310
Fax: (252) 794-5357

October 14, 2021

William Roberson
Bertie County Finance Officer
Windsor, NC 27983

Dear Mr. Roberson:

Attached you will find a (1) Computer Printout and, (2) Copies of the appropriate pages of the "Tax Release Journal" (Ledger) manually maintained in the tax office, both relative to Tax Releases which are now ready for your approval.

The releases herein are for the month of **September** and this request for your approval is made pursuant to a "Resolution of the Board of Commissioners" dated August 5, 1985. This may also serve as your report to the Board of Commissioners required by the same "Resolution."

Respectfully Submitted,


Tax Administrator

Approved on _____ 20____

Release Detail

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/ AMOUNT
3823	CRAIG LODKWOOD JR	1305 CEDAR LANDING RD		WINDSOR	NC	27983	6719917252	jrhea
09-02-2021		Dest. by Iordano for BERTIE COUNTY LEVY	G01	2021	RE	21A6719937252		678.32
32592	MITCHELL TRUCKING CO	408 CONFEDERATE ST		WINDSOR	NC	27983		jrhea
09-21-2021		Corrected depreciation schedule for BERTIE COUNTY LEVY	G01	2021	PP	21A32592.80		584.46
13450	WALTON DWIGHT EARL	PO BOX 190		KELFORD	NC	27847	5828231338	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5828231338		442.45
32768	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	5838837274	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838837274		690.50
32708	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	5838300863	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838300863		170.13
29867	SARY JODEY BRUCE	1616 US 17N		WINDSOR	NC	27983		jrhea
09-02-2021		Sold July 2020 for BERTIE COUNTY LEVY	G01	2021	PP	21A29867.30		185.17
09-02-2021		Sold July 2020 for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	21A29867.30		12.78
8728	MITCHELL MARY ANN	125 BUDS LN		WINDSOR	NC	27983	6801382888	jrhea
09-02-2021		Disab. exemption left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6801382888		42.33
20731	LEWIS MILLARD BOYD JR	348 HOGGARD MILL RD		WINDSOR	NC	27983		jrhea
09-15-2021		Sold 96 boat for BERTIE COUNTY LEVY	G01	2021	PP	21A25731.80		3.01
09-15-2021		Sold 96 boat for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	21A25731.80		0.06

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
32024	BLI RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074	685373599101	jrhea
09-15-2021		leased should be build to taxpayer for BERTIE COUNTY LEVY	G01	2021	RE	21A685573599101		35.37
29914	STALLS JAMES JEFFERY	1177 W T ROSS RD		WILLIAMSTON	NC	27892	6454998768	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5854968766		151.88
32024	BLI RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074	595083537201	jrhea
09-15-2021		leased should be build to taxpayer for BERTIE COUNTY LEVY	G01	2021	RE	21A585085537201		8.55
30571	SYSTEM BUSINESS EQUIP CO INC	7604 FT BRAGO RD		FAYETTEVILLE	NC	28303		jrhea
09-02-2021		Wrong depreciation code for WINDSOR	C08	2021	PP	21A30571.80		1.80
09-02-2021		Wrong depreciation code for BERTIE COUNTY LEVY	G01	2021	PP	21A30571.80		10.74
35073	PRUDEN EDMUND JORDAN III	712 ISABELLA AVE		WASHINGTON	NC	27889	6861168981	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6861168981		65.61
32788	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	5838911971	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838911971		1112.25
24862	S-PIERCE LAND & INVESTMENT CO	115 DT ROAD		AHOSKIE	NC	27910	5848703437	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5848703437		195.50
27379	CORNWELL JOHN EDWARD	220 HOLLOMAN RD		AHOSKIE	NC	27910	6900100197	jrhea
09-02-2021		QA EXEMPTION LEFT	G01	2021	RE	21A6900100197		234.18

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / BILL YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER/ AMOUNT
34507	MIZELLE JUDY FEHER	1124 CENTER GROVE RD		AHOSKIE	NC	27910	5980202934	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A59880202934		320.42
24662	S PIERCE LAND & INVESTMENT CO	115 OT ROAD		AHOSKIE	NC	27910	6847547886	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5847547886		2885.87
35073	PRUDEN EDMUND JORDAN III	712 ISABELLA AVE		WASHINGTON	NC	27889	6861059341	jrhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A6661059341		877.45
21458	ARVIS THOMAS MATTHEW	1401 WAKELON RD		COLERAJN	NC	27924	6856758183	jrhea
09-15-2021		Deferred tax entered twice for INTEREST		2021	RE	K-2100002		13.38
09-15-2021		Deferred tax entered twice for BERTIE COUNTY LEVY	G01	2021	RE	X-2100002		106.22
2881	CHEERRY, RENEE	133 1/2 COOPER HILL RD		WINDSOR	NC	27863	6811590403	jrhea
09-03-2021		Wrong acct. number for BERTIE COUNTY LEVY	G01	2021	RE	D-2100003		306.30
09-03-2021		Wrong acct. number for LATE LISTING PENALTY	G01 LATE LISTING	2021	RE	D-2100003		35.78
09-03-2021		Wrong acct. number for WINDSOR	C08	2021	RE	D-2100003		51.34
31325	INTELLIFIBER NETWORKS INC	PO BOX 2629		ADDISON	TX	75001	11576	jrhea
09-23-2021		Penalty added in error for LATE LISTING PENALTY	G01 LATE LISTING	2021	PP	2100022		15.77
32024	BU RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074	68586570501	jrhea
09-15-2021		leased should be build to	G01	2021	RE	21A685860570501		37.95

ACCOUNT/DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY/ST/ YEAR	STATE/ BILL TYPE	ZIP/ BILL NUMBER	PROPERTY ID	USER/ AMOUNT
09-02-2021	5 PIERCE LAND & INVESTMENT CO	115 DT ROAD BERTIE COUNTY LEVY	G01	AHOSKIE 2021	NC RE	27910 21A5858344266	5858344266	jthea 339.70
09-02-2021	WARREN GILBERT W JR	202 E WATER ST WINDSOR	G01	WINDSOR 2021	NC RE	27983 21A6802835133	6802835133	jthea 44.34
09-02-2021	BLI RENTALS LLC	630 N CENTRAL EXPY STE A leased should be build to	G01	PLANO 2021	TX RE	75074 21A67080237501	67090237501	jthea 34.00
09-15-2021	ENDS COMMERCIAL FINANCE CO	PO BOX 28 IFP truck, wrong value for BERTIE COUNTY LEVY	G01	NORTHBROOK 2021	IL PP	60060 21A34781.10		jthea 51.85
09-02-2021	PIERCE AND PIERCE FARMS LLC	115 D T RD Use value left off for BERTIE COUNTY LEVY	G01	AHOSKIE 2021	NC RE	27910 21A5838414793	5838414793	jthea 531.26
09-02-2021	JONES ELIZABETH C	PO BOX 87 Use value left off for BERTIE COUNTY LEVY	G01	COLERAIN 2021	NC RE	27924 21A6866165922	6866165922	jthea 474.91
09-02-2021	PIERCE AND PIERCE FARMS LLC	115 D T RD Use value left off for BERTIE COUNTY LEVY	G01	AHOSKIE 2021	NC RE	27910 21A5841009853	5848002653	jthea 1202.42
09-15-2021	BLI RENTALS LLC	630 N CENTRAL EXPY STE A leased should be build to	G01	PLANO 2021	TX RE	75074 21A586892412704	586892412704	jthea 15.30

ACCOUNT / DATE	NAME	ADDRESS / REASON	CHARGE CODE	CITY / B.L. YEAR	STATE / BILL TYPE	ZIP / BILL NUMBER	PROPERTY ID	USER / AMOUNT
32024	BLI RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074	586972096901	jhea
09-15-2021		leased should be build to taxpayer for BERTIE COUNTY LEVY	G01	2021	RE	21A586972096901		15.30
32024	BLI RENTALS LLC	630 N CENTRAL EXPY STE A		PLANO	TX	75074	693061631201	jhea
09-15-2021		leased should be build to taxpayer for BERTIE COUNTY LEVY	G01	2021	RE	21A693061631201		17.30
32784	PIERCE AND PIERCE FARMS LLC	115 D T RD		AHOSKIE	NC	27910	6838105276	jhea
09-02-2021		Use value left off for BERTIE COUNTY LEVY	G01	2021	RE	21A5838105276		4563.08
TOTAL								16,634.31

Release Teller

TELLER	COUNTY	SOLID	ALL COST	FIRE / TOWN	INTEREST	TOTAL
plma	\$ 16,456.08	\$ 0.00	\$ 67.37	\$ 97.48	\$ 13.38	\$ 16,834.31
	\$ 16,456.08	\$ 0.00	\$ 67.37	\$ 97.48	\$ 13.38	\$ 16,834.31

Release Distribution

DESCRIPTION	TOTAL	COUNTY	SOLID	CAPITAL
County Tax	\$ 16,456.08	\$ 16,456.08	\$ 0.00	\$ 0.00
Fire/Town Tax	\$ 97.48	\$ 0.00	\$ 0.00	\$ 0.00
Late List Penalty	\$ 67.37	\$ 67.37	\$ 0.00	\$ 0.00
Interest	\$ 13.36	\$ 13.36	\$ 0.00	\$ 0.00
Total	\$ 16,634.31	\$ 16,536.83	\$ 0.00	\$ 0.00

DISTRICT / TOWN	ASKEWILLE	AULANDER	COLERAIN	KELFORD	LEWISTON	POWELLSVILLE	ROXOBEL	WINDSOR
Fire/Town Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97.48
Late List Penalty	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 97.48



C-2

BERTIE COUNTY

Destination Branding & Identity Design

SEPTEMBER 2021

PREPARED BY:

 **DESTINATION BY DESIGN**

PLANNING | ENGINEERING | COMMUNICATIONS



About Us

DESTINATION BY DESIGN

136 Furman Road
Suite 6
Boone, NC 28607

(828) 386-1866

www.dbdplanning.com

FACEBOOK

@dbdplanning

INSTAGRAM

@destination_by_design

YOUTUBE

DbDPlanning

MATT POWELL

Director of Communications & Place Branding

828.773.1311

matt@DbDplanning.com

DESTINATION BY DESIGN

Our multidisciplinary approach combines urban planning and design, with communications expertise.

This results in distinctive visual solutions, increased public engagement, and creative end-products for communities and destinations.

We are an award-winning firm of planning and creative professionals specializing in land use planning, infrastructure development, and destination marketing. Our team focuses on creating both inspiring built-environments and compelling place brands.

Destination by Design (DbD) assists communities and organizations who recognize quality of life and tourism to be significant components of their economic development strategy. We help develop new “product,” such as vibrant downtowns, increased recreation offerings, expanded conservation areas, greenways and trails, and we help brand and promote these assets for our clients.

One way we do this is by engaging area residents and local leaders, collecting their best ideas, and building genuine consensus. Another is by analyzing data-driven research. Above all we concentrate on economic development and value creation— the integral elements of our comprehensive planning and design approach.

We are on a mission to help the public sector identify strategic investments that will significantly expand quality of life, attract new businesses, and generate private sector growth.



Our Services



PLACE BRANDING

- Brand Strategy Development
- Logo & Visual Identity Design
- Print Design
- Web Development
- Social Media Marketing



RECREATION MASTER PLANNING

- Regional Park System Planning
- Park Planning & Design
- Engineering & Construction Documents



TOURISM DEVELOPMENT

- Tourism Infrastructure Planning
- Wayfinding & Signage
- Custom Mapping
- Web Development
- Video Production & Photography



GREENWAYS & TRAILS

- Regional Trail System Planning
- Urban & Rural Greenway Planning
- Trail Design & Construction Documents
- Trail Building Education
- Wayfinding & Signage
- Economic Impact Analysis



LAND USE PLANNING

- Regional & Comprehensive Plans
- Small Area Planning
- Civic Master Planning
- Ordinance Development
- Public Engagement



DOWNTOWN REVITALIZATION

- Streetscape Design
- Public Space & Plazas
- Engineering & Construction Documents
- Branding Campaigns

Awards

BEST IMAGE BUILDING CAMPAIGN, NORTH CAROLINA MAIN STREET:

Downtown Lenoir, NC Place Branding Campaign:
comprehensive brand study, logo/identity design, and web development

COMMUNICATIONS AWARD, AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS:

Northern Peaks Trail Master Plan:
brand strategy, public engagement, logo/identity design, photography, video, web development, and plan layout

MULTIDISCIPLINARY PLANNING AWARD, NC PLANNING ASSOCIATION:

National Park Service's Overmountain Victory National Historic Trail Master Plan:
brand strategy, public engagement, logo/identity design, photography, video, web development, and plan layout

DESTINATION MARKETING SERVICES

Branding

Web Design & Development

Graphic Design

Social Media Content

Video Production

Photography

Our Communications Studio provides creative services for Destination Marketing Organizations, municipalities and economic development agencies.



UINTA COUNTY, WY: BRAND STRATEGY



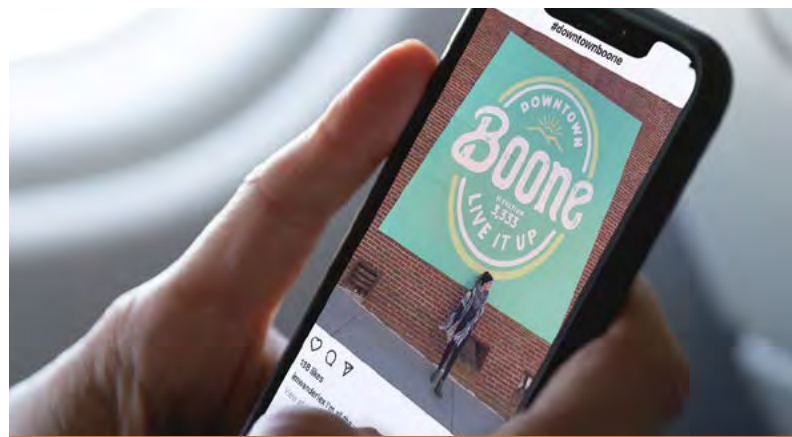
ELKIN NC DESTINATION BRAND PACKAGE



NECK OF THE WOODS LOCAL FOOD TRAIL: MAP



NORTHERN PEAKS TRAIL: BRAND DEVELOPMENT



DOWNTOWN BOONE NC COMMUNITY BRAND



VISIT BOONE, NC: ROCKY KNOB PARK COMMERCIAL VIDEO



SPINDALE, NC: COMMUNITY BRAND

MEET OUR TEAM



DBD TEAM



MATT POWELL

Communications Director

A multi-award-winning Creative Director, Matt leads all of DbD's branding and marketing-related projects, directs multimedia and web campaigns, and develops targeted brand strategies to promote quality of life. With a Masters in Communications and an undergraduate in Recreation & Tourism Management, Matt is passionate about helping communities discover authentic brand stories that increase their visibility and visitation.



ERIC WOOLRIDGE, AICP

Planning Director

Eric has worked in planning and economic development for more than fifteen years and during his career has assisted more than 150 local government jurisdictions in the fields of land use planning, place-based economic development, open space and greenway planning, downtown revitalization, and place-branding.



ALEX GOTHERMAN, PLA

Design Director

Bringing over eight years of experience in the design and maintenance of edible, native, and ornamental landscapes, Alex's passion lies at the interface of urban and rural planning, conservation, and agriculture. Using place based sustainable design methods, Alex has worked on a wide variety of projects including health care facilities, commercial sites, campus master planning, Project Committee parks, greenways, local food infrastructure, and community gardens.



JOSHUA THURMAN

Senior Graphic Designer

Joshua Thurman is a design veteran with over 20 years experience – Having worked with brands of all sizes and across industries including major companies like Wendy's Restaurants and Wrangler Jeans. Drawing on these and other experiences he strives to create compelling design that is clean and timeless rather than trendy. His skills cover multiple design disciplines including brand identity creation, web and print design, photography, video production, music performance, writing and public speaking.



LUCAS HICKS

Media Producer

Lucas enjoys helping others share their stories and experiences in an ever evolving age. He often can be found going on walks in busy places as a way to meet new people and learn about them and from them. "Many cultures go unnoticed and histories untold because they are not as flashy as a blockbuster movie, but they are still relevant and hold important lessons. It's important that we seek out and promote those stories in a way that is relevant and relatable to today's culture."



ZACH HOFFMAN

Graphic Designer & Media Producer

Zach Hoffman is a professional photographer, graphic designer and multimedia content creator with more than 10 years of experience. He has had the privilege of traveling the globe, living internationally in Moldova, as well as visiting many states in the US. In all his travels he has learned there is beauty everywhere just waiting to be witnessed. Zach lives in downtown Boone, NC with his wife and two children. He is a graduate of UNC-Chapel Hill where he studied Photojournalism and holds a M.Div. from Columbia International University.



DAN COX

Art Director & Designer

“Solve the problem first, then make it beautiful”. That’s Dan’s motto. And through his time at design agencies, freelance endeavors, and with companies large and small, Dan brings a wide array of graphic design and art direction skills to the DbD team. From large e-commerce sites and digital advertising, to campaign design, brand development, illustration, animation, and more. Above all, Dan is passionate about providing thoughtful, strategic, and appropriate solutions for clients and their audiences.



ERIN WELSH

Social Media Marketing Manager

Erin Welsh is an experienced marketing professional, content developer, and grammar nerd and serves as the social media storyteller of DbD. Driven by a passion for a good plot line, Erin takes pride in creating authentic growth through engaging content and well-written social media posts, blog entries, and newsletters. Additionally, Erin supports the work of the executive team with event coordination, recruitment, and the development of agency partnerships within both the design and economic development industries. Erin graduated from Elon University and is a longtime resident of the High Country. When she’s not working, you can find her buried in a book, lost on a trail, or exploring new places with friends and family.



SUNNY MORGAN

Web Developer

We call him our resident magician, but in reality Sunny is a web developer, graphic designer, programmer, and photographer with more than 15 years of experience. Sunny develops custom interactive websites to promote public engagement and assists with marketing place-based assets for DbD clients. The field of urban planning, design, and place branding provides a perfect conduit for Sunny to use his technical and creative skills to enhance quality of life. If you meet Sunny, prepare to ponder what just might be possible.

PROJECT APPROACH



Project Approach

TASK 1 - RESEARCH & DISCOVERY

1.1 Direction-Setting Meeting

Destination by Design (DbD) facilitates a Direction-Setting meeting with Bertie County to glean research insights and cover the following:

- » Review the scope of work, project timeline, design process and organizational objectives
- » Project Committee introductions
- » Independent Research direction
- » Visual brand preferences
- » Stakeholder identification

1.2 Independent Research

DbD conducts desktop research on the industry, current trends & region, including:

- » Social media and online listening
- » Case studies and a competitive analysis of comparative organizations
- » Analysis of any previous or existing marketing or stakeholder research
- » Perform a brand audit of the existing brand and marketing collateral

1.3 Site Visit & Stakeholder Focus Group/Interviews

Representatives from Bertie County and DbD will conduct an extensive site visit and tour of the region, including scheduled discussions with up to 3 organizational stakeholders or a Focus Group discussion. This multi-day visit will provide an opportunity for DbD to gain contextual perspective on the organization and the greatest opportunities for brand utilization.

1.4 Community Brand Survey

Design and administer an online survey intended for a wider audience of organizational partners and stakeholders as identified by Bertie County.

TASK 2 - BRAND STRATEGY

2.1 Discovery & Analysis Report

DbD will organize and compile all data obtained from Phase I into a presentation for delivery to the Project Committee.

- 2.1.1 Perform an analysis and prepare a presentation of the research results for the Project Committee.
- 2.1.2 Generate the Discovery and Analysis report, a narrative summary of the discovery results and expanded Brand Story Themes based around community assets. Report sections include:
 - » Preliminary Brand Name and Messaging Recommendations
 - » Competitive Analysis
 - » Marketing Goals/Objectives
 - » Brand Positioning Statements
 - » Brand Essence
 - » Brand Promise
 - » Brand Story Theme Identification
 - » Preliminary Creative Direction

2.2 Presentation of Strategic Recommendations

DbD conducts a second Project Committee Meeting that includes the following:

- » Summarized research findings from Phase I
- » Discovery and Analysis Report
- » Preliminary draft content of the Strategic Brand Platform
- » Preliminary draft ideas for logo & visual identity
- » Facilitate a discussion of any feedback and revisions needed

2.3 Finalize Strategic Brand Platform

Informed by committee feedback and all data obtained during the Research & Discovery Phase, DbD develops the final Strategic Brand Platform, a written brand strategy document outlining all elements necessary to execute branded campaigns for the community, including, but not limited to:

- » Brand Positioning Statements
- » Brand Promise
- » Brand Essence
- » Key Marketing Messages & Messaging Architecture
- » Story Theme Identification
- » Brand Goals/Objectives
- » Tagline Recommendations

TASK 3 - VISUAL IDENTITY DESIGN & MARKETING MATERIAL

3.1 Creative Direction

To establish a creative look and feel in accordance with Bertie County objectives, DbD delivers at least three (3) conceptual logo directions in the form of a mood board presentation.

- 3.1.1 Bertie County approves one direction or provides feedback for a combined direction. Upon approval the design team proceeds to the design phase.

3.2 Logo/Visual Identity Design

DbD develops a complete organizational Brand Identity Package to support the brand strategy, including the following:

- » Full logo system including multiple variations and associated assets such as icons, wordmarks, fonts and taglines
- » Brand Guidebook/Graphic Standards

3.3 Print Collateral Design & Website Mock-Ups

To provide initial art direction for a marketing campaign, DbD will develop the following graphic design mock-ups. Each item includes one round of feedback and revision:

- » Stationery: business card, letterhead, and envelope
- » Three (3) Social Media Mock-ups
- » Website Page Designs - Homepage and two inside pages
- » Three (3) Full page print advertisements
- » T-shirt design mock-up
- » Promo sticker mock-up
- » Tourism Brochure cover

3.4 Final Brand Presentation

Conduct final Project Committee meeting presenting all creative deliverables and final marketing recommendations to the Project Committee.

PRICING SUMMARY

BUDGET PROPOSAL

TASK 1 - RESEARCH & DISCOVERY	\$7,500
1.1 Direction-Setting Meeting	
1.2 Independent Research	
1.3 Site Visit & Stakeholder Interviews	
1.4 Community Brand Survey	
TASK 2 - BRAND STRATEGY	\$7,500
2.1 Discovery & Analysis Report	
2.2 Presentation of Strategic Recommendations	
2.3 Finalize Strategic Brand Platform	
TASK 3 - VISUAL IDENTITY DESIGN & MARKETING MATERIAL	\$12,000
3.1 Creative Direction	
3.2 Logo/Visual Identity Design	
3.3 Print Collateral Design & Website Mockups	
3.4 Final Brand Presentation	

Total: **\$27,000**

DESTINATION BRANDING





McDowell County Tourism

DESTINATION BRANDING

McDowell County is well-endowed with the mystical wonders of the Blue Ridge, yet their department of tourism was in need of a brand strategy to leverage this compelling story. And DbD delivered it. The “Blue Ridge Mountain Wonderland” is an innovative, outdoor-driven identity capable of attracting a new generation of outdoor travelers, and providing a perfect platform to showcase their abundant tourism resources, such as Lake James, the Catawba River, the Blue Parkway and Pisgah National Forest.



YOUR FRESHWATER
Wonderland
AWAITS



BLUE RIDGE MOUNTAIN
Wonderland

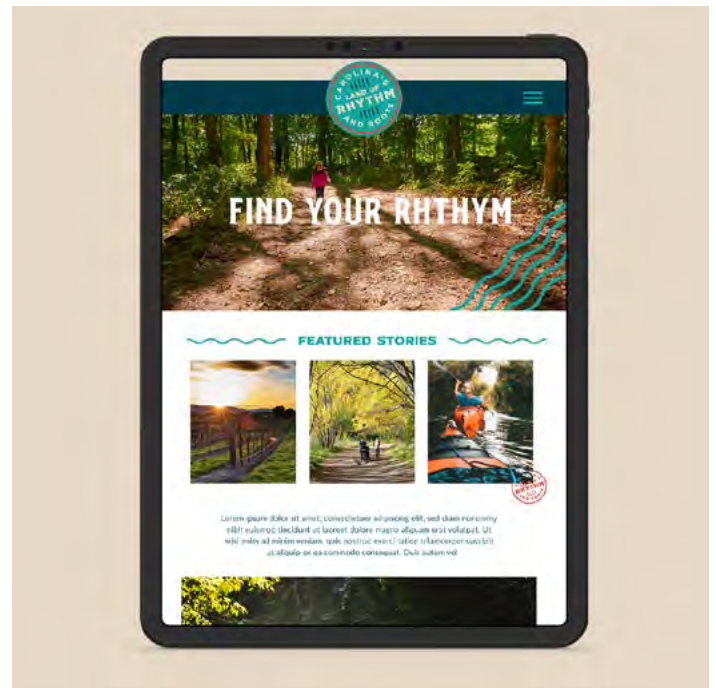
Welcome to the Blue Ridge Traveler's Towns and Trails! With beautiful weather and endless opportunities for outdoor adventure, spring and summer are the perfect time to plan your next vacation to the Blue Ridge Mountains of western North Carolina.



Cleveland County, NC Tourism

DESTINATION BRANDING & WEBSITE

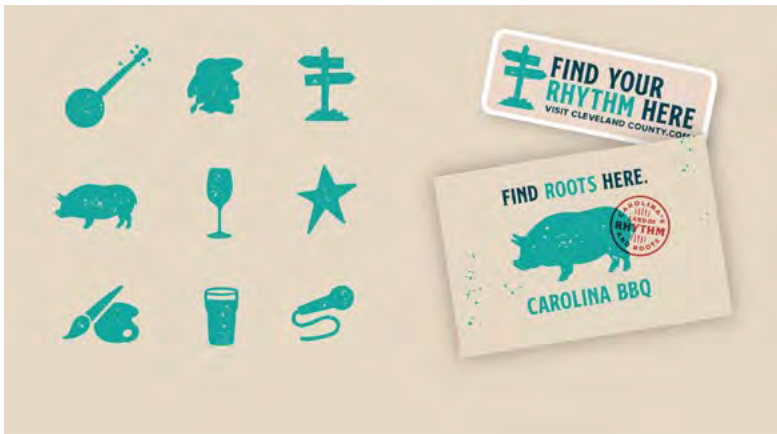
Cleveland County, NC, known to some as an Americana roots-music mecca, is poised for growth as a tourism destination. Until now, they had never undertaken a strategic, holistic evaluation of their tourism product and potential for brand evolution. How could the County begin to leverage what they do have, while broadening their appeal to a wider audience of cultural and outdoor enthusiasts? Enter “The Land of Rhythm”, an innovative brand solution that beckons visitors to “Find Your Rhythm Here”, whatever it may be. Project deliverables also include a new DMO website and content strategy. This project is freshly minted and planning for a 2021 roll-out.





Cleveland County, NC Tourism

DESTINATION BRANDING & WEBSITE





Spindale, North Carolina

COMMUNITY BRANDING & PLACE MAKING

With an eye on downtown revitalization and a desire to differentiate itself as a community along the newly constructed 12.5-mile Thermal Belt Rail Trail, the Town of Spindale needed a place brand to encapsulate what makes the town unique. DbD engaged local citizens to cast a vision for a brand that focuses on its music heritage and proximity to the new rail trail. Branding efforts were coupled with DbD's plan for the downtown streetscape, new civic areas, and a community stage.





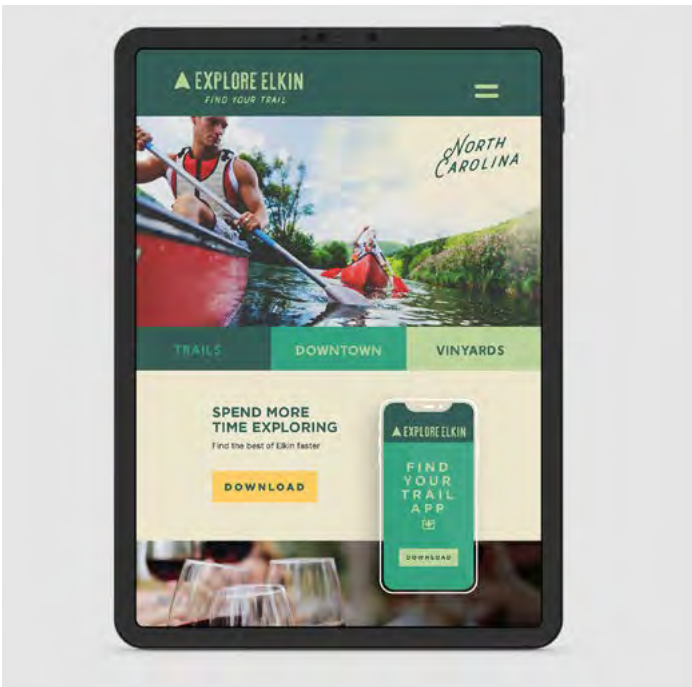


Elkin, North Carolina

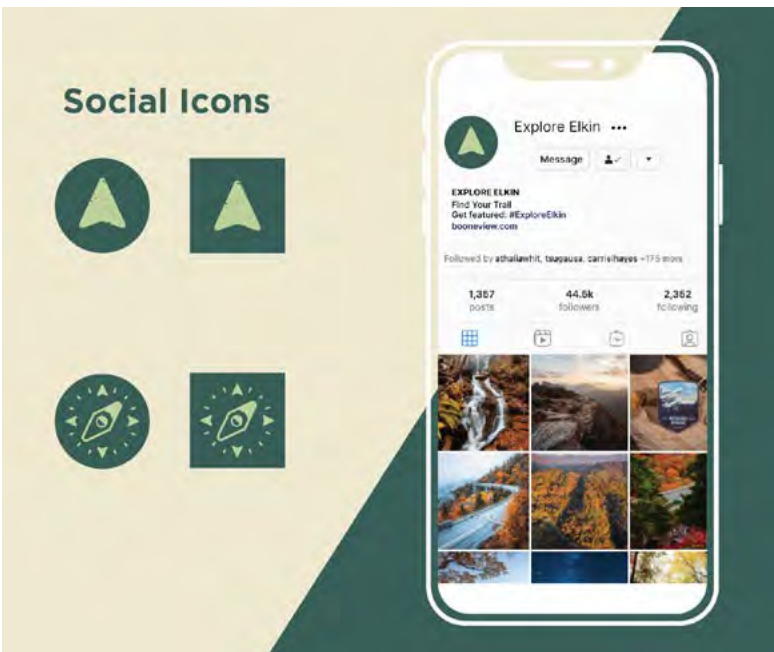
DESTINATION BRANDING

Elkin, NC, in the heart of North Carolina wine country, is quickly becoming known across the state as an outdoor recreation trail town and winery destination. But Elkin's small DMO needed an overhaul and a more robust brand strategy to place them onto the national radar of wine aficionado's and trail hounds. Our new "Explore Elkin", "Find Your Trail" brand enhancement and strategy should do the trick. To be revealed in 2021.





Elkin, North Carolina
DESTINATION BRANDING





Downtown Lenoir, North Carolina

COMMUNITY BRANDING & WEBSITE

A 2019 NC Mainstreet award-winning project for Best Image Building Campaign

As North Carolina's economy shifts away from its traditional industries of textiles, tobacco, and furniture, the City of Lenoir, like many other communities, needed to take action to remain competitive. DbD and Downtown Lenoir partnered to develop a community-driven brand identity that has been a major catalyst for expanding downtown revitalization efforts. The City's willingness to embrace its manufacturing roots and welcome the creative class is helping to attract new investors and entrepreneurs ready to reinvigorate downtown.





CITY OF LENOIR, "CREATE WITH US"

City of Lenoir, North Carolina

COMMUNITY BRANDING & WAYFINDING

Destination by Design worked with the City of Lenoir, North Carolina to develop a place brand that would bring the residents together as a community of makers and musicians while broadcasting that identity to the surrounding areas. Building on the success of DbD's award-winning Downtown brand (featuring a "Together We Create" tagline), the City adopted the tagline "Create With Us" to reinforce revitalization efforts Downtown and appeal to tourists as an inviting and creative destination.



LENOIR WAYFINDING CONCEPTS



TRADITIONAL



ARTISTIC



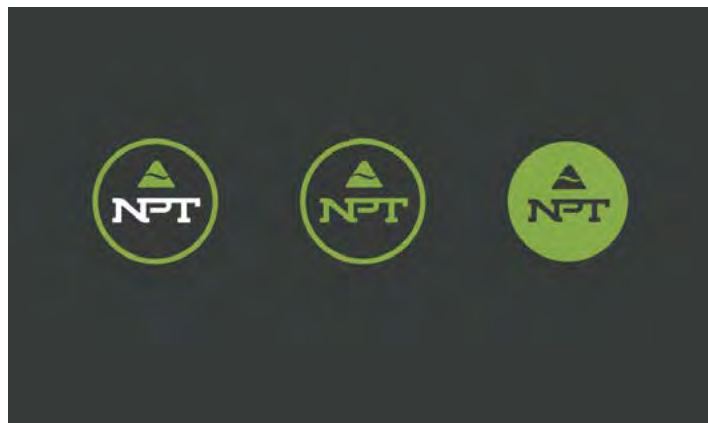
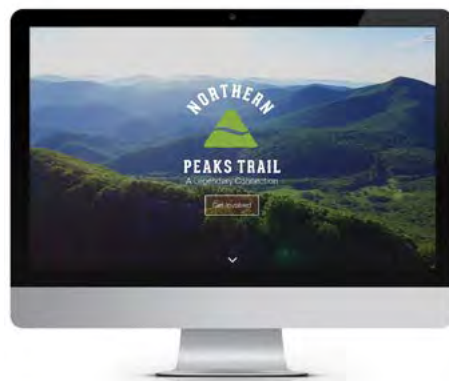
INDUSTRIAL



Northern Peaks Trail

BRAND IDENTITY & COMMUNICATIONS CAMPAIGN

The Northern Peaks Trail is a proposed 40-mile hiking trail connecting Boone, NC and West Jefferson, NC. DBD's design process for the trail included a compelling brand, photography and custom video. The project won an award from the American Society of Landscape Architects, and in 2015 was approved to be officially established as an NC State Trail.



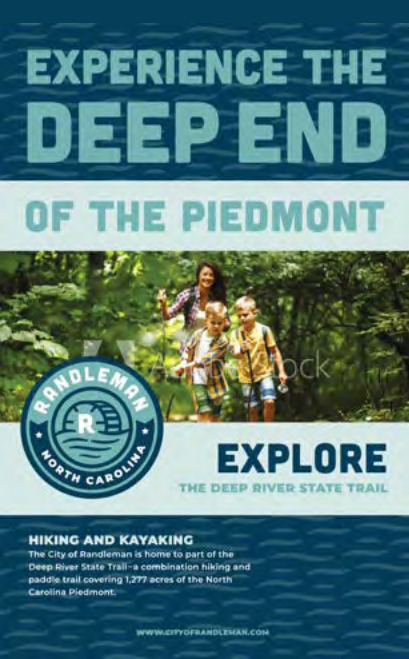


SOVA –Southern Virginia

REGIONAL BRAND & RECOVERY CAMPAIGN

Along the southern border of Virginia lies a four county region that is known for its sprawling pastures, rolling hills, streams, lakes, forests and even mountains. Tucked into that landscape are cities and towns which capture the heart of this mostly rural region and display it proudly. DbD was called upon by the West Piedmont Council of Governments to create a brand and a corresponding campaign which would highlight their region, its people and its unique charm. In response we created the “Life In SOVA” campaign which helped give an identity to Virginia’s West Piedmont as they rose to overcome the unique small town challenges created by the Covid-19 pandemic.

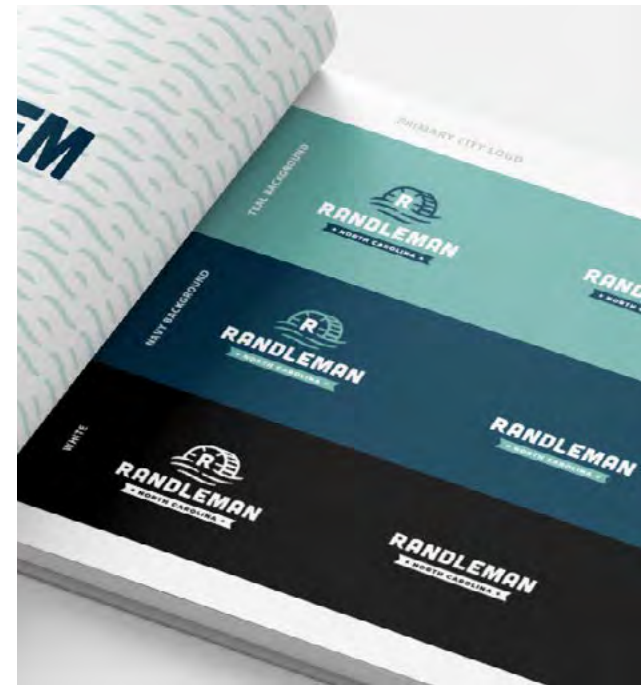




Randleman, North Carolina

COMMUNITY BRANDING

The City of Randleman is conveniently located 20 minutes from downtown Greensboro, yet worlds away from the rat race. In order to attract new residents and unify its communications strategy, the City needed to differentiate itself from surrounding Piedmont communities with a DbD-designed brand strategy and visual logo system. Ultimately, the brand defines Randleman as a “small town oasis” within the Piedmont Triad, while visual nods to their river mill-town heritage underscore the City’s hard working culture and robust downtown core (just .3 miles from the Deep River State Trail— NC’s only state-designated blueway/greenway).

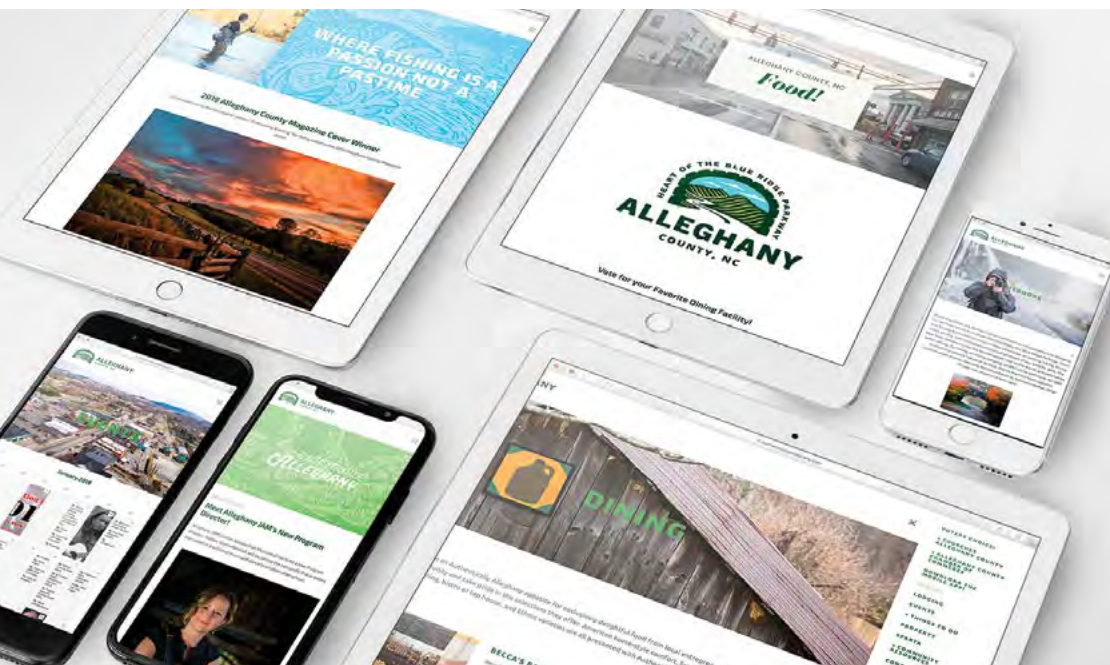




Allegheny County, North Carolina

COMMUNITY BRANDING

After completing an economic development plan, one thing became clear: Allegheny County needed a community-driven brand strategy that could leverage local assets and unify the locals around a common vision. As a small mountain community, they desperately needed to communicate a more compelling image to the outside world. Using a community asset analysis, our team identified five major themes with which to tell the area's story, and provided art direction to a local woodcut artist to illustrate these themes. "Authentically Allegheny" continues to build pride among residents as it complements an outward-facing image and spreads the word far and wide about all Allegheny has to offer. This campaign has resulted in significant growth in social media efforts and County events.





**MORE FARMS
THAN FAST FOOD.**



**AUTHENTICALLY
ALLEGHANY**

Next-generation farmers Jonathan and Hannah carry on a family tradition by farming the same land that Hannah's grandfather did. But veggies and meat aren't all you'll find here. People often visit the farm to camp, and the couple is known for hosting farm-to-table meals, complete with live music and sunsets to die for.

AuthenticallyAlleghany.com

“

We're focused on raising ethically and sustainably sourced food for our local community, but we also make sure to have a merry time with visitors from near and far.”



**WE HAVE FOLK ART.
NOT SOUVENIRS.**



**AUTHENTICALLY
ALLEGHANY**

Tired of city life, Robin moved to Alleghany County looking for a slower pace. She took up pottery when her work on the Christmas tree farm was slow. Yet that wasn't the only love she found. She soon met and married Daniel, and the two have been making pottery full-time ever since. Now they share their love for clay and small-town living with visitors from near and far.

AuthenticallyAlleghany.com

“

With a momentum for arts and culture that is certain to surprise, the neighborliness of Sparta and the quiet nature of Alleghany County makes us feel truly at home.”



**WHERE WORK SHIRTS
DON'T NEED TIES.**



**AUTHENTICALLY
ALLEGHANY**

Originally from California, the Ullery family discovered Alleghany County while traveling the U.S. doing art shows. Enchanted by the quieter pace of life in Sparta, they bought 200 acres and a woodworking space downtown. The rest, you might say, is history.

AuthenticallyAlleghany.com

“

Our customers travel to Sparta from all over just to meet the craftsmen who make their furniture and to experience the small-town lifestyle that inspires our work.”



**THE HEART OF THE
BLUE RIDGE PARKWAY**



**AUTHENTICALLY
ALLEGHANY**

A 5th generation Alleghany County native, Stuart has been photographing the Blue Ridge Parkway and its people for over 20 years now. Known as America's most beloved roadway, the Parkway in Alleghany is a photographer's dream, with your choice of stunning views from both sides: A dramatic mountain backdrop or over rolling farmland hills?

AuthenticallyAlleghany.com

“

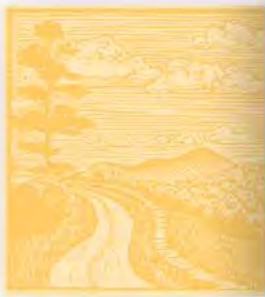
As a photographer, I'd say the Blue Ridge Parkway in Alleghany is the most beautiful stretch of road anyone can travel. It's just so picturesque.”





5 COMMUNITY THEMES

TELLING A STORY THROUGH COLOR & CRAFT



**BLUE RIDGE
PARKWAY**



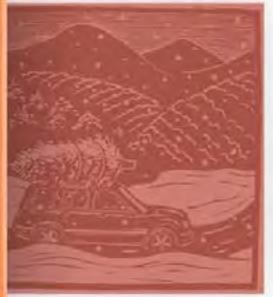
NEW RIVER



**FOOD &
AGRICULTURE**



**MOUNTAIN ARTS
& CULTURE**



INDUSTRY

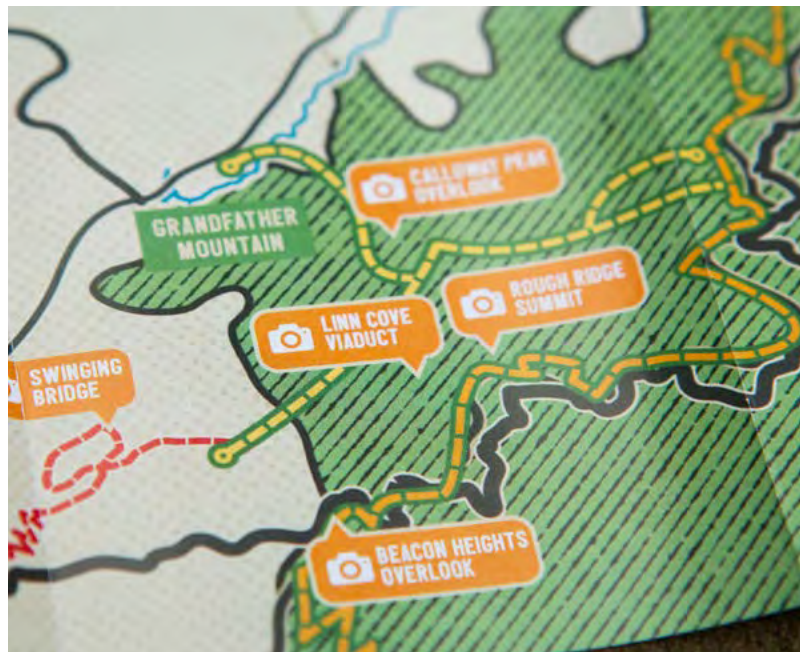




Boone, North Carolina

OUTDOOR RECREATION TOURISM MAP SERIES

Watauga County is one of the most vibrant outdoor recreation destinations in Western North Carolina. To highlight the area's key outdoor recreation assets, the local Tourism Development Authority commissioned DbD to develop a custom map series featuring Rocky Knob Mountain Bike Park, the New River Paddle Trail, premier road cycling routes, and a variety of hiking trails along the Blue Ridge Parkway.

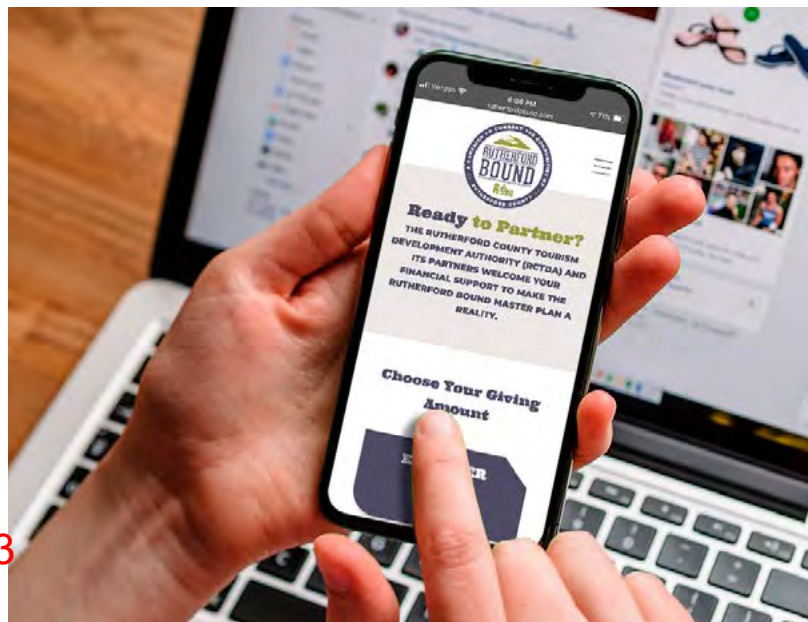




Rutherford County, North Carolina

CAPITAL CAMPAIGN DEVELOPMENT

The Rutherford Bound Tourism Master Plan serves as a comprehensive county-wide tourism infrastructure investment guide for Rutherford County. After two years of intensive planning led by the Rutherford County Tourism Development Authority (RCTDA), the county and its municipalities agreed on a unified place-based economic development strategy. DbD continues to work with the RCTDA and its partners to implement the master plan through grant funding, capital campaign development, engineering, and construction oversight.





Chimney Rock State Park

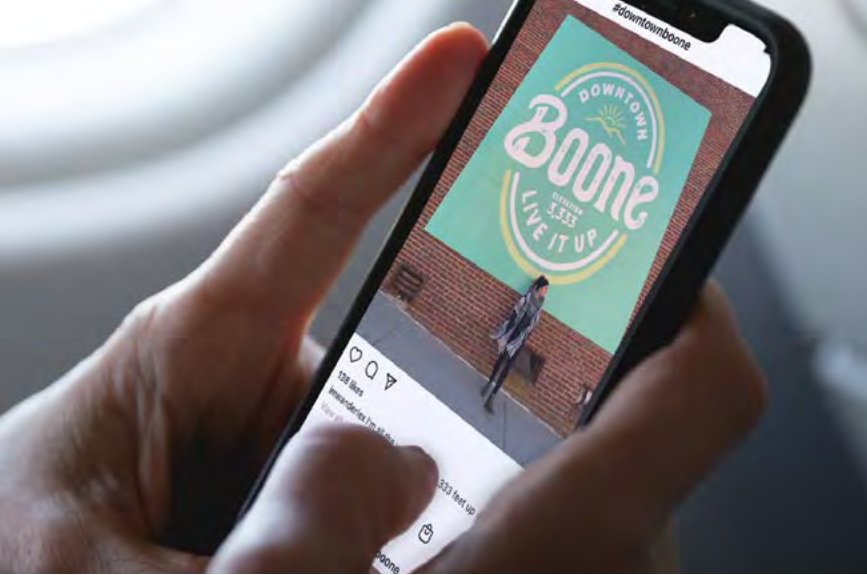
COMMERCIAL VIDEO PRODUCTION

Though Chimney Rock State Park is famous for its breathtaking views of Western North Carolina from its iconic Chimney, the park has much more to offer than beautiful scenery alone. The State Park partnered with DbD to produce a series of commercial videos and a hand-illustrated map that can communicate the park's full brand story and remind visitors that "there's more to the view."

WATCH THE VIDEO HERE:

<https://vimeo.com/383850100>





Downtown Boone, North Carolina

COMMUNITY BRAND & MURAL DESIGN

Located in the heart of the North Carolina High Country, and one of the top leisure destinations in the state, Downtown Boone never had a visual identity to call its own. To effectively capture the imaginations of locals and visitors alike, this new brand needed to exemplify exactly why people love Downtown Boone so much. Extensive community involvement resulted in a fun, soulful expression of Boone's easy-going, mountain vibe at 3,333 feet in elevation and the perfect tagline. After all, everyone can "Live it Up" in Downtown Boone. After providing renderings and recommendations for a mural in downtown, the project culminated with a fun-filled mural reveal.

WATCH THE VIDEO HERE: <https://vimeo.com/394481210>





Downtown Boone, North Carolina

COMMUNITY BRAND & MURAL DESIGN



PLANNING





Rutherford County, North Carolina

TOURISM INFRASTRUCTURE MASTER PLAN & CAPITAL CAMPAIGN

The Rutherford Bound Tourism Master Plan serves as a comprehensive county-wide tourism infrastructure investment guide for Rutherford County. After two years of intensive planning led by the Rutherford County Tourism Development Authority (RCTDA), the county and its municipalities agreed on a unified place-based economic development strategy. DbD continues to work with the RCTDA and its partners to implement the master plan through grant funding, capital campaign development, engineering, and construction oversight.



Key Plan Deliverables

- » Downtown and Streetscape Master Plans (x3 municipalities)
- » Complete Parks, Recreation, and Greenway Plan
- » Paddle Trails and Blueways (x2)
- » Recreation and Community Branding
- » Capital Campaign + Fundraising support (\$2 million+ in ten months)





Rocky Knob Mountain Bike Park, North Carolina

PARK MASTER PLAN & IMPLEMENTATION

Destination by Design led the effort to create Rocky Knob Park, Boone's 185-acre mountain bike park. Rocky Knob Park has become recognized as a premier riding destination as acclaimed by "Velo" and "Freehub" Magazines. Through grant acquisition, project management, and community outreach, DbD oversaw the creation of this \$2 million facility from concept to completion. DbD provided trail layout, construction oversight, and developed support facilities, including trailhead features, signage, parking, and landscaping.



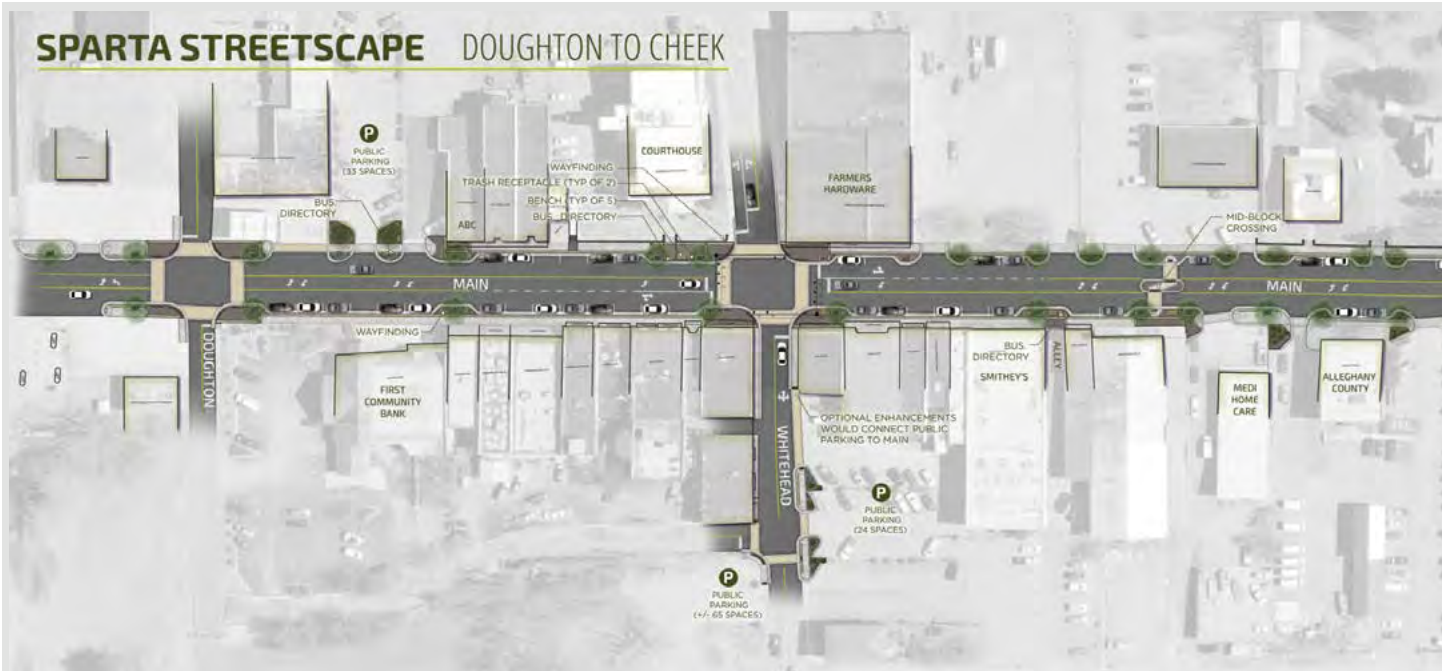


Walnut Cove, North Carolina

DOWNTOWN MASTER PLAN

The Commissioners of Walnut Cove recognized that significant steps were necessary to enhance their Main Street and create more opportunities for small business and entrepreneurial growth. DbD developed a revitalization plan that serves as a road map for the town to make the public infrastructure investments necessary to attract private sector growth and take advantage of the town's historic buildings, water and sewer availability, and the 11,000 cars that travel through the heart of Main Street each day.





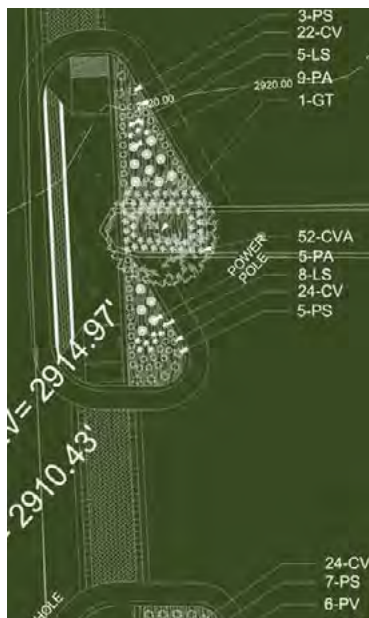
Sparta, North Carolina

STREETSCAPE DESIGN

The Town of Sparta's streetscape master plan demonstrates the public investment necessary to generate new business growth and visitation. DbD redesigned three major intersections, created brick accents, and planned for a vibrant tree canopy.



PROPOSED CONCEPT
(4 DESTINATIONS)

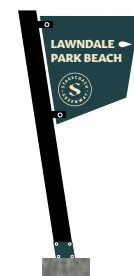
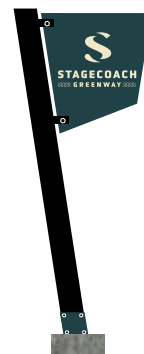
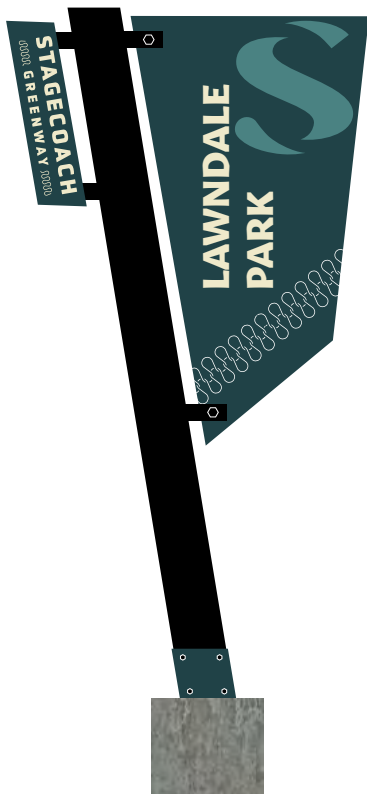




Lawndale, North Carolina

BRAND & LANDSCAPE ARCHITECTURE

Cleveland County Water is leading efforts to plan and build a greenway and paddle trail along the First Broad River with a vision to establish Lawndale as a “trail town.” The plan will create recreational infrastructure that provides opportunities for all ages and abilities and enhances community wellness. It also seeks to spur economic growth by creating recreational and community assets that attract visitors to the Town of Lawndale and Cleveland County.



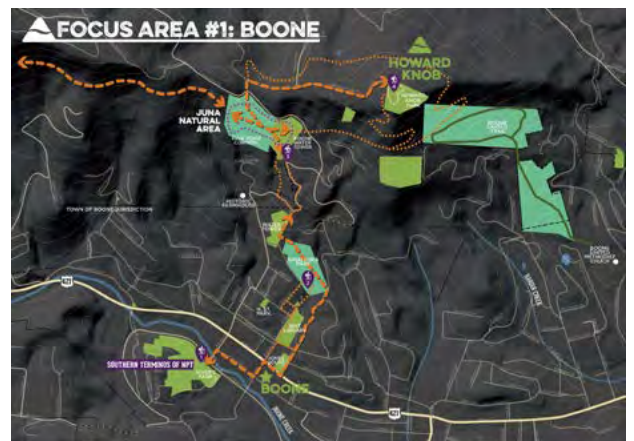
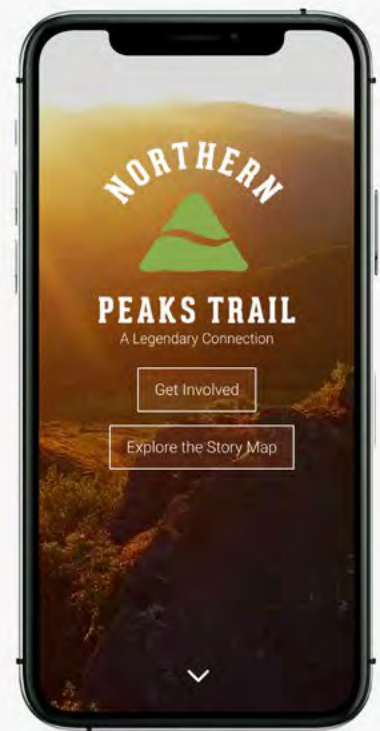


Northern Peaks State Trail, North Carolina

REGIONAL TRAIL MASTER PLAN

A 2017 American Society of Landscape Architects award-winning project for Communications

The Northern Peaks Trail is a proposed 40-mile hiking trail connecting the downtowns of Boone, NC and West Jefferson, NC. This study was commissioned by the NC Division of Parks and Recreation as well as other regional tourism and economic development agencies. The process included engaging various public land managers and conducting an extensive public outreach program that featured a compelling trail brand, a custom video, and website. The trail master plan was complemented by a series of custom renderings. In 2017, the plan won a Communications Award from the American Society of Landscape Architects, and in 2015 the North Carolina General Assembly approved legislation to officially establish The Northern Peaks Trail as an NC State Trail.





Monument Sign

Trailhead ID

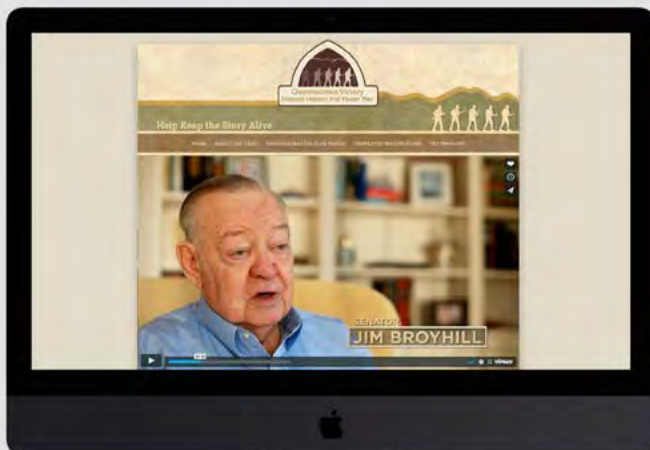
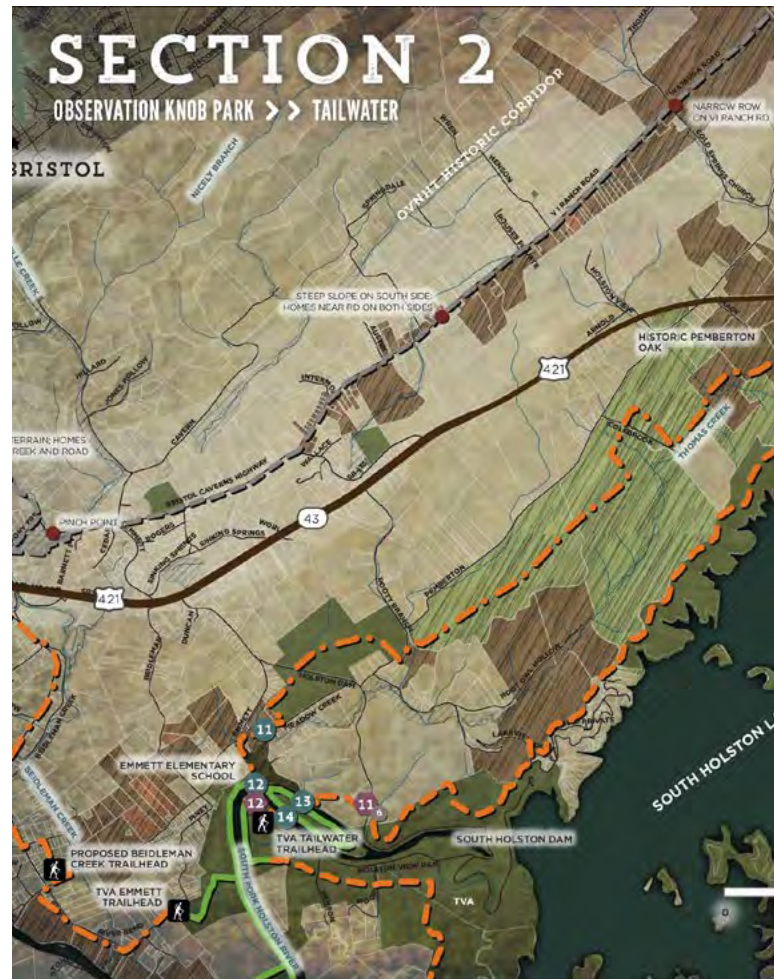
Break-away sign for use along DOT roads

Overmountain Victory National Historic Trail

REGIONAL TRAIL MASTER PLAN

2016 Outstanding Multidisciplinary Planning Award, NC Chapter, American Planning Association

Commissioned by the US National Park Service and local partners, DbD has now completed 6 of 10 trail master plan sections for the 330-mile Overmountain Victory National Historic Trail. Plans have been completed across four states (NC, TN, SC, and VA) and dozens of county and municipal jurisdictions. DbD's planning process includes extensive landowner outreach conducted in a genuine, good-faith manner that has seen positive results time and time again; combine this element with compelling story-telling, maps, and custom renderings, and the outcome is another award-winning master planning process.



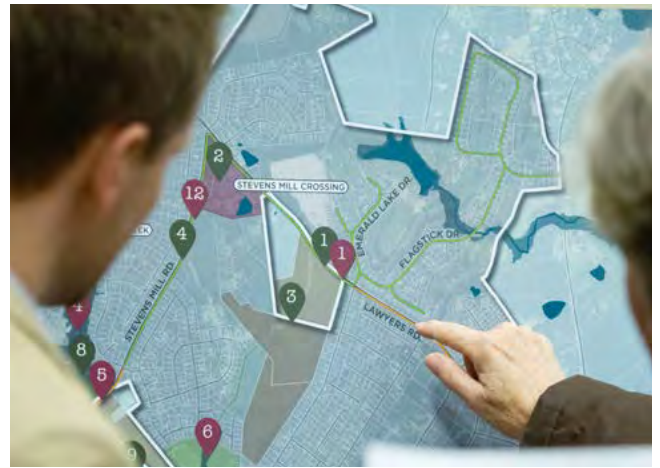


Middle Fork Greenway

MASTER PLAN & FACILITY DESIGN

The Middle Fork Greenway is a project led by Blue Ridge Conservancy in partnership with Watauga County, the Town of Blowing Rock, and the Town of Boone. The Middle Fork Greenway Master Plan provides a strategic approach to implementing a challenging six-mile multi-use path connection between Boone and Blowing Rock in Western North Carolina. DbD completed the Middle Fork Greenway Master Plan in 2013. Also, DbD assisted with various design projects until 2018, culminating with the design of trailhead facilities, which were manufactured in November 2018.





Stallings, North Carolina

RECREATION & GREENWAY MASTER PLAN

The Town of Stallings, NC commissioned DbD to develop a recreation and greenway master plan that not only connects the community, but also the community to the region; the Carolina Thread Trail traverses the town in two locations. After an extensive public engagement program, the final plan resulted in a strategic focus on creating a series of passive parks connected by an extensive greenway network. Also, since DbD had previously completed a series of land use civic master plans for the town, the interconnected greenway network is presented to ultimately weave between existing and future development, which is reflected in the Town's new UDO.





Stallings, North Carolina

CIVIC MASTER PLAN

The Town of Stallings is located 14 miles southeast of Charlotte, NC, in one of the fastest growing metro-areas in the country. DbD collaborated with Stallings to create a civic master plan that casts a 50-year vision for community growth and development in six small area nodes. Each small area plan includes a land use map and illustrative site plan envisioning a pedestrian-oriented urban form that protects existing neighborhoods while strategically locating multi-family housing and mixed-use densities necessary for establishing a sense of place and a strong tax base to support future amenity development. DbD visualized plan goals and policies through illustrative site plans and renderings to create a more effective plan.





MEASURE	MINIMUM DISTANCE	OPTIMAL DISTANCE
a. Distance from Edge of Sign Panel to Edge of Curb	1'-0"	2'-0" or more
b. Distance from Sign Panel to Nearest Obstruction	1'-0"	4'-0" or more
c. Distance from Edge of Sign Panel to Nearest Overhead Obstruction	1'-0"	4'-0" or more
d. Sign Placement in relation to Adjacent Building	Do not obstruct entrance	Align to Building Edge
e. Distance from Face of Sign to Nearest Tree Branch	10'-0"	25'-0" or more
f. Distance from Back of Sign to Nearest Tree Branch	1'-0"	4'-0" or more
g. Distance from Face of Sign to Nearest Utility Pole	10'-0"	15'-0" or more
h. Distance from Back of Sign to Nearest Utility Pole	10'-0"	15'-0" or more

FIELD NOTES:



Watauga County, North Carolina

WAYFINDING DESIGN & IMPLEMENTATION

Located in Western North Carolina, the Watauga County Tourism Development Authority issued DbD no small challenge: to create a fully custom wayfinding signage brand and architectural theme that's worthy of our premier destination and its many unique assets. DbD's design team spent more than six months focusing solely on branding, color, materials, and architecture. The result: an upper-third front sign panel that celebrates the region's most compelling landscapes, such as Grandfather Mountain, the Blue Ridge Parkway, and the New River, and a back panel that features the many outdoor activities of the NC High Country while encouraging visitors to "find your adventure."



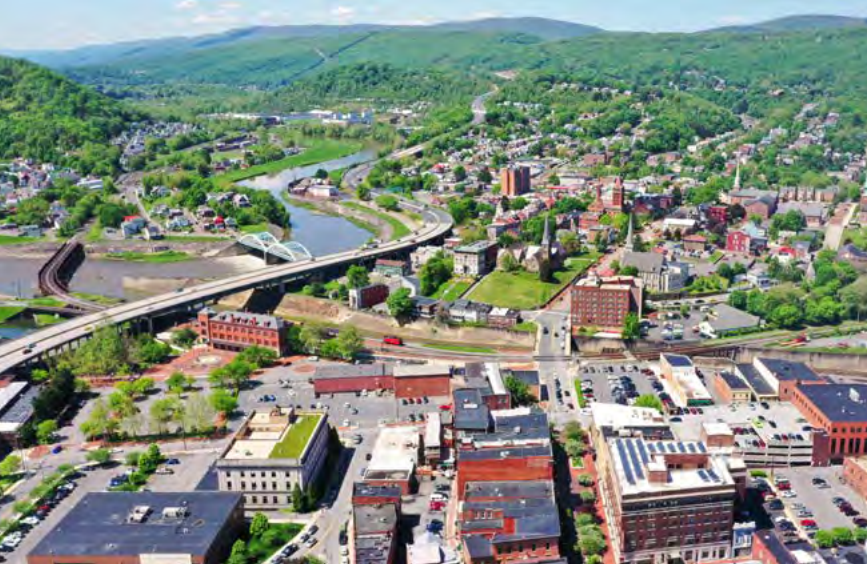


Fonta Flora NC State Trail

TRAIL & PARK PLAN AND IMPLEMENTATION

The Fonta Flora State Trail will ultimately extend 60 miles, connecting Morganton to Asheville, North Carolina. DbD has completed master plans for multiple trail sections and a custom facility design manual for all signs and recreation support facilities.



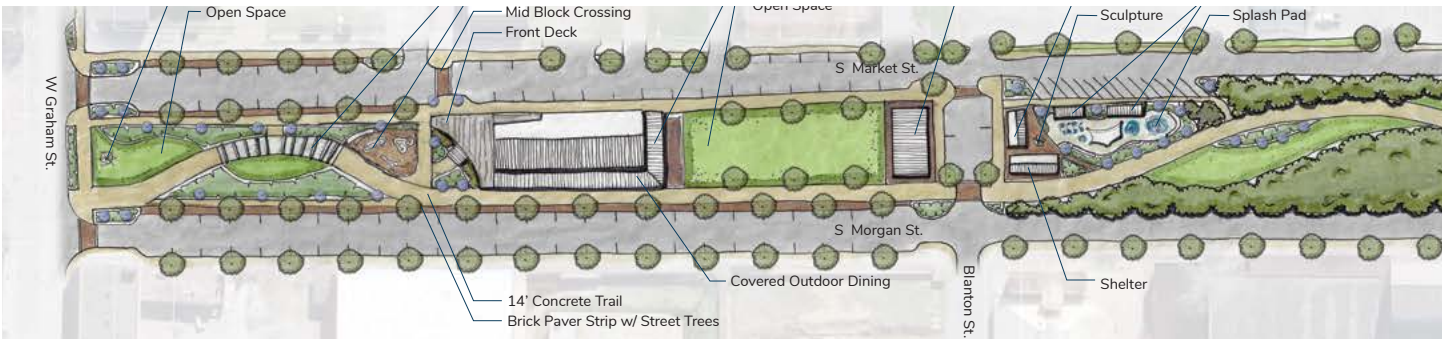


Cumberland, Maryland

CIVIC MASTER PLAN

The City of Cumberland, MD is located in the heart of the Great Allegheny Passage and the C&O Canal Towpath; together, they create a 350-mile biking trail that extends from Washington, DC to Pittsburgh, PA. With a current population of 20,000, this Rust Belt City has seen a decline of 30,000 people since its industrial peak. The City is challenged with blight and an urban core that has slowly been infringed upon by suburban sprawl. DbD produced a civic master plan that reimagined the urban core with increased connectivity, infill, and high-density residential development as well as helped educate local officials on basic urban design and sustainable planning practices.

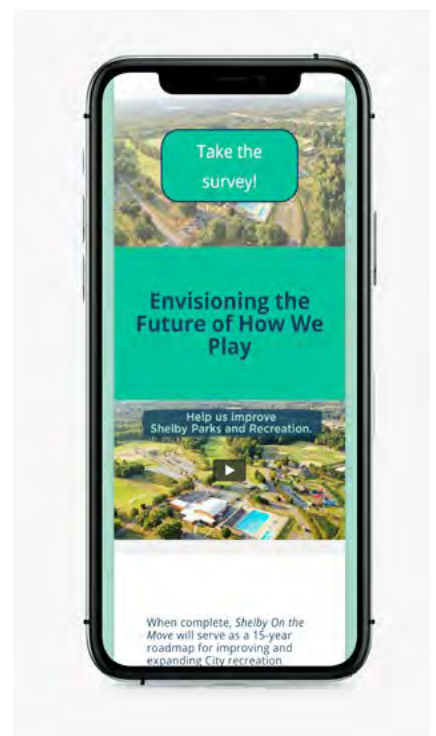
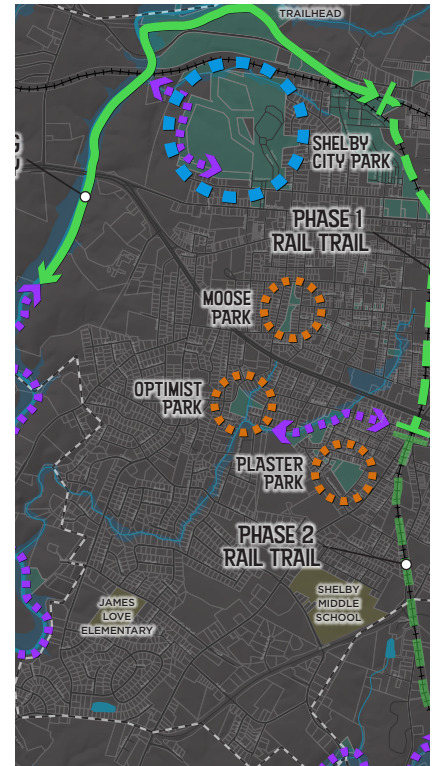




Shelby, North Carolina

CITY PARKS & RECREATION MASTER PLAN, RAIL TRAIL MASTER PLAN, PUBLIC ENGAGEMENT

After extensively investing in its recreation infrastructure for the past 10 years, the City of Shelby is working to determine its next steps. To help answer this question, DbD started by asking the obvious question: what does the community want? To engage citizens, DbD developed a playful project brand, website, and a series of promotional videos. Using Facebook advertising, DbD and the City generated significant plan interest, public workshop attendance, and online survey participation. While working to complete the city-wide recreation master plan, DbD is also engaged in creating a master plan for Uptown Shelby's highly anticipated newest asset— a new Rail Trail that traverses through the heart of the City. DbD has created this master plan in accordance with NC Parks and Recreation Trust Fund (PARTF) requirements for a 2020 PARTF grant.



**Our vision is to enhance quality of life,
promote economic development, and
cultivate healthier places to live.**



**PLACE
BRANDING**



**TOURISM
DEVELOPMENT**



**DOWNTOWN
REVITALIZATION**



**RECREATION
MASTER
PLANNING**



**GREENWAYS
& TRAILS**



**LAND USE
PLANNING**

www.DbDplanning.com

YOUTUBE

[DbDplanning](#)

INSTAGRAM

[@desination_by_design](#)

FACEBOOK

[@DbDplanning](#)



C-3

BUDGET AMENDMENT

		# 22-01			
	INCREASE			INCREASE	
27-0025-4849-32	\$ 5,049		27-6305-5399-01	\$ 5,049	
INCREASE BUDGET FOR TORNADO RELIEF FUND - ADDITIONAL DONATIONS					
	INCREASE			INCREASE	
10-0025-4431-01	\$ 31,543		10-4310-5499-91	\$ 31,543	
TO SETUP BUDGET FOR SCHOOL SAFETY GRANT (NCDPS) REMAINDER OF GRANT WAS EXTENDED TO THIS YEAR					
	INCREASE			INCREASE	
10-0025-4517-00	\$ 6,400		10-4330-5425-00	\$ 6,400	
TO SETUP BUDGET - COMMUNITY LINKAGES TO CARE GRANT					
	DECREASE			DECREASE	
10-0025-4586-02	\$ 1,227	TRANSP	10-5860-5399-08	\$ 1,363	
10-0090-4991-99	\$ 136				
REVISED BUDGET FOR HCCBG					
	INCREASE			DECREASE	
10-0025-4495-07	\$ 15,750		10-0090-4991-99	\$ 14,655	
				INCREASE	
			10-4950-5399-30	\$ 1,095	
TO SETUP BUDGET - EFNEP PROGRAM (GRANT AMOUNT RECEIVED) EXPANDED FOOD & NUTRITION					
	INCREASE			INCREASE	
10-0025-4495-08	\$ 750		10-4950-5399-32	\$ 750	
TO SETUP BUDGET - ESMM PROGRAM (GRANT AMOUNT RECEIVED) ESMM - EAT SMART MOVE MORE					
	INCREASE			INCREASE	
10-0025-4495-11	\$ 500		10-4950-5399-37	\$ 500	
TO SETUP BUDGET - 4-H COOKING CAMP (GRANT AMOUNT RECEIVED)					
	INCREASE			INCREASE	
10-0025-4431-23	\$ 24,500		10-4310-5499-97	\$ 24,500	
SETUP BUDGET FOR GRANT FROM NCDPS (SHERIFF'S OFFICE - BODY CAMERAS)					
	INCREASE			INCREASE	
10-4950-5399-30	\$ 2,405	EFNEP	10-0090-4991-99	\$ 30,425	
10-4950-5399-32	\$ 2,124	ESMM			
10-4950-5399-33	\$ 1,460	FOOD&NUT			
10-4950-5399-37	\$ 1,414	4H CAMP			
10-4950-5400-21	\$ 1,449	L TO SWIM			
10-4950-5400-25	\$ 3,383	AG CAR.			
10-4960-5400-05	\$ 2,840	AQ WEED			
10-5860-5397-52	\$ 1,094	C CONG			
10-5860-5397-53	\$ 671	C HDM			
10-5860-5397-54	\$ 200	SC EM RES			
10-5860-5397-55	\$ 7,800	C MED TRANSP			
10-5860-5399-05	\$ 4,851	SHIIP			
10-5860-5400-15	\$ 734	MIPPA			
TO ADJUST GRANT MONEY/ CARRY OVER PROJECTS FROM PREVIOUS YEAR:					
COOP - EXPANDED FOOD & NUTRITION					
COOP - EAT SMART-MOVE MORE					
COOP - FOOD AND NUTRITION					
COOP - 4H COOKING CAMP					
COOP - LEARN TO SWIM					
COOP - AG CAROLINA - LIVESTOCK					
SOIL - AQUATIC WEED CONTROL					
COA - CARES CONG					
COA - CARES HDM					
COA - CARES SENIOR CENTER EMERGENCY RESPONSE					
COA - CARES MEDICAL TRANSPORT					
COA - SHIIP					
COA - MIPPA					
APPROVED ___/___/2021					



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 27 TORNADO DO
 Org 270025 RESTRICTED
 Object 484932 TORNADO
 Project

Acct 27 -0025-484932
 Acct name MORNING ROAD TORNADO RELIEF FU Account Notes
 Type Revenue Status Active
 Rollup
 Sub-Rollup
 Multiyr Fund

4 Year Comparison

History

Yr/Per 2021/12	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	.00	.00	.00	.00
Transfers In	-190,147.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-190,147.00	.00	.00	.00
Actual (Memo)	-190,196.83	.00	.00	-5,000.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	-9.33	.00	.00	5,000.00
Percent used	100.03	.00	.00	.00

5,049



North Carolina Department of Public Safety

Governor's Crime Commission

Roy Cooper, Governor
Erik A. Hooks, Secretary

Robert Evans, Chairman
Caroline C. Valand, Executive Director

Re: Grant Manager Introduction/Contact

Dear CJI Byrne/JAG Grant Project Director:

Congratulations on receipt of your agency's new Governor's Crime Commission Criminal Justice Improvement grant. I will provide technical assistance, receive required reports, conduct on-site announced and possibly unannounced monitoring visits and perform ongoing desk monitoring of the grant project's progress during the life of this project.

GCC has transitioned to an internet-based reporting system called the Grant Enterprise Management System (GEMS). The GEMS website is available for subrecipients to enter programmatic and financial reports for organizations with new grant awards. The system provides many benefits for subrecipients and staff. GEMS may be accessed via the following website: <https://gems.ncdps.gov>. If initial or refresher information regarding how to navigate the GEMS system is needed, please contact me.

Additionally, upon logging into GEMS, on the upper right side of the webpage, next to the user's name, there is an updated version of the GEMS Project Management Training Guide available for quick reference. Subrecipients are also encouraged to click the white question mark in the circle on each page in order to access a video that will show the steps to complete specific actions. If after referring to these tutorials additional guidance is needed, please feel free to contact me.

Enclosed is a list of programmatic reports required by this project's funding source. Please keep this list nearby as a reminder of due dates. While costs are being incurred, reimbursement requests accompanied by supporting documentation should be submitted along with match documentation (if your grant has a match requirement). Reimbursement requests will not be approved when a programmatic report is past due. Failure to comply with either programmatic or financial reporting requirements will result in a reversion of funds. All in-state conference travel and out-of-state travel must be pre-approved by GCC. **All contracts must be approved *prior* to any work or service being started in order to be eligible for reimbursement of expenses incurred.**

During the Program Development Workshops, attendees were made aware of several documents required to make the agency's grant file (virtual or paper) complete. **Please use the following list to ensure compliance and upload all applicable documents to the "Project Attachments" section in GEMS. Once you have completed this step, please notify me via e-mail.**

- Inventory lists for 800 MHz communication devices and Mobile Data Computers
- Procurement or Purchasing Policy
- Provide three quotes or an approved sole source provider request for purchases in excess of \$10,000.

MAILING ADDRESS:
4234 Mail Service Center
Raleigh, NC 27699-4234
www.ncgccd.org
www.ncdps.gov



OFFICE LOCATION:
1201 Front St.
Raleigh, NC 27609
Telephone: (919) 733-4564
Fax: (919) 733-4625

An Equal Opportunity Employer

- Whistleblower Policy (all subrecipients)
- Documentation verifying the debarment/suspension status of vendors with whom business is conducted (contractual services, supply and equipment purchases) from www.sam.gov and www.pandc.nc.gov/PnCInformation.htm (upload to GEMS in Project Attachments)
- Policy/Procedures for responding to complaints of unlawful discrimination
- Use of Force Policies
- Wear Policies for body armor/similar gear – must state wear is mandatory
- Upload photos copies of all quantifiable items purchased (radios, computers, Tasers, cameras, dog supplies, dogs, cars).
- Vehicles of any type (motor vehicle, all-terrain vehicle, Gators, and Trailers) that require North Carolina Department of Motor Vehicle Registration in order to operate in a legal manner are required to receive a waiver via the North Carolina Governor’s Crime Commission from the U.S. Department of Justice, Bureau of Justice Assistance Division. This waiver can only be granted by the Director of BJA directly. Applicants will be required to submit their waiver request in writing to the North Carolina Governor’s Crime Commission who will then in turn make this request from the Bureau of Justice Assistance. A written request does not automatically ensure that a waiver will be granted from the Bureau of Justice Assistance.
- Contractual prior approval is needed for all contracts for services or personnel.

The Office for Civil Rights in the United States Department of Justice works to ensure that recipients of federal grant funds follow their civil rights obligations. One such responsibility involves the adoption of grievance procedures for recipients who have fifty or more employees and who receive \$25,000 or more in funding. The Governor’s Crime Commission asks that subrecipients meeting both criteria of this threshold (that is, subrecipients with fifty or more employees that receive \$25,000 or more in funding) have a policy and procedures for responding to complaints of unlawful discrimination and that such subrecipients submit a copy of the policy and procedures to the GCC staff member assigned to manage your grant.

Organizations that meet both criteria of the threshold and do not have a policy or procedures in place, must first draft and submit these documents to your board for approval. A copy of the approved policy and procedures document should then be uploaded in GEMS or mailed to GCC. Organizations meeting only one point of the threshold are not required to adopt and submit a discrimination complaint policy and procedures, though having such a document would be advisable for other reasons. We appreciate your efforts to ensure that all civil rights are observed and that complaints of unlawful discrimination are responded to in a consistent and systematic manner.

In addition, organizations that expend \$750,000 or more of federal funds (from all sources including pass-through sub-awards) in a fiscal year (12-month reporting period) are required to arrange for a single organization-wide audit to be conducted in accordance with the provisions of The Office of Management and Budget’s 2CFR200 – Uniform Administrative Requirements, Cost Principles and Audit. Organizations that expend less than \$750,000 a year in federal awards are exempt from this new requirement. Please note that maximum rate per hour for contractual services are \$81.25, or \$650.00 per day, i.e., applicable specifically to IT or higher income medical executives. More detailed information can be found at the following link to the Code of Federal Regulations: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2tab_02.tpl.

We, at the Governor's Crime Commission, want each grant project to be successful. Please feel free to contact me if you have questions about anything concerning your grant and I will be happy to assist.

Sincerely,



F. KEITH BUGNER

Grant Administrator

keith.bugner@ncdps.gov

919-899-9221

Project Overview

Project ID
PROJ013828

Start Date
01/01/2021

Grant Manager

keith.bugner@ncdps.gov

Financial Officer
William Roberson
william.roberson@bertie.nc.gov
252-794-6121

Project Name
2019-Bertie County School Safety Project

End Date
12/31/2021

Project Director
Kenneth Perry
kenneth.perry@bertie.nc.gov
252-794-5330

Authorizing Official
Juan Vaughan
juan.vaughan@bertie.nc.gov
252-794-6109

Project Summary

The Bertie County Sheriff's Office is seeking grant funding to purchase law enforcement equipment, metal detectors and training which will enable Bertie County School Resource Officers to deter, potentially predict, train for and respond to acts of violence in our schools.

! The 'Remaining' columns in the below budget table reflects all reimbursements that have been paid or currently in process.

Name	Quantity		Unit Cost	Fed Share		Match Share	
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining
SURPLUS							
Surplus	0.00	0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES							
Hand Held metal detector	10.00	10.00	\$200.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Walk through metal detector	4.00	4.00	\$5,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00
TRAVEL							
In-State:Registration Fees:Juvenile Officers Training	4.00	4.00	\$130.00	\$520.00	\$520.00	\$0.00	\$0.00
Out-Of-State:Air Fare:1000 roundtrip x 4 officers for National Conference	4.00	4.00	\$1,050.00	\$4,200.00	\$4,200.00	\$0.00	\$0.00
Out-Of-State:Registration Fees:National School Resource Officers Conference Registration 4 officers x \$250/ea	4.00	4.00	\$250.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Subsistence For All Travel:Lodging:Hotel accomodations 5 nights x 4 officers x 120.00 per night	4.00	4.00	\$600.00	\$2,400.00	\$2,400.00	\$0.00	\$0.00
Subsistence For All Travel:Lodging:Hotel accomodations x 4 officers x 5 nights x \$180 each (hotel/fees/taxes/etc)	4.00	4.00	\$900.00	\$3,600.00	\$3,600.00	\$0.00	\$0.00
Subsistence For All Travel:Per Diem:\$32 per day x 5 days x 4 officers	4.00	4.00	\$160.00	\$640.00	\$640.00	\$0.00	\$0.00
Subsistence For All Travel:Per Diem:\$32.00 per diem rate per day x 4 officers x 5 days	4.00	4.00	\$160.00	\$640.00	\$640.00	\$0.00	\$0.00

Budget Summary

This project requires a match of 0%. This can be either cash match or in-kind match. Matching funds may include local, state or private funds, but not other federal funds.

Category	Year 1	Total
SURPLUS	\$0.00	\$0.00
SUPPLIES	\$22,000.00	\$22,000.00
TRAVEL	\$13,000.00	\$13,000.00
Total Budget	\$35,000.00	\$35,000.00
(-)Match Funds	\$0.00	\$0.00
TOTAL FEDERAL REQUEST	\$35,000.00	\$35,000.00

Describe amount & source of matching funds.

Matching funds may include local, state or private funds, but not other federal funds.

office to identify potential threats while serving the schools is of paramount importance for the school safety plans. Further, training for SROs and those who deal with juveniles may allow for quicker intervention with students who have threat potential and provide intervention and appropriate action for that individual as well as providing a safer environment for the entire rest of the school's population. Basic safety precautions such as utilizing metal detectors in the schools can not only mitigate and lesson the ability of weapons to enter the schools, but it also provides a tool for law enforcement and school personnel to better serve the students. Further, when officers are better trained, especially when dealing with potential violent situations that occur (such as bullying, etc.) at risk students can be better identified and appropriate referral occur.

Project Timeline of Activities

2020 Jan-Mar Receive grant/process paperwork/ take item before Bertie County Commissioners for approval April-June Engage in meaningful planning sessions with school personnel/ order equipment/ receive equipment July-Sept Officers attend Training/equipment is deployed in schools Oct-Dec Training is completed/continued equipment utilization for all students and visitors

Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends. For sustainability, the Bertie County Sheriff's Office will include any and all costs in the annual budget request to the County Commissioners.

Goals

Goal 1 - The primary goal is to reduce the potential for acts of violence in Bertie County Schools.

Objectives

Objective 1	Performance Measure	Evaluation Method
In order to reduce the threat of school violence, the Bertie County Sheriff's Office will spearhead the school safety project by purchasing standing walk through metal detectors and hand held metal detectors.	The performance measure for this is the incident based reporting to record any records of weapons found on Bertie County School campuses.	The evaluation method for this objective will be the total number of weapons brought into any school within the district.
Objective 2 The second objective of this goal is to train all SRO and juvenile officers in an effort to gain knowledge of potential warning signs and threats to school safety through violent acts.	Performance Measure School training documents will be maintained by the Sheriff's Office Personnel and Training staff on all attendance to the training paid for through this grant.	Evaluation Method The evaluation method of the effectiveness of the training will be the before/after surveys of the classes and the final grade our outcome reporting from the educational body performing the class.

Certification

A. Certification of Non-Supplanting

The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

B. Certification of Filing an Equal Employment Opportunity Program

The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, which is dated in accordance with the Amended Equal Employment Opportunity Guidelines (28 C.F.R. 42.301, et seq.) and that it is on file in the office of:

Office:

Name:

Title:

Address:

Telephone:

The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq.) have been read and that no Equal Employment Opportunity Program is required to be filed by the implementing agency because:



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 10 GENERAL FU
 Org 104310 SHERIFF
 Object 549991 SCH SAFETY
 Project

Acct 10 -4310-549991
 Acct name SCHOOL SAFETY GRANT
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

Account Notes

4 Year Comparison	Current Year		History	
	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Yr/Per 2021/12				
Original Budget	.00	.00	.00	.00
Transfers In	35,000.00	.00	.00	31,543.00
Transfers Out	.00	.00	.00	.00
Revised Budget	35,000.00	.00	.00	31,543.00
Actual (Memo)	3,457.00	.00	.00	109.48
Encumbrances	.00	.00	.00	31,287.22
Requisitions	.00			.00
Available	31,543.00	.00	.00	146.30
Percent used	9.88	.00	.00	99.54

tylerbusinessforms.com 877.749.2090 SY11842

Albemarle Regional Health Services

Invoice Date	Invoice Number	Description	Invoice Amount	
05/24/2021	040921	OD CRT CONTRACT PO# 20211200 Voucher -	\$6,400.00	
Vendor No.	Vendor Name	Check No	Check Date	Check Amount
4615	BERTIE COUNTY	00170061	05/27/2021	6,400.00

Albemarle Regional Health Services
 Post Office Box 189
 Elizabeth City, NC 27907-0189
 (252) 337-8933

This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act.
 Signature of Finance Officer: *[Signature]*
 66-18/530

Vendor Number: 4615
 Check Date: 05/27/2021
 Check Number: 170061
 VOID AFTER 90 DAYS
 \$6,400.00

Pay Six Thousand Four Hundred Dollars and 00 cents *****
 To The Order Of BERTIE COUNTY

WELLS FARGO CHARLOTTE, NC

[Signature] Finance Officer MP
[Signature] Chairman of the Board of Health MP

⑈00170061⑈ ⑆053000219⑆ 2025230008240⑈

* See Reverse Side For Easy Opening Instructions*



Albemarle Regional Health Services
Post Office Box 189
Elizabeth City, North Carolina 27907-0189

ADDRESS SERVICE REQUESTED

BERTIE COUNTY
PO BOX 530
WINDSOR, NC 27983

00170061

100025
451700
104330
542500

**AGREEMENT BETWEEN
ALBEMARLE REGIONAL HEALTH SERVICES
AND
BERTIE COUNTY**

This Agreement (the "Agreement") is entered into this 14th day of May 2021 ("Effective Date"), by and between Albemarle Regional Health Services, a Public Health Department ("ARHS"), and Bertie County.

Background:

WHEREAS, ARHS provides public health services for eight counties in Northeastern North Carolina (Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, and Perquimans);

WHEREAS, from 2013 to 2016, the Region 9 Local Health Director Region saw a 125% increase in medication and drug overdose deaths by all intents, while the ARHS counties saw an increase of 121% (NC Center for Health Statistics, Vital Statistics Deaths, Injury and Violence Prevention Branch);

WHEREAS, the rate of unintentional overdose deaths from 2012 to 2016 for Region 9 is 9.7, while the ARHS counties range from 5.8 in Hertford County to 15.1 in Chowan County (NC Center for Health Statistics, Vital Statistics Deaths, Injury and Violence Prevention Branch);

WHEREAS, the rate of outpatient pills dispensed by county per resident in 2016 for NC was 66.5, Region 9 63.6, and ranged from 40.98 in Gates County to 82.9 in Bertie County (Opioid Dispensing, NC Division of Mental Health, Injury and Violence Prevention Branch);

WHEREAS, Bertie County Emergency Medical Services (EMS), Sheriff's Office and Police Department is available 24 hours a day, 7 days a week, and in many cases is the initial contact with individuals with substance use disorder; and

WHEREAS, ARHS was granted the Community Linkages to Care Grant to establish, in conjunction with regional partners, a Community Response Team that will bring together Mobile Crisis, Emergency Medical Service, Law Enforcement, and other community partners to provide substance use assistance to persons in need.

NOW, THEREFORE, in consideration of the promises, the mutual agreements and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby agree as follows:

1. **Funds.** ARHS will issue \$6400 to BERTIE COUNTY upon execution of this agreement as a part of the Community Linkages to Care Grant. Funds may be transferred to departments based on participation in the program and county/ city/ town needs.
2. **No Assignment or Delegation.** BERTIE COUNTY may not assign, or otherwise transfer your rights or delegate any of your obligations under this funding agreement.
3. **First Responder Community Response Team Assistance.** EMS and LE agree to serve as referral sources for the Community Response Team as outlined in the Community Response Team Standard Operating, and will work with ARHS, Mobile Crisis, and other community partners in the establishment of this program. EMS and LE will review existing data and submit deidentified data for the purpose of program development to inform decisions that will be made about program needs. Once this program is operational,

and EMS and LE will provide referrals to the Community Response Team/ Mobile Crisis for entry into the program. They will provide follow up on cases who are not yet ready for a referral and work to comply with the Community Response Team Standard Operating Guide which outlines both the EMS Post Overdose Response Team component and the Law Enforcement Assisted Diversion component. Data will also be shared regarding client intake, needs, and other information for tracking and program evaluation. This data shall be submitted to ARHS at least monthly. The Bertie COUNTY and response partners will assist with advertising and promoting the Community Response Team and will serve in the planning and response efforts.

4. Governing Law. This Agreement shall be interpreted, construed and governed according to the laws of the State of North Carolina notwithstanding its conflicts of law rules.

5. Section Headings. The section headings contained in this Agreement are for convenience only and shall in no manner be construed as a part of this Agreement.


6. Entire Agreement. This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof and there are no representations, inducements, promises, agreements, or undertakings, oral or written, between the parties with respect to the subject matter hereof, other than those set forth herein.

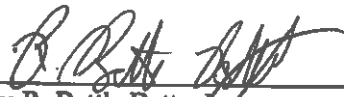
7. Privacy of Individually Identifiable Information. ARHS and Bertie COUNTY shall comply in all material respects with the standards for privacy of individually identifiable health information under federal and state law, including, but not limited to, HIPAA and NC Confidentiality Law. A business associate agreement will be required as an extension of this agreement.

IN WITNESS WHEREOF, the parties have hereunto caused their corporate names to be signed and corporate seal to be affixed by their duly authorized officers as of the day and date first set forth above.

BERTIE COUNTY

ALEMARLE REGIONAL HEALTH SERVICES

By: 
Name: Mitchell Cooper
Title: Director of Emergency Services

By: 
Name: R. Battle Betts, Jr.
Title: Health Director

From: Annette Eubanks <aeubanks@mideastcom.org>
Sent: Monday, May 10, 2021 1:03 PM
To: Venita Thompson; Alicia Browning; Cindy Perry
Cc: William Roberson
Subject: [External] HCCBG 2022SFY
Attachments: Bertie 21-22 funding plan.xls

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

I have attached an updated DAAS-731 to utilize in completing the HCCBG funding plan. I removed the allocation for Senior Games as it will go directly to them vs. the county having to reimburse them monthly. There was also a discrepancy in a formula on the previous regional allocation worksheet from DAAS. Once corrected the county allocation decreased around \$1,000.

As a reminder, the completed funding plans from each of your agencies is due to me by June 30th. William will need time to get them signed- he can let you know when he needs them by. Both agencies should have received the electronic version of the funding plan with the updated NSIP reimbursement rate of \$0.75 per meal. Cindy, you can utilize the worksheet from last year as the NSIP rate does not apply to DSS. You should have saved it in your files to easily update.

William, I will send you a DAAS-732 for Senior Games to have signed as an acknowledgement that funds were transferred if that works for you.

Annette Eubanks
Aging Program Director
Mid-East Commission Area Agency on Aging
(252) 974-1835 office (252) 946-5489 fax



Mid-East Commission Area Agency on Aging

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Home and Community Care Block Grant for Older Adults

DAAS-731 (Rev. 2/16)

County Funding Plan

County: Berle
July 1, 2021 through June 30, 2022

County Services Summary

Services	A			B	C	D	E	F	G	H	I	
	Account	In-Home	Other	Total	Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
Congregate (180)			48000		5333	53333		53333				
HDM (020)			43000		4778	47778		47778				
Gen. Transp. (250)	19773	21,73			2187	21870		21870	21,92			
Mod. Transp. (033)	2030				222	2222		2222				
Level I Personal Care (042)		50000			5566	55556		55556				
Senior Ctr. Oper. (170)			24587		2732	27319		27319				
Housing & Home Improvement (140)			10000		1111	11111		11111				
DSS												
Personal Care (041)		40000			4444	44444		44444				
Total	21773	90000	125587		26373	263733	0	263733	0		0	0

ADJ 1227
10-0025 488602

-40,00 DSS
197,360 COR

Johnny G. Lee
Signature, Chairman, Board of Commissioners
Date: 7/7/21

105860 539908 - (1363) EXP
100090 499199 - (136) R
10-0025 458602 - (1227) V

Home and Community Care Block Grant for Older Adults

DAAS-731 (Rev. 2/16)

County Funding Plan

County: Bertie
July 1, 2021 through June 30, 2022

County Services Summary

Services	A				B	C	D	E	F	G	H	I
	Access	In-Home	Other	Total	Required Local Match	Net Service Cost	USDA Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
Congregate (180)			48000		5333	53333		53333				
HDM (020)			43000		4778	47778		47778				
Gen. Transp. (250)	21000	23,000			2333	23333		23333	25,555			
Med. Transp. (033)	2000				222	2222		2222				
Level I Personal Care (042)		50000			5556	55556		55556				
Senior Ctr. Oper. (170)			24587		2732	27319		27319				
Housing & Home Improvement (140)			10000		1111	11111		11111				
Senior Games (220)			3600		400	4000		4000				
DSS												
Personal Care (041)		40000			4444	44444		44444				
Total	23000	90000	129187	242187	26910	269096	0	269096	0		0	0

- 3600
 - 1227 ADJ
 237,360
 - 40,000 DSS
 197,360 COA

198,587 COA

Danny Lee

Signature, Chairman, Board of Commissioners

Date

William

BERTIE COUNTY COOPERATIVE EXTENSION
DAILY CASH COLLECTIONS/TURNOVER REPORT

Date: July 20, 2021

After filling in the date at the top of the report, enter a summary of all cash collections/turnover for the day in the column below. Adding machine tapes should be attached to the report to indicate amounts for checks and money orders.

SUMMARY

Checks/Money Orders (Attach Tape)	\$	<u>17,000.00</u>
Currency	\$	<u> \</u>
Change	\$	<u> \</u>
TOTAL	\$	<u>17,000.00</u>

10-0000-2110-05	IPM Pest Management	<u> -</u>
10-0000-2110-09	4H Activities	<u> -</u>
10-0050-4839-82	Program Revenues	<u> -</u>
0025-4495-07	EFNEP	- \$ 15,750.00
0025-4495-08	ESmm	- \$ 750.00
0025-4495-11	4-H Cook Camp	- \$ 500.00
REC # 389163	EFNEP & ESmm	= \$ 16,500.00
REC # 704861	4-H Cook Camp	= \$ 500.00

Sheila Powell
Signature of Preparer

Distribution: Original-Finance Office Duplicate-Retain
Rev/09

Vidant Bertie Community Benefit Grant Funding

1 message

Hall, Kahla <Kahla.Hall@vidanthealth.com>

Fri, Jun 25, 2021 at 4:16 PM

To: "william_barrow@ncsu.edu" <william_barrow@ncsu.edu>, Sheila Powell <sheila_powell@ncsu.edu>, "kbcopel12@ncsu.edu" <kbcopel12@ncsu.edu>, "gaholley@ncsu.edu" <gaholley@ncsu.edu>, "embaker6@ncsu.edu" <embaker6@ncsu.edu>

Hello to All,

I hope that all is well with each of you. It was good to see you last week at the ribbon cutting for the new Bertie County Cooperative Extension Service and Library facility! What a beautiful building, I know that you all are so proud of the facility and excited about being in your new space!

We wanted to share that Vidant Bertie Community Benefit Grants program will be awarding grant funding for the following Bertie County NC Cooperative Extension Program(s):

- Expanded Food and Nutrition Education Program: \$15,750
- I Learn and I Cook 4-H Program: \$500
- Eat Smart Move More NC: \$750

The amounts listed above are also based on the remaining funds that will be carried over from the CY grant cycle into the 2021-22 grant cycle.

We so appreciate your hosting us for our funding distribution session on July 20th at 9:00 a.m. at your new facility!

Prior to the funding distribution session, we will be sending out an electronic grant agreement for each of the programs listed above that will need to be completed prior to us distributing the grant check. We look forward to seeing you on July 20th!

Thank you for all that you do to improve health and wellness for children and families in Bertie County!

With Much Appreciation,
Kahla Hall

The unauthorized disclosure or interception of email is a federal crime. This email may contain information that is privileged, confidential, and exempt from disclosures under the law. If you are not the intended recipient, or have received this email in error— any use, disclosure or copying of this email (and any attachments) is unauthorized— please notify the sender and immediately delete this e-mail and any copies of it from your system.

THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND, A VOID PANTOGRAPH AND MICROPRINTING IN THE BORDER. THE REVERSE SIDE CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.



VIDANT HEALTH

FIRST CITIZENS BANK & TRUST
GREENVILLE, NC 27834
66-30/531
Void after 180 Days

Check Date
07/09/2021

Number
1514000

PAY ****Five hundred and xx/100 Dollar ****

Pay Amount
\$500.00***

Pay To The Order Of
**NC COOPERATIVE EXT SVC BERTIE COUNTY
PO BOX 280
106 DUNDEE STREET
WINDSOR, NC 27983**

[Signature]

⑈ 1514000 ⑆ ⑆ 0531003001 ⑆ 007210097463 ⑈

THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND, A VOID PANTOGRAPH AND MICROPRINTING IN THE BORDER. THE REVERSE SIDE CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.



VIDANT HEALTH

FIRST CITIZENS BANK & TRUST
GREENVILLE, NC 27834
66-30/531
Void after 180 Days

Check Date
07/09/2021

Number
1513999

PAY ****Fifteen thousand seven hundred fifty and xx/100 Dollar ****

Pay Amount
\$15,750.00***

Pay To The Order Of
**NC COOPERATIVE EXT SVC BERTIE COUNTY
PO BOX 280
106 DUNDEE STREET
WINDSOR, NC 27983**

[Signature]

⑈ 1513999 ⑆ ⑆ 0531003001 ⑆ 007210097463 ⑈

THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND, A VOID PANTOGRAPH AND MICROPRINTING IN THE BORDER. THE REVERSE SIDE CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW.



VIDANT HEALTH

FIRST CITIZENS BANK & TRUST
GREENVILLE, NC 27834
66-30/531
Void after 180 Days

Check Date
07/09/2021

Number
1514001

PAY ****Seven hundred fifty and xx/100 Dollar ****

Pay Amount
\$750.00***

Pay To The Order Of
**NC COOPERATIVE EXT SVC BERTIE COUNTY
PO BOX 280
106 DUNDEE STREET
WINDSOR, NC 27983**

[Signature]

⑈ 1514001 ⑆ ⑆ 0531003001 ⑆ 007210097463 ⑈

Project Overview

Project ID
PROJ014228

Start Date
10/01/2020

Grant Manager

keith.bugner@ncdps.gov

Financial Officer

William Roberson
william.roberson@bertie.nc.gov
252-794-6121

Project Name
2020 - Bertie County Sheriff's Office - Body Cameras


End Date
09/30/2021

Project Director
Kenneth Perry
kenneth.perry@bertie.nc.gov
252-794-5330

Authorizing Official
Juan Vaughan
juan.vaughan@bertie.nc.gov
252-794-6109

Project Summary

Like other small agencies, the Bertie County Sheriff's Office is seeking to provide transparency in the delivery of law enforcement services. This agency is requesting funding for body worn cameras to ensure officer safety as well as more professional delivery of services for citizens.

 The 'Remaining' columns in the below budget table reflects all reimbursements that have been paid or currently in process.

Name	Quantity		Unit Cost	Fed Share		Match Share	
	Budgeted	Remaining		Budgeted	Remaining	Budgeted	Remaining
SURPLUS							
Surplus	0.00	0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES							
Body worn cameras with accessories/charging/warranty	14.00	14.00	\$1,750.00	\$24,500.00	\$24,500.00	\$0.00	\$0.00

Budget Summary

This project requires a match of 0%. This can be either cash match or in-kind match. Matching funds may include local, state or private funds, but not other federal funds.

Category	Year 1	Total
SURPLUS	\$0.00	\$0.00
SUPPLIES	\$24,500.00	\$24,500.00
Total Budget	\$24,500.00	\$24,500.00
(-)Match Funds	\$0.00	\$0.00
TOTAL FEDERAL REQUEST	\$24,500.00	\$24,500.00

Describe amount & source of matching funds.

Matching funds may include local, state or private funds, but not other federal funds.

Do you need to request for match waiver? If yes, state the reasons below. Else leave the field blank.

Please note: A request for match waiver does not guarantee the waiver will be granted.

Organization

Name:
County of Bertie

DUNS:
032848574

Address:
P.O. Box 530

State:
North Carolina

Tax ID:
566000276

SAM Expiration:
01/24/2022

City:
Windsor

Zip:
27983-0530

Phone:
(252) 794-5300

Fax:

Fiscal Year End Date:
06/30

Implementing Agency

Name:
Bertie County Sheriff's Office

Of Sworn Officers (Law Enforcement Agencies):
29

Address:
222 COUNTY FARM RD

City:
Windsor

State:
North Carolina

Zip:
27983-6769

Phone:
252-794-5330

Fax:

General Information

NC House Districts
05

NC Senate Districts
03

US Congressional Districts
01

NC Counties
Bertie

Project Area Population
19,026

Principle Place of Performance
Windsor

Zip
27983-6769

Abstract & Narrative

Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need.

The Bertie County Sheriff's Office seeks Governor's Crime Commission grant funding to assist this agency in implementing a body worn camera project. This project will promote officer safety, responsiveness to citizen need as well as provide a atmosphere of transparency. Smaller and more rural agencies often have difficulties obtain technology tools that assist them in performing their duties. This grant for the much needed technology equipment will assist this agency in providing more comprehensive law enforcement services while simultaneously providing transparency and accountability.

Project Narrative (Operation): Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project. Discuss how you will collaborate with other agencies. Focus on the project – do not give agency history, do not repeat abstract. The purchase of these technological tools will enable this agency to outfit officers with body worn cameras and maintain the information to review officer conduct, research claims or complaints as well as creating a more transparent atmosphere within the community. With GCC grant funding through the Justice Assistance Grant program, smaller and rural municipalities are able to obtain equipment and technology to better serve citizens much like our more metropolitan law enforcement counterparts in other areas of the State.

Project Timeline of Activities

Acceptance of Grant Award/Processing award paperwork: October 2020; Ordering Body Worn Cameras: November 2020 Receipt of Cameras and deployment of them: Dec 2020- Feb 2021 Completing all reports/financial reimbursements Oct 2020- Sept 2021

Describe your formal, working sustainability plan for the project and how it will result in permanent operational funding (not GCC funding) once this grant ends. Any and all costs associated with this equipment will be requested in the annual budget submission to the Bertie County Board of Commissioners.

Goals

Goal 1 - Increase the safety of officers and improve response to citizens' needs through the implementation of the body worn camera project.

Objectives

Objective 1
Purchase body worn camera equipment within the scope of Bertie County purchasing guidelines while adhering to all

Performance Measure
Copies of purchasing and payment documents.

Evaluation Method
Successful deployment and use of cameras by the Bertie County Sheriff's Office.

Certification

A. Certification of Non-Supplanting

The applicant hereby certifies that federal funds will not be used to supplant or replace State or local funds, but will instead be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for project activities.

B. Certification of Filing an Equal Employment Opportunity Program

The project director certifies that the applicant/grantee has formulated an Equal Opportunity Program, which is dated in accordance with the Amended Equal Employment Opportunity Guidelines (28 C.F.R. 42.301, et seq.) and that it is on file in the office of:

- Office:
- Name:
- Title:
- Address:
- Telephone:

The project director certifies that the Amended Equal Employment Guidelines (28 C.F.R. 42.301, et seq.) have been read and that no Equal Employment Opportunity Program is required to be filed by the implementing agency because:

Please check all the boxes that apply.

- | | |
|---|---|
| <input type="checkbox"/> Recipient has less than 50 employees | <input type="checkbox"/> Recipient is an Indian tribe |
| <input type="checkbox"/> Recipient is a non-profit organization | <input type="checkbox"/> Recipient is an educational institution |
| <input type="checkbox"/> Recipient is a medical institution | <input type="checkbox"/> Recipient is receiving an award less than \$25,000 |

C. Certification of Submission of Annual Audit:

The project director certifies that a copy of the annual audit will be submitted to the Office of the State Auditor and the Governor's Crime Commission, as required by General Statute 143C-6-23. NOTE: If you receive, expend, or obligate over \$500,000 in State and Federal pass-through grants funds received directly from a State agency, then you must file a "yellow book" audit, done by a CPA, with your funding agencies and with the Office of State Budget and Management.

D. Certification of Submission of Current Annual Operating Budget:

The project director certifies that a copy of the implementing agency's current annual operating budget will be submitted upon request.

E. Certification that Applicant is Eligible to Receive Federal Funds:

The project director certifies that neither the grant applicant nor any of its officers, directors or consultants are presently debarred, proposed for debarment, suspended, declared ineligible or voluntarily excluded from receiving federal funds. [If the director cannot make this certification, an explanation must be attached. If this certification cannot be provided, the applicant will not necessarily be denied participation in this program. The certification or explanation will be considered in connection with the determination by the Governor's Crime Commission as to whether or not to approve the application. However, if neither the certification nor an explanation is provided, the application will be rejected.]

F. Certification Regarding Lobbying:(for agencies receiving \$100,000 or more)

The project director certifies that (1) no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any agreement; (2) If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant, the project director shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

G. Drug Free Workplace Compliance: (for state agencies only)

The project director certifies that (1) a drug-free workplace awareness program was held on and/or will be held annually on which all grant project employees are required to attend; (2) a copy of the agenda of that program, including an attendance sheet signed by all employees, will be provided to the Governor's Crime Commission; (3) a statement will be published notifying employees that any unlawful involvement with a controlled substance is prohibited in the grantees workplace and that specific actions will be taken against employees who violate this rule; (4) all employees will receive a copy of this notice; (5) all employees must agree to abide by the statement and to notify the applicant of any criminal drug statute conviction for a violation occurring in the workplace within 5 days of the conviction; (6) within 10 days of receiving such notice, the applicant will inform the Governor's Crime Commission of an employee's conviction; (7) any employee so convicted will be disciplined or required to complete a drug abuse treatment program; and (8) the applicant will make a good faith effort to maintain a drug-free workplace, in accordance with the requirements of Sections 5153 and 5154 of the Anti-Drug Abuse Act of 1988 and Sections 8103 and 8104 of Title 41 of the United States Code.

H. Certification of Compliance with General Statute 114-10.01: (for law enforcement agencies only)

The project director certifies that the implementing agency is presently in compliance and will remain in compliance with the traffic stop reporting provisions of General Statute 114-10.01 for the duration of the funded project. An agency may be in compliance with the reporting provisions of General Statute 114-10.01 where traffic stops are reported to the Division of Criminal Information, North Carolina Department of Justice, or where the agency does not meet any of the statutory criteria requiring the reporting of stops. A listing of law enforcement agencies currently required to report traffic stop information may be found at <http://www.ncdoj.gov/AgenciesRequiredList.aspx>.

I. IRS Form 990 and IRS Form 990-EZ:

The project director certifies that the most recently-filed IRS Form 990 ("Return of Organization Exempt From Income Tax") or IRS Form 990-EZ ("Short Form Return of Organization Exempt from Income Tax") for the implementing agency has been uploaded with this project application as one or more pdf (Portable Document Format) attachments.

The project director certifies that neither an IRS Form 990 nor an IRS Form 990-EZ has been uploaded with this project application for the following reason:

The implementing agency is not a nonprofit organization.

The implementing agency is a nonprofit organization that is exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ.

The implementing agency is a nonprofit organization that is not exempt from the requirement to file an IRS Form 990 or an IRS Form 990-EZ and that has not to-date filed an IRS Form 990 or an IRS Form 990-EZ.



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 10 ... GENERAL FU
 Org 104950 ... COOP EXT
 Object 539930 ... ASKEWVILLE
 Project ...

Acct 10 -4950-539930
 Acct name EXPANDED FOOD & NUTRITION ED G Account Notes
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	History			
	Current Year Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	.00	3,500.00	5,000.00	.00
Transfers In	3,500.00	1,467.00	251.00	2,405.00
Transfers Out	.00	.00	.00	.00
Revised Budget	3,500.00	4,967.00	5,251.00	2,405.00
Actual (Memo)	1,094.69	3,063.72	3,783.30	197.40
Encumbrances	.00	.00	.00	195.00
Requisitions	.00			.00
Available	2,405.31	1,903.28	1,467.70	2,012.60
Percent used	31.28	61.68	72.05	16.32



Account

- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Fund ... GENERAL FU
 Org ... COOP EXT
 Object ... EAT-MOVE
 Project ...

Acct
 Acct name [Account Notes](#)
 Type Status
 Rollup
 Sub-Rollup

MultiYr Fund

4 Year Comparison Yr/Per 2021/12	History			
	Current Year Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	<input type="text" value=".00"/>	<input type="text" value="2,750.00"/>	<input type="text" value="4,000.00"/>	<input type="text" value=".00"/>
Transfers In	<input type="text" value="3,236.00"/>	<input type="text" value="1,274.00"/>	<input type="text" value="122.00"/>	<input type="text" value="2,121.00"/>
Transfers Out	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Revised Budget	<input type="text" value="3,236.00"/>	<input type="text" value="4,024.00"/>	<input type="text" value="4,122.00"/>	<input type="text" value="2,121.00"/>
Actual (Memo)	<input type="text" value="1,111.98"/>	<input type="text" value="788.55"/>	<input type="text" value="2,847.69"/>	<input type="text" value="19.82"/>
Encumbrances	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="77.00"/>
Requisitions	<input type="text" value=".00"/>			<input type="text" value=".00"/>
Available	<input type="text" value="2,124.02"/>	<input type="text" value="3,235.45"/>	<input type="text" value="1,274.31"/>	<input type="text" value="2,024.18"/>
Percent used	<input type="text" value="34.36"/>	<input type="text" value="19.60"/>	<input type="text" value="69.09"/>	<input type="text" value="4.56"/>



Account

Detail

Months

Seg Find

Totals

User Defined Fields

Fund 10 GENERAL FU
 Org 104950 COOP EXT
 Object 539933 INDIRECT C
 Project

Acct 10 -4950-539933
 Acct name FOOD AND NUTRITION GRANT
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

Account Notes

4 Year Comparison	Current Year		History	
	Fiscal Year 2021		Fiscal Year 2020	
Yr/Per 2021/12				
Original Budget	.00		.00	
Transfers In	2,000.00		.00	
Transfers Out	.00		.00	
Revised Budget	2,000.00		.00	
Actual (Memo)	540.00		.00	
Encumbrances	.00		.00	
Requisitions	.00			
Available	1,460.00		.00	
Percent used	27.00		.00	



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund GENERAL FU
 Org COOP EXT
 Object 4-H COOK
 Project

Acct
 Acct name [Account Notes](#)
 Type Status
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison	History				
	Current Year	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Yr/Per 2021/12					
Original Budget	<input type="text" value=".00"/>	<input type="text" value="1,500.00"/>	<input type="text" value="2,000.00"/>	<input type="text" value="1,414.00"/>	<input type="text" value=".00"/>
Transfers In	<input type="text" value="1,503.00"/>	<input type="text" value="126.00"/>	<input type="text" value="149.00"/>	<input type="text" value="1,414.00"/>	<input type="text" value="1,414.00"/>
Transfers Out	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Revised Budget	<input type="text" value="1,503.00"/>	<input type="text" value="1,626.00"/>	<input type="text" value="2,149.00"/>	<input type="text" value="1,414.00"/>	<input type="text" value="1,414.00"/>
Actual (Memo)	<input type="text" value="89.83"/>	<input type="text" value="872.99"/>	<input type="text" value="2,023.63"/>	<input type="text" value="1,414.00"/>	<input type="text" value="1,414.00"/>
Encumbrances	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>
Requisitions	<input type="text" value=".00"/>				<input type="text" value=".00"/>
Available	<input type="text" value="1,413.17"/>	<input type="text" value="753.01"/>	<input type="text" value="125.37"/>	<input type="text" value="1,414.00"/>	<input type="text" value="1,414.00"/>
Percent used	<input type="text" value="5.98"/>	<input type="text" value="53.69"/>	<input type="text" value="94.17"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>



Account

- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Fund 10 GENERAL FU
 Org 104950 COOP EXT
 Object 540021 SWIM CAMP
 Project

Acct 10 -4950-540021
 Acct name LEARN TO SWIM Account Notes
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	History			
	Current Year Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	.00	2,100.00	1,200.00	.00
Transfers In	1,449.00	200.00	.00	1,449.00
Transfers Out	.00	.00	.00	.00
Revised Budget	1,449.00	2,300.00	1,200.00	1,449.00
Actual (Memo)	.00	851.35	999.59	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	1,449.00	1,448.65	200.41	1,449.00
Percent used	.00	37.02	83.30	.00



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 10 GENERAL FU
 Org 104950 COOP EXT
 Object 540025 LIVESTOCK
 Project

Acct 10 -4950-540025
 Acct name AG CAROLINA - LIVESTOCK
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

Account Notes

4 Year Comparison	History				
	Current Year	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Yr/Per 2021/12					
Original Budget	.00	.00	.00	.00	.00
Transfers In	3,383.00	4,782.00	2,500.00	3,383.00	
Transfers Out	.00	.00	.00	.00	.00
Revised Budget	3,383.00	4,782.00	2,500.00	3,383.00	
Actual (Memo)	.00	1,399.07	217.74	.00	.00
Encumbrances	.00	.00	.00	.00	.00
Requisitions	.00				.00
Available	3,383.00	3,382.93	2,282.26	3,383.00	
Percent used	.00	29.26	8.71	.00	



Account

- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Fund GENERAL FU
 Org SOIL CON
 Object WEED CTRL
 Project

Acct
 Acct name [Account Notes](#)
 Type Status
 Rollup
 Sub-Rollup
 MultiYr Fund

+ Year Comparison Yr/Per 2021/12	Current Year		History					
	Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2019		Fiscal Year 2022	
Original Budget	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Transfers In	<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>	
Transfers Out	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Revised Budget	<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>	
Actual (Memo)	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Encumbrances	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Requisitions	<input type="text" value=".00"/>						<input type="text" value=".00"/>	
Available	<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>		<input type="text" value="2,840.00"/>	
Percent used	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 10 GENERAL FU
 Org 105860 AGING/NUTR
 Object 539752 CARES-CONG
 Project

Acct 10 -5860-539752
 Acct name CARES - CONG Account Notes
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	Current Year		History					
	Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2019		Fiscal Year 2022	
Original Budget	.00	PR	.00	PR	.00	PR	.00	PR
Transfers In	28,138.00	PR	.00	PR	.00	PR	5,039.00	PR
Transfers Out	-9,569.00	PR	.00	PR	.00	PR	.00	PR
Revised Budget	18,569.00		.00		.00		5,039.00	
Actual (Memo)	17,474.95	PR	.00	PR	.00	PR	5,035.00	PR
Encumbrances	.00	PR	.00	PR	.00	PR	.00	PR
Requisitions	.00	PR					.00	PR
Available	1,094.05		.00		.00		4.00	
Percent used	94.11		.00		.00		99.92	



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund GENERAL FU
 Org AGING/NUTR
 Object CARES-HDM
 Project

Acct
 Acct name [Account Notes](#)
 Type Status
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	Current Year		History	
	Fiscal Year 2021		Fiscal Year 2020	
Original Budget	<input type="text" value=".00"/>	<input type="button" value="↺"/>	<input type="text" value=".00"/>	<input type="button" value="↺"/>
Transfers In	<input type="text" value="30,000.00"/>	<input type="button" value="↺"/>	<input type="text" value=".00"/>	<input type="button" value="↺"/>
Transfers Out	<input type="text" value="-7,436.00"/>	<input type="button" value="↺"/>	<input type="text" value=".00"/>	<input type="button" value="↺"/>
Revised Budget	<input type="text" value="22,564.00"/>		<input type="text" value=".00"/>	
Actual (Memo)	<input type="text" value="21,893.25"/>	<input type="button" value="↺"/>	<input type="text" value=".00"/>	<input type="button" value="↺"/>
Encumbrances	<input type="text" value=".00"/>	<input type="button" value="↺"/>	<input type="text" value=".00"/>	<input type="button" value="↺"/>
Requisitions	<input type="text" value=".00"/>	<input type="button" value="↺"/>		<input type="text" value=".00"/>
Available	<input type="text" value="670.75"/>		<input type="text" value=".00"/>	<input type="text" value="1.00"/>
Percent used	<input type="text" value="97.03"/>		<input type="text" value=".00"/>	<input type="text" value="99.98"/>



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 10 GENERAL FU
 Org 105860 AGING/NUTR
 Object 539754 SEN EM RES
 Project

Acct 10 -5860-539754
 Acct name CARES - SEN CNT EMER RESP Account Notes
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	Current Year		History					
	Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2019		Fiscal Year 2022	
Original Budget	.00	⌵	.00	⌵	.00	⌵	.00	⌵
Transfers In	5,500.00	⌵	.00	⌵	.00	⌵	200.00	⌵
Transfers Out	.00	⌵	.00	⌵	.00	⌵	.00	⌵
Revised Budget	5,500.00		.00		.00		200.00	
Actual (Memo)	5,300.00	⌵	.00	⌵	.00	⌵	.00	⌵
Encumbrances	.00	⌵	.00	⌵	.00	⌵	.00	⌵
Requisitions	.00	⌵					.00	⌵
Available	200.00		.00		.00		200.00	
Percent used	96.36		.00		.00		.00	



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund ... GENERAL FU
 Org ... AGING/NUTR
 Object ... C MED TRAN
 Project ...

Acct
 Acct name [Account Notes](#)
 Type Status
 Rollup ...
 Sub-Rollup ...
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	Current Year		History					
	Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2019		Fiscal Year 2022	
Original Budget	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Transfers In	<input type="text" value="10,000.00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Transfers Out	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Revised Budget	<input type="text" value="10,000.00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Actual (Memo)	<input type="text" value="2,200.00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Encumbrances	<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Requisitions	<input type="text" value=".00"/>						<input type="text" value=".00"/>	
Available	<input type="text" value="7,800.00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	
Percent used	<input type="text" value="22.00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>		<input type="text" value=".00"/>	



- Detail
- Months
- Seg Fnd
- Totals
- User Defined Fields

Account

Fund 10 GENERAL FU
 Org 105860 AGING/NUTR
 Object 539905 SCHOOL HEA
 Project

Acct 10 -5860-539905
 Acct name SHIIP GRANT Account Notes
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	Current Year		History	
	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	.00	.00	.00	.00
Transfers In	8,603.00	6,711.00	4,191.00	4,523.00
Transfers Out	.00	.00	.00	.00
Revised Budget	8,603.00	6,711.00	4,191.00	4,523.00
Actual (Memo)	3,751.46	2,536.53	1,575.37	980.40
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	4,851.54	4,174.47	2,615.63	3,542.60
Percent used	43.61	37.80	37.59	21.68



- Detail
- Months
- Seg Find
- Totals
- User Defined Fields

Account

Fund 10 GENERAL FU
 Org 105860 AGING/NUTR
 Object 540015 MIPPA
 Project

Acct 10 -5860-540015
 Acct name MIPPA GRANT Account Notes
 Type Expense Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 Year Comparison Yr/Per 2021/12	Current Year		History					
	Fiscal Year 2021		Fiscal Year 2020		Fiscal Year 2019		Fiscal Year 2022	
Original Budget	.00	PL	.00	PL	.00	PL	.00	PL
Transfers In	3,643.00	PL	3,643.00	PL	2,365.00	PL	870.00	PL
Transfers Out	.00	PL	.00	PL	.00	PL	.00	PL
Revised Budget	3,643.00		3,643.00		2,365.00		870.00	
Actual (Memo)	2,909.04	PL	.00	PL	.00	PL	212.02	PL
Encumbrances	.00	PL	.00	PL	.00	PL	.00	PL
Requisitions	.00	PL					.00	PL
Available	733.96		3,643.00		2,365.00		657.98	
Percent used	79.85		.00		.00		24.37	



Bertie County

Board of Commissioners

ITEM ABSTRACT

MEETING DATE: November 1, 2021

SECTION: Discussion (D-1) to (D-4)

DEPARTMENT: Governing Body

TOPIC(S):

1. Discussion of Flexibility with County's Three Percent Contribution to Employees' 401K
2. Request to Transfer Grant from Bertie County to Partners for Bertie County Public Schools for Teacher Housing Project
3. Finalize Plans for 2021 Employee Appreciation Week, November 27 – December 3, 2021
4. Confirm Final Work Session for 2021

COUNTY MANAGER RECOMMENDATION OR COMMENTS:

SUMMARY OF AGENDA ITEM AND/OR NEEDED ACTION(S): --

ATTACHMENTS: No

LEGAL REVIEW PENDING: N/A

ITEM HISTORY: ---