MONDAY, AUGUST 24, 2015 – 4:00 p.m.

The Pender County Board of Commissioners met in regular session on Monday, August 24, 2015 at the Commissioner's Public Assembly Room, 805 S. Walker St., Burgaw, NC 28425.

MEMBERS PRESENT: Vice-Chairman George Brown, presiding; Commissioners Fred McCoy, David Piepmeyer, and Demetrice Keith.

OTHERS PRESENT: Randell Woodruff, County Manager; Trey Thurman, County Attorney; Melissa Pedersen, Clerk to the Board; Kathy Brafford, Finance Director; other staff and members of the Press and public.

CALL TO ORDER
Vice-Chairman Brown called the meeting to order at 4:03 p.m. and thanked and welcomed all to the meeting.

INVOCATION
Commissioner McCoy offered the Invocation.

PLEDGE
Commissioner Keith led the Pledge of Allegiance.

EXCUSE COMMISSIONER
Commissioner Piepmeyer made a motion to excuse Chairman Williams. Commissioner Keith seconded the motion and it was unanimously approved.

PUBLIC INFORMATION
1. Discussion of Cape Fear Community College and its Value to Pender County.
Dr. Amanda Lee, President of Cape Fear Community College came to the podium to give an update on Cape Fear Community College including its accomplishments for the past year and plans for the future. Dr. Lee started by talking about the new Zander Guy Building at the Austin W. Burke Campus at Surf City. She stated that the most popular classes are English, History, and Math. Dr. Lee also updated the Board on the Capital Improvements made at the Burgaw Center. She then discussed the Pender Early College highlighting the achievements of the class of 2015. Dr. Lee thanked the Board for their funding and discussed how those resources will be used for this fiscal year. Dr. Lee ended by thanking the Board for their partnership. The Board thanked Dr. Lee for her time.

PUBLIC COMMENT
No one wished to speak under Public Comment.

HEALTH AND HUMAN SERVICES BOARD
Mr. McCoy made a motion to add this item to the Agenda. Ms. Keith seconded the motion and the item was added to the Agenda.

The Board of Commissioners convened as the Health and Human Services Board at 4:12 p.m. Vice-Chairman Brown asked if there was any business that needed to be conducted for either the Department of Social Services or the Board of Health. There being no business, the Board reconvened as the Board of Commissioners at 4:12 p.m.

CONSENT AGENDA

Vice-Chairman Brown presented the items on the Consent Agenda and asked for any discussion or questions. There being no discussion, Mr. McCoy made a motion to approve the consent agenda. Mr. Piepmeyer seconded the motion and it was unanimously approved.

2. Approval of Minutes: Regular Meeting: August 10.
3. Approval of Reclassification of Expenditures for Employees Transferred from the IT Department to the Planning Department.
4. Approval of a Purchase Order to Municode for the Recodification of the Pender County Code: $9,145.00.
5. Approval to Execute a Lease Agreement for Dell Financial Services; and Authorizing Issuance of a Purchase Order to Dell Financial Services in the Amount of $37,230.33 for the Lease Purchase of Computer Hardware.

APPROVALS AND RESOLUTIONS

6. Resolution Requesting Approval to Remove the Family Self-sufficiency Program from Seven Oaks Apartments.

Housing Director Judith Herring explained: In 1999, the County participated in the development of Seven Oaks Apartments and included a stipulation that residents of the complex participate in the HUD Family Self Sufficiency (FSS) Program. All residents were limited to a life-time participation in the program of five years. The program continues to operate today much as it did 14 years ago. Elevated vacancies can be part of the normal cycle for any multi-family property. However, Seven Oaks vacancies are exacerbated by the longer-than-normal lease up time frames due to the FSS requirement for participation & the required waiting list process for the Project Based Vouchers (PBVs). This affects cash-flow. The property currently operates at a loss. Due to financial concerns, the Pender Housing Initiatives Board, which oversees Seven Oaks Apartments, has voted to recommend closing the FSS program, lifting the 5-year lifetime limit on residency and removing the PBVs from the property. HUD approval is also required to remove the PBVs and will be obtained before final action is taken on this recommendation. Once approved, the 40 vouchers would be returned to the Tenant-based Voucher program. No affordable housing units would be lost because Seven Oaks will continue to operate as a Low-income Housing Tax Credit property, with the Low-income Housing Tax Credit rules, preserving the units as affordable housing but allowing more families in the community to qualify for the units. The transition process will be determined by HUD guidelines. The effect of the changes includes: 1) Improving the property's cash flow potential; 2) families currently receiving assistance at Seven Oaks would be issued tenant-based vouchers and their housing choices will expand; 3) families with FSS Escrow balances would receive the balance in the account and the program closed; 4) with the expanded pool of eligible applicants and the processing time reduced, there will be less time from application to lease-up; 5) it creates greater opportunities for families to qualify for units at the complex by removing barriers for disabled and senior families. Approval from the Board of County Commissioners is required to permit these changes. Discussion ensued regarding vacancy loss, occupancy, senior and disabled families, cost savings, benefits of this change, and final steps to remove the FSS program. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

7. Resolution Adopting the Cape Fear 2040 Metropolitan Transportation Plan.

Al Freimark opened with a few remarks and introduced Suraiya Rashid, Senior Transportation Planner with the Wilmington MPO. Mr. Freimark also introduced Howard Loving, Chairman of the WMPO Citizens Advisory Committee and Josh Lopez, Transportation Director.

Ms. Rashid explained: The Wilmington Urban Area Metropolitan Planning Organization (WMPO) is required to conduct transportation planning in a continuing, cooperative, and comprehensive manner. A federal requirement is that the WMPO adopt a metropolitan transportation plan every five years. The purpose of the Cape Fear Transportation 2040 plan is to comply with a federal mandate to create a fiscally-constrained metropolitan transportation plan. This plan will guide transportation investments within the WMPO's boundaries from 2015 through 2040. Cape Fear Transportation 2040 provides transportation analysis and recommendations for multimodal transportation investments for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, and portions of Brunswick and Pender Counties. The plan was developed under the guidance of a Citizens Advisory Committee appointed for the purpose of developing a metropolitan transportation plan. This plan reflects the needs and desires of the citizens within the Cape Fear region. The Citizens Advisory Committee worked in close coordination with subject matter experts, the Technical Coordinating Committee, the Transportation Advisory Committee, local elected and appointed officials, local municipal and county staff, service organizations, and the general public to develop the recommendations in the final plan. Ms. Rashid broke down all of the recommendations regarding Aviation, Bicycle & Pedestrian, Ferry, Freight/Rail, Mass Transportation, and Roadways. Mr. Freimark discussed the Hampstead Bypass. He stated that this Bypass is not planned for the next ten years. Ms. Rashid stated that even though it is not in the plan for the State, it is in the 2040 Transportation Plan. Ms. Rashid also discussed non-infrastructure plans such as park and ride as well as other options until more infrastructure can be put in place. Ms. Rashid also mentioned the Environmental Analysis. Mr. Freimark suggested calling the Hampstead Bypass the Wilmington Metro Bypass. He then showed a list of steps that have been taken to date regarding the construction of this plan. Ms. Keith suggested adding Western Pender to this plan. Mr. Freimark explained that Western Pender falls under the Rural Planning Organization (RPO). Ms. Rashid added that the MPO is determined by the Federal Government. She stated that currently south of Hwy 210 is covered under the MPO which includes the Pender Commerce Park. There being no further discussion, Mr. McCoy made a motion to approve the plan. Mr. Piepmeyer seconded the motion and it was unanimously approved.

8. Approval of Purchase Order to ESRI for GIS Licensing and Annual Maintenance: $53,588.50.

Planning Director Kyle Breuer explained: A geographic information system (GIS) plays an integral role for Pender County by providing a platform to accurately map county assets, administer address points for new and existing structures as well as provide tools to create maps for various circumstances and analysis. GIS is commonly used as an integral tool in providing emergency services by maintaining specific E-911 locations of structures and roadways within Pender County, enhancing response time through in-vehicle display within the Sheriff's Office and Pender EMS & Fire. GIS allows communication through information generated and maintained by utilizing Esri GIS products. With the contract approval, Esri provides annual licensing and maintenance of the software as well as training opportunities for county staff. Pender County is currently in a 3-year contract with Esri for this mapping and data service which was entered in August, 2014; this is the second year of the contract term limit. Planning and Community Development is responsible for approximately 66% of the annual licensing agreement while the Sheriff's Office provides for approximately 33%.

Specifically, the purchase order requested is for $53,588.50 to include local and state taxes. Funds for this purchase order have been budgeted for and are available. Mr. Breuer explained that cost is shared between two departments: Planning & Community Development $33,700.00, Sheriff's Office $16,300.00, Est. Taxes (local/state) $3,588.50 for a total of $53,588.50. Mr. McCoy asked if this was budgeted for. Mr. Breuer explained that it was originally budgeted under ITS but was transferred to the Planning Department per Item 3 under the consent agenda. Mr. Brown asked about the sales tax. Mr. Breuer stated that it was required to add in the cost of sales tax in the total amount of the purchase order, but that it would be refunded at a later date. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

9. Approval of Purchase Order to Highland Mapping for GIS Data and Website Maintenance: $10,500.00.

Planning Director Kyle Breuer explained: Highland Mapping, Inc. currently provides support services to Pender County by assisting in updating and maintaining ArcGIS services. Specifically, their technical assistance manages servers that maintain all county GIS data as well as website development and maintenance. The services rendered by Highland Mapping, Inc. include two separate items: Database/Application and Website. The database and application involves software upgrades, database migration, troubleshooting, development and support of custom applications such as Land Records and Addressing, development and support custom workflows, and development and support for other vendor applications such as support for integration with new permitting software, just to highlight a few. The website application of their service covers software upgrades, troubleshooting, maintenance and updates to custom website, assistance with publication of web services for other applications (i.e. support with new permitting system), and emergency support. GIS management of data is a critical component in assuring that all services are functioning correctly and are able to provide the best available information to staff and the citizens and customers of Pender County. The GIS Administrator works directly with Highland Mapping to assure proper management of data as well as assisting internal staff in their daily job functions. According to the most recent statistics from Pender County ITS, the online GIS website is the most frequented website within Pender County; a tremendous effort has been made to update this site to provide for the most efficient, user-friendly experience as possible. Discussion ensued regarding budget, technical issues, response time of Highland Mapping, users of the system, where the company is located, and whether competitive bids were received. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

10. Approval of a Purchase Order to Journal Communications for a One-Half Page Advertisement in the North Carolina Travel Guide for $7,340.

Tourism Director Tammy Proctor explained: The North Carolina Travel Guide, a national award-winning publication, is distributed by the state tourism office to Welcome Centers and thousands of inquiries each year. The total cost of the NC Travel Guide advertisement is $18,665. Three local businesses/attractions "co-op" with us on the advertisement and each pay $3,775. Through "co-op" we receive an affordable and highly visible presence in the North Carolina Travel Guide. Ms. Keith asked if this approval would be for one year of just one publication. Ms. Proctor stated that this guide is only published annually, so it would cover the whole year. There being no further discussion, Mr. Piepmeyer made a motion to approve the item. Ms. Keith seconded the motion and it was unanimously approved.

APPOINTMENTS

11. Approval of Appointment to the Tourism Development Authority.
Ms. Pedersen explained: Patricia Simmons is applying to serve on the Tourism Development Authority for the first time. Ms. Simmons has been a resident of Pender County her whole life and is currently an employee of Pender County. Ms. Simmons noted on her application that she would like to be appointed to this Board to help give back to her community. Ms. Simmons lives in District Four and that seat is currently filled. The Tourism Development Authority has two vacant district seats (District 3 and District 5) that have been open for several months. Ms. Simmons application is attached. Discussion ensued regarding districts and current vacancies. There being no further discussion, Mr. McCoy made a motion to approve this appointment. Ms. Keith seconded the motion and it was unanimously approved.

ITEMS FROM THE COUNTY ATTORNEY
Mr. Thurman stated that the REDLG loan closed on Friday and the money has been transferred. Mr. Thurman noted the closing costs and added that this loan incurred no cost to Pender County. Brief discussion ensued on the details of the loan.

Mr. Thurman also stated that there were no items for closed session.

ITEMS FRIOM THE COUNTY MANAGER
Mr. Woodruff stated that he attended the NCACC conference this past weekend in Greenville with Commissioner Keith. He noted that Ms. Proctor put together a gift basket from the Tourism department to be presented as a door prize. Mr. Woodruff stated that he met with Nate Anderson of the 4-H program here in Pender County last week who also attended the Youth Summit at the Conference.

Mr. Woodruff stated that he would be moving forward this week with interviews for the Tax Assessor position.

Mr. Woodruff then briefed the Board on the WWTP adding that he would have McKim and Creed present in September to give a Quarterly Update to the Board.

Mr. Woodruff mentioned that next week, he and Ms. Brafford would be attending a meeting with the LGC about the School Bond Projects.

Lastly, Mr. Woodruff stated that he is also working on office space and may be potentially moving some offices around to maximize the use of office space within the Pender County complex.

ITEMS FROM COUNTY COMMISSIONERS
Ms. Keith – Ms. Keith stated that she attended the NCACC last week. She further stated that she completed her ethics training at the conference and also had breakfast with Mr. Nate Anderson, the Pender County Youth Representative while at the conference. Ms. Keith also highlighted other parts of the conference including the voter ID law and the "Step-up" initiative.

Mr. Piepmeyer – Mr. Piepmeyer asked that staff and the Board add a fourth item under "Items" to include the Finance Director items. Mr. Piepmeyer also talked about the article in the Star news over the weekend regarding Attorney Fees for the School System through mediation. Mr. Piepmeyer mentioned that the Board had requested that information from the schools and it was never provided to the Board. He further stated that he was disappointed to hear things from the paper, and not from

the school board themselves. Mr. Piepmeyer also mentioned the Collectors Street Plan Committee. He gave a brief overview on the concept of the committee and their goals.

Mr. McCoy – Mr. McCoy mirrored Mr. Piepmeyer's comments regarding the cost of mediation. Mr. McCoy then mentioned that he attended the Penderlea Festival recently and enjoyed it. He stated that he heard several questions and comments on the tax rate increase, but stated that people seem to have a good attitude about it in Penderlea. Mr. McCoy then mentioned the recent meetings with Burgaw and St. Helena town officials adding that is important to have good communication throughout the county.

Mr. Brown – Mr. Brown also mirrored the remarks on the Star news article regarding mediation costs. He reiterated that Pender County Commissioners participated, not because they wanted to but because they had to. Mr. Brown stated that he appreciated getting the letter from the Department of Transportation regarding the addition of Avendale Drive and Raven Drive in Rocky Point. Mr. Brown stated that they typically do not receive those letters. Mr. Brown requested that we contact residents on the road to let them know their request had been approved. Mr. Brown also talked about the Holiday Schedule. Discussion ensued regarding the building of the schedule and the adoption/amendment process. After some brief discussion, Mr. Brown asked that this item be placed on the next agenda to add the day before Thanksgiving to the 2015 Holiday Schedule.

RECESS

The Board recessed at 5:33 p.m. Vice-Chairman Brown stated that the Board would reconvene at 7:00 p.m.

PUBLIC HEARINGS: SPECIAL USE PERMITS/ZONING MAP AMENDMENTS/ RESOLUTIONS

12. Resolution to Approve a Zoning Map Amendment for a General Use Rezoning of One Tract Located to the Northwest of US HWY 117 Approximately One Thousand Feet North of the Intersection of Camp Kirkwood Road (SR 1318) and US HWY 117 from RA, Residential Agricultural Zoning District to GB, General Business Zoning District.

Vice-Chairman Brown opened the public hearing at 7:03 p.m. Planning Director Kyle Breuer explained: Paula Leick, applicant, on behalf of Marc A. Leick, et al, owner, is requesting approval of a Zoning Map Amendment for a general use rezoning for one tract totaling one acre from RA, Rural Agricultural zoning district to GB, General Business zoning district. The subject property is located along the northwest side of US HWY 117 approximately one thousand feet north of the intersection of Camp Kirkwood Road and US HWY 117, and may further be identified by Pender County PIN 3322-45-8395-0000. Discussion ensued regarding neighboring properties that have been rezoned likewise, adjacent property owners, current use of the property, future use of the property, and the recommendation of the Planning Board. Ms. Leick approached the podium and explained that she has no plans to develop the property, but since the other properties are zoned GB, General Business zoning district, she would like to have this property zoned the same so that if someone would like to develop it, she would be able to sell hers along with the others. The public hearing closed at 7:14 p.m. Ms. Keith asked about a person who was said to be in opposition of this amendment. Mr. Breuer stated that he did not know where that person was. Mr. Brown added that a decision cannot be based on hearsay. There being no further discussion, Ms. Keith made a motion to approve the item. Mr. McCoy seconded the motion and it was unanimously approved.

ADJOURNMENT
There being no further business, the meeting adjourned at 7:16 p.m.

Respectfully Submitted,

Melissa Pedersen, Clerk to the Board

Planning Reviewed By:

Planning Staff