

## MONDAY, JANUARY 7, 2013

The Pender County Board of Commissioners met in regular session on Monday, January 7, 2013 at the Public Assembly Room, 805 S. Walker St., Burgaw, NC 28425.

**MEMBERS PRESENT:** Chairman George Brown, presiding; Vice Chairman Fred McCoy; and Commissioners Jimmy Tate, Chester Ward, and David Williams.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Dr. Mickey Duvall, County Manager and Clerk to the Board; Trey Thurman, County Attorney; Glenda Pridgen, Deputy Clerk to the Board; other staff and members of the Press and public.

### CALL TO ORDER

Chairman Brown called the meeting to order at 4:00 p.m. and thanked and welcomed all.

### INVOCATION

Vice Chairman McCoy offered the Invocation.

### PLEDGE OF ALLEGIANCE

Commissioner Ward led the Pledge of Allegiance.

### EXCUSE COMMISSIONER

Mr. Brown announced that Mr. Tate was going to be a few minutes late. Mr. Williams made a motion to excuse Mr. Tate, Mr. McCoy seconded the motion and it was unanimously approved. Mr. Tate arrived as soon as the vote was taken.

### 2. Resolution Recognizing the Public Service of Former Pender County Commissioner Bonnie Williams Parker.

Mr. Brown announced that with reference to Item No. 2, the gentleman who was supposed to be here to accept the recognition could not attend today, and the gentleman asked if it could be presented at the next meeting at 7:00 p.m. All agreed to table the item until January 22, 2013.

### PUBLIC HEARING

#### 1. CDBG Public Hearing Relative to Closing out the NC Tomorrow Grant.

The public hearing opened at 4:05 p.m. Housing Director Judy Herring explained: The County is required to hold a public hearing prior to closing out the NC Tomorrow planning grant; the purpose of the public hearing is to receive citizen comment related to the grant prior to close out; the grant was a \$50,000 planning grant for the Cape Fear Region that was hosted by Pender County; the final draft of the Cape Fear Region's NC Tomorrow Plan was submitted to the Board on October 15, 2012 and the Board has voted to submit the report to the NC Department of Commerce; no action is required of the Board at this time; and this will be put on the next agenda for the Board to vote to close out the grant. No one wished to speak and the public hearing closed at 4:07 p.m. **Note:** Ms. Herring found out on January 8, 2012 that the State does not require formal action from the Board to close out the grant-only the public hearing was required-and no further action is required of the Board.

**PUBLIC INFORMATION:**

**3. Recognition of Johnson Nursery of Willard, NC: Winner of *Business North Carolina's 2012 Small Business of the Year Competition.***

Mr. Brown introduced the item. Mr. Williams explained: The Nursery is "in Mr. Tate's backyard" but he found out about the recognition from a close friend of his who is an employee there; the Nursery is located right in Willard in Pender County; they ship plants all up and down the east coast; it is a family and spiritually oriented business; and Pender County is honored to have one of our own represent us so well. Mr. Williams read and presented a plaque to the owners, David and Jill Johnson. Mr. Tate said it is great to hear the good things Mr. Williams said about Willard; the Nursery is not only business oriented, it is community oriented as well; and he is very proud of the Nursery. Mr. Johnson made remarks and commended his employees saying the business couldn't be what it is without the employees.

**4. Recognition of Pender County Health Department for Obtaining NC Division of Public Health Re-Accreditation.**

Dr. Duvall explained: Health Department Director Carolyn Moser and Public Health Nursing Director Shirley Steele attended the State Accreditation Board meeting in Raleigh on December 14, 2012 where Pender County's re-accreditation findings were presented; following a question and answer period, Pender County was awarded re-accreditation status; receiving re-accreditation is a great accomplishment; he sat through some of the process; the process gets more and more grueling every year; and he commends Ms. Moser, Ms. Steele and Commissioner Brown, who is a member of the Health Board. Dr. Duvall read and presented the plaque to Ms. Moser and Ms. Steele. Ms. Moser made remarks including: She thanks Ms. Steele, who took the lead role in the process; she thanks all the Health Department staff; she thanks other departments that helped, from Maintenance to IT; and she thanks the County Manager, who was extremely helpful in the process.

**5. Planning Director Kyle Breuer: Presentation of Small Area Planning in Pender County.**

Mr. Breuer explained: Board priorities as outlined in the 2010-2012 Priority Implementation Plan, as well as general policies set out in the County's adopted Comprehensive Plan, have directed staff to develop Small Area Plans for populated communities throughout the County; the current Comprehensive Plan contains three Small Area Plans: Coastal Pender, Rocky Point, and the US 421 Corridor; a Small Area Plan analyzes, evaluates, and reviews the constraints and opportunities and develops goals and policies; Planning staff is proposing to initiate the small area planning process within the Maple Hill Community; a public kick-off meeting is scheduled to be held January 26, 2013 in which staff will introduce the project and solicit input from the community; following the community meeting, staff will request that the Board appoint a steering committee similar to the Currie Small Area Planning process; feedback received from the kick-off meeting will be used by the appointed steering committee to develop goals and recommendations for the plan; and staff is developing short, medium and long-term priorities. A draft project schedule was provided for the Board's review and comment. Mr. Brown said staff did a great job on Currie's Small Area Plan.

**6. Utilities Director Michael Mack: Presentation of the Old Topsail School Renovation Assessment and Feasibility Study.**

Mr. Mack explained: At the August 6, 2012 Board meeting, staff was directed to conduct a feasibility and cost/benefit assessment of renovating the Old Topsail School property on Highway 17 in Hampstead; the initial assessment was completed in August; he is now providing the Board with a hard copy of the full feasibility and assessment; the book he is providing has everything in it beginning with the history of the School; and a vote to act or not on the renovation efforts will be requested at a later date based on the direction from the Board. Mr. Mack read and explained the Executive Summary, which is attached to these minutes and incorporated by reference herein. The complete study is on file with the

permanent records in the Clerk to the Board's Office. Board members discussed the project and asked questions, including: On-site septic; soils; the auditorium and other buildings on the campus; leasing some of the space; putting the Hampstead Annex and other County offices in the building; ingress and egress; repaving the parking lot; and the extra property at the site. Mr. Williams' comments included he had it set in his mind to see somebody buy the building or see it torn down, but after the septic issue was resolved, he can see keeping the building as an opportunity to benefit the County in different ways. He said it is a potentially good investment because we own the building and we are currently paying a lease on another building. Mr. Brown said he would love to see the Board move forward on the renovations. He suggested the Board take the books home and fully review them and make a decision at a later time. Mr. Brown asked how long the renovations will take if they are approved and Mr. Mack responded approximately two years. Mr. Brown said it will be easy to justify paying to have the building renovated since we have the Annex over there. Mr. Brown noted he and Dr. Duvall will be providing a presentation to PenderWatch on this topic on Wednesday night.

## **PUBLIC COMMENT**

Mr. Bruce Novak of the Town of Atkinson Council spoke concerning the Atkinson Library, commending the Board of Commissioners for their generosity in supporting it. Mr. Novak invited the Board to come and see the improvements that had been made at the Library and said he will also show Board members their new water tower.

## **CONSENT AGENDA**

Mr. Brown presented the seven items on the Consent Agenda and asked for any discussion or questions. Mr. Ward said with respect to Item No. 11, he agrees with it but he does have questions concerning the item. Mr. Ward said he has no problem with employees using their personal cell phones for County business, but he is concerned about the termination of employment clause in the Non-Compliance section of the policy; are people aware that if they are subpoenaed, they may have to give up their cell phone; how would someone know if something is criminal if they are not aware of it; and the phone would have to be given up as part of the evidence in a criminal case. Mr. Thurman said we wouldn't necessarily have the phone, but we can get the record from the provider. Mr. Harvey explained using a County phone versus a personal phone, saying once you use a personal phone to conduct County business, it becomes public record. Mr. Harvey also explained the stipend guidelines. Mr. Brown asked would we give new employees a copy of the policy or explain it to them. Dr. Duvall said we will give them a copy and explain it. Mr. Tate asked if this is a separate policy and does it apply to all County departments. Mr. Harvey said it does apply to all departments. Mr. Ward said he doesn't like the fact that a Deputy's personal phone can be subpoenaed. Mr. Harvey said if the Sheriff has any additional policies, he can add them. He said department heads will authorize which phone employees can use, their personal phone or one provided by the County. Sheriff Smith said he is not familiar with this policy at all and said that many times his road deputies have to use their personal phones. Mr. Ward said he is concerned that a number of deputies have to use their personal phones a lot and asked the number of phones the Sheriff provides his department. Sheriff Smith said the department provides about 40 phones out of 112 employees. He said adding a stipend will help. Mr. Tate asked if this applies to the Board and Mr. Harvey responded affirmatively. Mr. Tate said he doesn't want a stipend for using his personal phone. After more discussion of Item No. 11, Mr. Tate made a motion to approve the consent agenda, Mr. McCoy seconded the motion and the Consent Agenda was unanimously approved as follows:

7. Approval of Minutes: Recessed Regular Meeting of November 19 to November 20; Regular and Closed Session of December 3, 2012.
8. Resolution Approving Releases and Refunds to the Individuals Listed Herein.
9. Resolution Approving the Project Ordinance Request and Anti-Displacement and Relocation Plan for the NC Tomorrow Plan.

- 10a. Resolution Authorizing a Budget Amendment to Approve Increase in Health Department Revenues and Expenditures for Fiscal Year 2012-2013: Women's and Children's Health: \$8,465.
- 10b. Resolution Authorizing a Purchase Order to CureMD for an Electronic Medical Records System: \$65,500.
11. Resolution Authorizing Adoption of Mobile Acceptable Use Policy.
12. Resolution Approving Appointment of Davenport & Company to Provide Financial Advisory Services for the County of Pender.

## RESOLUTIONS

### 13. **Resolution Approving Settlement with Jamestown Properties.**

Mr. Thurman explained: As part of the purchase contract for the land for the new Topsail High School, wastewater treatment was to be provided by the Seller; if the Seller failed to construct a wastewater treatment plant, the Board of Education was granted the right to construct a wastewater treatment package plant on the remainder of the property owned by the Seller, using a portion of the purchase price held in escrow by the Board of Education; when the Seller failed to construct the wastewater treatment facility, the Board of Education built a package plant for use by Topsail High School; in order to be able to recover sales taxes related to the construction of the new Topsail High School, the Board of Education transferred the school site and its rights to the wastewater package plant to Pender County; in return, the County has leased the property to the Board of Education for operation of Topsail High School; the Seller conveyed the remainder of its property to Jamestown Pender Commercial, LLP and Jamestown Pender Residential, LLP, who are the current owners; a dispute arose regarding the rights to the remainder property and the disposition of the escrowed portion of the purchase price; the Board of Education has negotiated a settlement of the issues in dispute with Jamestown, which provides for continued wastewater availability to Topsail High School; and Jamestown has requested that Pender County, as the current owner of the Topsail High School site, join in and approve the settlement. Mr. Brown asked if the plant was constructed on an easement to another piece of property and Mr. Thurman responded affirmatively. Mr. Thurman further explained the original seller didn't do what he said he would do and had filed bankruptcy. He said the current settlement will put the Schools back to where they originally were. David Smith of the Schools was available to answer any other questions. Mr. Williams made a motion to approve the resolution, Mr. Tate seconded the motion and it was unanimously approved.

### 14. **Resolution to Consider the Bond Resolution and Bond Order for the Refinancing of all or any Portion of the County's Outstanding General Obligation Bonds, Series 2007.**

Finance Director Butch Watson explained since interest rates are close to historic lows, the County's outstanding General Obligation School Bonds, Series 2007, are presently a good candidate for refinancing; this resolution is asking the Board to consider a bond order authorizing the approval of the issuance of a maximum aggregate principal amount of up to \$17,500,000 to refund the existing General Obligation School Bonds, Series 2007. Also, Mr. Watson indicated within the last two weeks, the savings for this refinancing had fallen, and he is not asking for the financing right away, but would like to have this in place in case the savings on the refinancing returns to a higher amount. Bond Attorney Bob Jessup was recognized by the Board. Mr. McCoy made a motion to approve the resolution, Mr. Tate seconded the motion and it was unanimously approved.

### 15. **Resolution Authorizing Reclassification of a WIC Contractor to a Full-time Processing Assistant IV Position.**

Health Director Carolyn Moser explained: The Health Department is requesting moving a contract WIC Processing Assistant to a full-time Processing Assistant IV employee position; the contractor has

been working in the position for 2 years; and State funds in the WIC program cover 100% of this salary and no additional funding is needed. Mr. Brown asked what the benefit is of having the position as an employee rather than a contractor. Ms. Moser said a contractor works according to contract instead of the County Personnel Policy, and they prefer someone that will work according to County Personnel Policy and Health Department rules. Mr. Tate asked if the 100% includes benefits and Ms. Moser responded affirmatively. Mr. Tate asked if she has any more contracted workers and will she make the rest of them full-time employees. Ms. Moser responded she has approximately five more contract workers and she does plan to make them County employees. Mr. Ward commented Ms. Moser is doing a wonderful job at the Health Department and that all the turmoil has really settled down over there. Mr. McCoy made a motion to approve the resolution, Mr. Tate seconded the motion and it was unanimously approved.

**16. Resolution Supporting Proposal from Cape Fear SORBA to Construct and Maintain Off-Road Cycling and Running Trails at Heide Trask High School.**

Planner Ben Andre explained: Planning Staff has been in contact with Greg Brinson, President of Cape Fear Southern Off-Road Bicycling Association (CF SORBA), since May of 2012 to evaluate the feasibility of creating trails on the land adjacent to Heide Trask High School on county-owned property proposed for the future Rocky Point Regional Park; Mr. Brinson was very receptive to the idea and they discussed the concept with David Smith, Director of Auxiliary Services for Pender County Schools; Mr. Smith was also receptive to the concept; CF SORBA's proposal is to build trails at minimal cost and disturbance to the site, focusing on utilizing the perimeter of the property to minimize trail loss should the property be developed or conveyed in the future; Mr. Brinson has received verbal support from Heide Trask High School staff, particularly from the athletic coaches who would benefit from the trails by using them for team exercise and running drills; CF SORBA has built and maintains trails in New Hanover and Brunswick Counties, and is in negotiations with the Town of Leland for a similar venture; all of the trail projects have been very successful and well utilized, and CF SORBA hopes to replicate a similar positive project to benefit Pender County residents and visitors; the agenda packet includes Cape Fear SORBA's proposal and a tri-party Memorandum of Agreement (MOA) between Pender County, Pender County Schools, and Cape Fear SORBA; the MOA was presented to the Board of Education on December 3, 2012 and subsequently revised by Pender County Schools attorney and reviewed by the Director of SORBA; in December, the Pender County Parks and Recreation Advisory Board passed a resolution of support of the proposal and the MOA; and the MOA will go back to the Board of Education for their consideration on January 14, 2013. Mr. Andrea explained the group's original name had been changed from SORBA to Cape Fear SORBA because "SORBA" is actually the national organization, "Cape Fear SORBA" is the local chapter, and it was for clarification that the MOA was with CF SORBA and not the national organization. There was discussion and questions concerning liability to the County. Mr. Thurman said if someone got hurt, all parties concerned could be sued. Mr. Brown said he supports this but he wants everyone to be aware that the County can be sued. After discussion and questions by Board members, Mr. Williams made a motion to approve the resolution, Mr. Tate seconded the motion and it was unanimously approved.

**APPOINTMENTS**

**17. Resolution Approving Appointment to the Council on Community Affairs and the Pender County Board of Adjustment.**

Mr. Brown explained: There are two applicants for the Council on Community Affairs; both are applying for the same position, which is the At-Large position; he doesn't know either of them; he thought it was kind of odd that they both have lived in the County for only two months; he would think you would have to know something about the County to serve on this Council; he does not know how

effective either of these applicants will be having lived here for only two months; and asked if Board members would have a problem with the two months. Mr. Williams said both the applicants live “in his backdoor” but he doesn’t know either of them. He said one of them does have ties with the fire department. Mr. Tate commented: He has been waiting for good candidates to apply for some time now; the County does not have a residency requirement; he thought someone on the Board had recruited the applicants since they both have lived here for only two months; he is impressed that the two applied and are showing interest in the community; there are folks that have lived here for years and years and haven’t shown an interest in responding to the ad; both the applicants look like good candidates; both the applicants are from the east side of the County; he appreciates his friends from the east side; one of the applicants is a graduate of UNCW; after this appointment, there will be one vacancy left on the Council, which is for District 5; and he will recruit someone from District 5. Mr. Williams commented from looking at the applications, that Mr. Heffner’s wife is a teacher at Topsail Elementary School. After more discussion, Mr. Williams made a motion to approve the appointment of Aaron Heffner to the Council on Community Affairs representing an At-Large position. Mr. Tate seconded the motion and it was unanimously approved. Mr. Brown explained Terry Peters is re-applying to serve on the Board of Adjustment. Mr. Williams made a motion to re-appoint Terry Peters to serve a three-year term on the Pender County Board of Adjustment representing an Alternate position, with term to expire January 4, 2016. Mr. McCoy seconded the motion and it was unanimously approved.

**18. Boards/Committees/Commissions on which Commissioners Currently Serve: Review/Modify.**

Mr. Williams said he and Mr. Mr. Brown had agreed to “tag team” on the Fire Commission. Mr. Tate and Mr. Brown discussed Mr. Tate’s replacing Mr. Brown on the Pender EMS and Rescue Advisory Board, noting the appointment left District 5 with two representatives and District 3 with no representative. Both said they had spoken with EMS Director Woody Sullivan and all parties involved agreed that J.L. Giddeons, who currently represents District 5, would now represent District 3. Mr. Tate said he appreciates Mr. Brown for allowing Mr. Giddeons to do this and Mr. Brown said he appreciates Mr. Giddeons for agreeing to do it. There was then discussion of Mr. McCoy’s appointment to the Tourism Development Authority Board and the fact that the TDA’s bylaws require the Chairman of the Board of Commissioners to sit on the TDA. It was the consensus of the Board to ask the TDA to change its bylaws so that any Commissioner could represent the Board. Mr. Brown said as a member of the Four County Community Services Board, it seems he always has a conflict with their meetings and he would like for it to be advertised for any citizen, unless another Commissioner wants the position. No one volunteered for the position.

**ITEMS FROM THE COUNTY ATTORNEY**

Mr. Thurman said there are a number of items for closed session. Mr. Thurman spoke concerning sweepstakes centers. His comments included: Sweepstakes centers are now subject to law; the NC Supreme Court upheld the decision to ban them; the sweepstakes industry will now probably appeal to the US Supreme Court; he, Dr. Duvall, Mr. Breuer and Sheriff Smith discussed this in a meeting last week; Law Enforcement will be notifying people if they need to close; we have a Special Use Permit request for a sweepstakes center for the next Board meeting; Mr. Breuer offered to refund their application fee but they haven’t responded; the applicant will have no immunity; and an SUP will not give them the right to operate something illegally. Mr. Breuer said from the land use realm, he has to depend on the Sheriff Department to tell him if someone is out of order, and if Planning has to revoke someone’s permit, they will have to do so by public hearing. He said all businesses operating video sweepstakes machines should have a special use permit, but some businesses, such as convenience stores, operate the machines without a permit. Sheriff Smith spoke on the matter. His comments

included: The majority of the sweepstakes businesses in the County are voluntarily closing; it is a Law Enforcement issue and Law Enforcement will handle it; it will be over in a few months; they might get down to a few businesses that want to roll the dice and see if they can get by; the Sheriff Department is waiting for compliance; most of the businesses already have complied; if the Sheriff Department is allowed to keep the lead in this, special use permit problems will go away; some owners may try to reprogram machines to get around the law, but this is a law passed by the State Legislature, they will investigate to see if it fits the elements of a crime, and if so they will charge them. There was more discussion among Board members and staff.

#### **ITEMS FROM THE COUNTY MANAGER**

Dr. Duvall informed the Board that the Board's Planning Summit is scheduled for January 24<sup>th</sup> and 25<sup>th</sup>, which are the same two days as the NCACC's Legislative Goals Conference. After discussion and determining that the conference is an important one, all agreed to reschedule the Summit to February 4<sup>th</sup>, 1:00-3:30 p.m. and February 5<sup>th</sup>, 9:00 a.m.-4:30 p.m. Mr. Brown and Dr. Duvall will attend the Legislative Goals Conference and Mr. Brown will represent Pender County as its Voting Delegate.

Dr. Duvall introduced the new Human Resources Director, Denise Mulhollen, who began work in Pender County on January 2, 2013. Dr. Duvall said Ms. Mulhollen comes to us from Ohio; she has extensive Human Resources experience; it has been wonderful working with her the past few days; and this is her fourth working day with the County. Ms. Mulhollen said she appreciates the warm welcome; she already feels welcome in the State of North Carolina; and she is here to help employees in any way she can.

#### **ITEMS FROM THE COUNTY COMMISSIONERS**

Mr. Tate said he has no comments at this time and he thinks things are going good in the County.

Mr. McCoy said he thinks things are good also.

Mr. Ward spoke concerning having one of the budget meetings on the east side of the County, and taking a close look at how departments spend money. Mr. Ward also spoke of a matter concerning the Lower Cape Fear Water & Sewer Authority in which they presented something that looked like Pender County had agreed to; was going to cost the County some money; Pender County was referred to as a third party; he didn't know anything about it; and Mr. Tate brought it to his attention. Mr. Tate said he also was caught off guard about the issue. Mr. Brown said no direction was given from this Board to do anything. He said what bothered him was someone gave the impression that the Chairman had agreed to this. In response to question, Mr. Mack said he knew what was going on but hadn't had time to discuss it with the Board because he last spoke with the Board on December 3<sup>rd</sup>.

#### **CLOSED SESSION**

At 6:35 p.m., Mr. Williams made a motion to enter into closed session, pursuant to NCGS 143-318.11: 3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed

session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded; 4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session; 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; and 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. General personnel policy matters may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting. Mr. Tate seconded the motion and it was unanimously approved. The Board took a break and entered into closed session at 6:48 p.m. The Board exited the closed session at 8:55 p.m., upon motion by Mr. Williams, second by Mr. Tate and a unanimous vote of 4-0. (Mr. Ward left at 7:55 p.m.) There were no announcements made upon exiting the closed session.

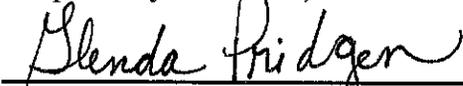
#### **OPEN SESSION**

Mr. Thurman and Mr. Watson spoke concerning the Hampstead Volunteer Fire Department and the land they had purchased for the construction of a sub-station. Mr. Watson explained the banker at First Citizens Bank had left at the end of July or around the first part of August. This was during the fact gathering and transition stage to convert the construction loan with Hampstead to the County, using an installment financing contract. It was determined recently, during conversations with Bob Reid, Treasurer for the Hampstead Volunteer Fire Department, that the Fire Department had converted the loan with First Citizens from a construction loan to a permanent loan. After further discussion, the Board requested the Attorney draft a letter for the Manager to send to Chief Lanier with the Hampstead Volunteer Fire Department.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:02 p.m.

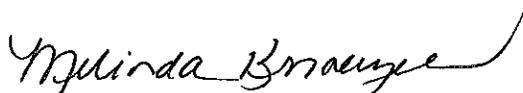
Respectfully Submitted,



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Glenda Pridgen, Deputy Clerk to the Board

Reviewed By:



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Dr. Mickey Duvall, Clerk to the Board/Melinda Knoerzer, Administrative Assistant

## EXECUTIVE SUMMARY

Staff was requested in August 2012 to conduct a cursory site and building assessment of the Old Topsail (Consolidated/High) School campus to evaluate the general overall structural conditions of the buildings and to identify items that are in need of repair or replacement for a possible renovation into County Annex offices and public auditorium space.

Staff completed the necessary evaluations to determine the feasibility of renovating the campus for redevelopment and reuse as a Government Complex. The campus of the Old Topsail School is located on approximately 9.5 acres at 15060 US Highway 17 North in Hampstead. The primary ingress and egress to the campus is at the NCDOT traffic light controlled intersection of Highway 17 and Hoover Road.

This report includes detailed information and cost estimates pertaining to the items and issues believed to be essential to the proper and adequate evaluation, discussion, and recommendation whether to renovate the campus for County use or not. The report also includes information and cost estimates to construct a new Annex building of similar size (24,000 sf) or a smaller building without an auditorium and future and/or rental use space (10,500 sf) plus the cost of land.

It does not evaluate the pros and cons of renovating the campus versus demolition of the buildings for land sale. However, it should be noted that the estimated cost to demolish and dispose of the 24,000 sf of buildings only after all environmental issues (asbestos, mold, lead-based paint, etc.) are properly abated and removed from the buildings ranges from \$350,000 to \$500,000.

Information and costs estimates contained in the report include Asbestos Assessment, Mold Assessment, Lead Based Paint, Phase I and Phase II Environmental Site Assessments, Soils evaluation for On-site wastewater acceptance, Building Structural Conditions Assessment, Costs to Renovate, Costs to Construct New, Land Costs, Current Annex Lease Cost, Renovation Cost Estimate, Debt Service variables, and Revenue projections.

In conclusion, this report identifies the estimated cost to renovate the Old Topsail School campus ranges from \$1,981,650 to \$3,002,500 with an average annual debt service payment of approximately \$217,710 (depends on final loan amount and length of term) compared to the current annual Annex lease payment of \$117,429 and staff recommends the campus be considered for renovation.