

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
DECEMBER 19, 2011
6:30 P.M.**

- I. Call to Order/ (Closed Session) 6:00 P.M.**
- I. Call to Order/ (Regular Session) 6:30 P.M.**
- II. Invocation/Pledge of Allegiance**
- III. Adjustments/Approval of Agenda**
- IV. Public Comments**
- V. Approval of Consent Agenda**
- A. Minutes**
 - 1. **December 5, 2011 Regular Meeting Minutes** pg. 1-3
 - 2. **December 5, 2011 Workshop Minutes** pg. 4-15
- B. Tax**
 - 1. **November 2011 Tax Collection Report** pg. 16-19
 - 2. **December 2011 Tax Releases** pg. 20-27
 - 3. **August 2011 Motor Vehicle Valuation & Levy** pg. 28-31
- C. Finance** pg. 32-44
 - FY 2011-2012 Budget Amendment and Capital Project Ordinance.
 - Manager approved budget transfer of \$4,400 from Environmental Health Food & Lodging-Capital Outlay-Vehicles on the road to Animal Services-Contracted in the Health Fund.

General Fund:

Revenues:

Miscellaneous Revenue	100000-383900	\$4,750
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Expenditures:

Rent of Equipment	104290-441400	\$4,750
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Food Services Fund:

Revenues:

Miscellaneous Revenue	124265-383900	\$4,750
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Expenditures:

Rent of Equipment	124265-441400	\$4,750
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The budget amendments above are to appropriate \$9,500 received from CopyPro as a buyout provision of a lease for new copier/scanners for the Tax Administration Department. CopyPro paid the county for the majority of the remaining payments on leased Xerox equipment upon installation of the new machines in the tax department. The Xerox equipment is being re-located to Food Services and the central mailroom. The \$9,500 received from CopyPro is requested to be appropriated for the future lease payments.

General Fund:

Revenues:

Fund Balance Appropriated	100000-399100	\$21,983
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Expenditures:

Transfer to Health Fund	109800-498013	\$21,983
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Health Fund:

Revenues:

Transfer from General Fund	139800-398110	\$21,983
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Expenditures:

COL-Vehicles on the Road	135100-454000	\$21,983
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The budget amendment above is to rollover vehicle fund escrow funds received in FY 11 that were not expended as of 06/30/2011 for use in the program for FY2012. The vehicle escrow funds are accumulated through savings from operating county owned vehicles rather than paying employees the IRS rate when driving their personal vehicles for county business purposes.

Health Fund:

Revenues:

State Revenues Restricted	135186-332000	\$(4,363)
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Expenditures:

Uniforms	135186-421200	\$(410)
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Special Program	135186-423100	\$(97)
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Supplies & Materials	135186-426000	\$(91)
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Equipment less than \$500	135186-426100	\$(465)
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Travel-Mileage	135186-431100	\$(400)
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Travel-Subsistence	135186-431200	\$(484)
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Travel-Registration	135186-431500	\$(175)
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Telephone	135186-432100	\$(1,389)
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Training Expense	135186-439500	\$(852)
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The budget amendment above is to reduce the appropriate for the Bioterrorism Program due to a reduction in State Funding.

Health Fund:

Revenues:

Gifts & Memorials	135162-383303	\$150
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Expenditures:

Special Projects	135162-423104	\$150
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The budget amendment above is to appropriate gifts & memorials received for the Christmas Family Fund. This fund helps to provide toys and other items for needy families for Christmas.

DSS Fund:

Revenues:

State Revenues Restricted	145310-332000	\$114,745
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Expenditures:

DSS LIEAP	145310-449906	\$114,745
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The budget amendment above is to appropriate additional state funding awarded for use in the new (LIEAP) Low Income Energy Assistance Program in the amount of \$114,745.

General Fund-Legal:

Revenues:

Fund Balance Appropriated	100000-399100	\$95,000
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Expenditures:

Professional Services-Legal	104150-419200	\$95,000
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The budget amendment above is to appropriate fund balance for professional services legal.

General Fund-GCC Gang Grant:

Revenues:

ARRA Grant Proceeds	104308-331008	\$3,768
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Expenditures:

Salaries & Wages-Part time	104308-412600	\$3,500
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FICA	104308-418100	\$268
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The budget amendment above is to appropriate ARRA Grant Proceeds received for the closing of the GCC Gang Grant.

General Fund-Teen Court:

Revenues:

Fund Balance Appropriated	100000-399100	\$6,205
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Expenditures:

Salary & Wages	104306-412600	\$658
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Fica	104306-418100	\$24
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Retirement	104306-418200	\$39
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Cell Phone Reimbursement	104306-432150	\$650
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Miscellaneous Expense 104306-449900 \$4,834

The budget amendment above is to rollover teen court State grant funds received in FY 11 that were not expended as of 06/30/2011 for use in the program for FY2012.

General Fund-Sheriff's Department:

Revenues:

Gifts & Memorials 104310-383303 \$10,093

Expenditures:

Canine Expenses 104310-429201 \$5,518

Contracted Services 104310-439900 \$480

Miscellaneous Expense 104310-449900 \$3,075

Supplies & Materials 104310-426000 \$1,020

The budget amendment above is to appropriate gifts and memorials received in the Sheriff's Department in the amount of \$10,093 as requested by the Sheriff.

General Fund:

Expenditures:

Unemployment Insurance 104140-418304 \$9,090

Unemployment Insurance 104141-418304 \$3,360

Unemployment Insurance 104150-418304 \$5,586

Unemployment Insurance 104159-418304 \$1,207

Unemployment Insurance 104180-418304 \$263

Unemployment Insurance 104280-418304 \$5,902

Unemployment Insurance 104310-418304 \$18,107

Unemployment Insurance 104320-418304 \$24,864

Unemployment Insurance 104332-418304 \$13,130

Unemployment Insurance 104375-418304 \$8,653

Unemployment Insurance 104910-418304 \$46

Unemployment Insurance 104950-418304 \$685

Unemployment Insurance 106130-418304 \$9,808

Unemployment Insurance 106131-418304 \$11

Unemployment Insurance 106134-418304 \$631

Transfer to Food Services 109800-498012 \$5,500

Transfer to Health Fund 109800-498013 \$7,682

Unemployment Insurance 104290-418304 \$(114,525)

Food Services Fund:

Revenues:

Transfer from General Fund	129800-398110	\$5,500
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Expenditures:

Unemployment Insurance	124265-418304	\$5,500
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Health Services Fund:

Revenues:

Transfer from General Fund	139800-398110	\$7,682
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Expenditures:

Unemployment Insurance	135169-418304	\$4,640
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Unemployment Insurance	135181-418304	\$3,042
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The budget amendments above are to transfer funds centrally budgeted for unemployment insurance in the non-departmental budget to the departments that occurred the actual expenditures as billed annually by the NC Employment Security Commission.

Northwest Water Plant Expansion Capital Project Fund

Revenues:

Proceeds 2010 RZEDB	418248-395004	\$(850,000)
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Transfer from Wastewater Fund	418248-398661	\$(450,000)
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Expenditures:

Construction	418248-464002	\$(1,300,000)
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Water Capital Reserve Project Fund

Revenues:

Transfer from Water Fund	419800-398661	\$450,000
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Expenditures:

Undesignated Funds	419800-464299	\$450,000
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The Northwest Water Plant capital project is nearing completion with funds remaining in excess of expenditures needed for the project. The budget amendments above are to return \$450,000 to the Water Capital Reserve Undesignated Fund and appropriate debt proceeds of \$850,000 to the Grey Bridge/Hwy 211 Water Extension Capital Project. The associated capital project ordinance is below.

**County of Brunswick, North Carolina
Brunswick County Capital Project Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Project Fund for the **Northwest Water Plant Expansion Project:**

Water Capital Project Fund:

Revenues:

Proceeds 2010 RZEDB-Ent System		<u>\$11,146,392</u>
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Total Water Capital Project Fund Revenues **\$11,146,392**

Expenditures:

Salary & Wages Reimbursements \$36,000

Fringe Benefits Reimbursement \$11,800

Administration \$175,000

Arch/Eng/Legal \$1,272,010

Construction \$9,651,582

Total Water Capital Project Fund Expenditures **\$11,146,392**

Section 2. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

Bricklanding Wastewater Capital Project Fund

Revenues:

Transfer from Wastewater Fund 448262-398662 \$(363,200)

Expenditures:

Contingency 448262-499100 \$(363,200)

Wastewater Capital Reserve Project Fund

Revenues:

Transfer from Wastewater Fund 449800-398662 \$363,200

Expenditures:

Undesignated Funds 449800-464299 \$363,200

The Bricklanding Wastewater Capital Project is projected to have excess funds over what is needed to complete the project. The county used excess debt proceeds from another project to fund the Bricklanding project. The budget amendments above are to return an initial project advance of \$363,200 to the Wastewater Capital Reserve Undesignated Fund for future projects. The associated capital project ordinance is below.

**County of Brunswick, North Carolina
Brunswick County Capital Project Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Wastewater Capital Project Fund for the **Bricklanding WWTP Project**:

Wastewater Capital Project Fund:

Revenues:

Investment Earnings \$104,212

Proceeds 2008A Revenue Bond Debt	<u>\$960,337</u>
Total Wastewater Capital Project Fund Revenues	\$1,064,549

Expenditures:

Salary & Wages Reimbursements	\$6,500
Fringe Benefits Reimbursement	\$2,000
Administration	\$1,500
Arch/Eng/Legal	\$64,977
Construction	\$735,557
Land	\$18,500
Contingency	<u>\$235,515</u>
Total Wastewater Capital Project Fund Expenditures	\$1,064,549

Section 2. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

HWY 74/76 Industrial Park Wastewater Line Capital Project Fund

Revenues:

Investment Earnings	448257-383100	\$678
Proceeds 2010 RZEDB	448257-395004	\$(14,941)
Transfer from Wastewater Fund	448257-398662	\$(113,000)

Expenditures:

Salary & Wages Reimbursement	448257-412990	\$(1,373)
Fringe Benefits Reimbursement	448257-418900	\$(228)
Administration	448257-464000	\$(7,338)
Arch/Eng/Legal	448257-464001	\$(4,608)
Construction	448257-464002	\$(103,601)
Contingency	448257-499100	\$(10,115)

Wastewater Capital Reserve Project Fund

Revenues:

Transfer from Wastewater Fund	449800-398662	\$113,000
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Expenditures:

Undesignated Funds	449800-464299	\$113,000
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The Hwy 74/76 wastewater capital project is complete. The budget amendments above are to return \$113,000 to the Wastewater Capital Reserve Undesignated Fund and \$14,941 of the 2010 RZEDB debt proceeds to Sunset Beach Wastewater Project. The associated capital project ordinances are below.

County of Brunswick, North Carolina
Brunswick County Capital Project Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Wastewater Capital Project Fund for the **Hwy 74/76 Industrial Park WW Line Wastewater Project**:

Wastewater Capital Project Fund:

Revenues:

Investment Earnings	\$678
Proceeds 2010 RZEDB Revenue Bond Debt	<u>\$872,674</u>
Total Wastewater Capital Project Fund Revenues	\$873,352

Expenditures:

Salary & Wages Reimbursements	\$14,627
Fringe Benefits Reimbursement	\$4,772
Administration	\$9,662
Arch/Eng/Legal	\$108,392
Construction	\$669,849
Land	<u>\$66,050</u>
Total Wastewater Capital Project Fund Expenditures	\$873,352

Section 2. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

Sunset Beach Wastewater Capital Project Fund

Revenues:

Proceeds 2010 RZEDB Revenue Bond Debt	448249-395004	\$14,941
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Expenditures:

Contingency	448249-499100	\$14,941
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The budget amendment above is to close the 74/76 Industrial Park WW Line Wastewater Project and move the unexpended funds of \$14,941 to Sunset Beach Wastewater Capital Project Fund.

**County of Brunswick, North Carolina
Brunswick County Capital Project Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Wastewater Capital Project Fund for the **Sunset Beach Wastewater Project**:

Wastewater Capital Project Fund:

Revenues:

ARRA Grant Proceeds	\$2,000,000
ARRA Stim Debt/Interest Subs	\$675,679
Investment Earnings	\$32,000
Proceeds 2009 RBC Revenue Bonds	\$10,786,000
Proceeds 2010 RZEDB Bonds	\$9,334,901
Proceeds 2010 ARRA Debt Proceeds	<u>\$2,000,000</u>
Total Wastewater Capital Project Fund Revenues	\$24,828,580

Expenditures:

Salary & Wages Reimbursements	\$86,000
Fringe Benefits Reimbursement	\$29,500
Professional Services-Legal	\$5,000
Postage	\$28
Administration	\$237,178
Arch/Eng/Legal	\$2,246,718
Construction	\$18,559,453
Capitalized Interest	\$1,697,447
Land	\$400,199
Contingency	<u>\$1,567,057</u>
Total Wastewater Capital Project Fund Expenditures	\$24,828,580

Section 2. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

Randolph/Zion/Shingletree Water Line - Capital Project Fund

Revenues:

Investment Earnings	418255-383100	\$862
Proceeds 2010 RZEDB	418255-395004	\$(146,578)

Expenditures:

Salary & Wages Reimbursement	418255-412990	\$(1,134)
Fringe Benefits Reimbursement	418255-418900	\$(251)
Administration	418255-464000	\$(37,085)
Arch/Eng/Legal	418255-464001	\$(38,492)
Construction	418255-464002	\$(68,754)

The water line project is complete. The budget amendment above is to close the project and transfer unexpended 2010 RZEDB debt proceeds funds of \$146,578 to the Grey Bridge/Hwy 211 Extension Project. The associated capital project ordinance is below.

County of Brunswick, North Carolina

Brunswick County Capital Project Fund

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Project Fund for the Randolph/Zion/Shingletree Water Line Water Project:

Water Capital Project Fund:

Revenues:

Investment Earnings	\$862
Proceeds 2010 RZEDB Revenue Bond Debt	<u>\$1,026,342</u>
Total Water Capital Project Fund Revenues	\$1,027,204

Expenditures:

Salary & Wages Reimbursements	\$866
Fringe Benefits Reimbursement	\$249
Administration	\$12,915
Arch/Eng/Legal	\$115,708
Construction	<u>\$897,466</u>
Total Water Capital Project Fund Expenditures	\$1,027,204

Section 2. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

Grey Bridge and Hwy 211 Extension - Capital Project Fund

Revenues:

Transfer from Water Fund	418254-398661	\$(1,363,108)
Proceeds 2010 RZEDB	418254-395004	\$996,578

Expenditures:

Arch/Eng/Legal	418254-464001	\$(9,641)
Construction	418254-464002	\$(356,889)

Grey Bridge and Hwy 211 Extension - Capital Project Fund

Revenues:

Transfer from Water Fund	419800-398661	\$1,363,108
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Expenditures:

Undesignated Funds	419800-464299	\$1,363,108
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The budget amendments above are to appropriate 2010 RZEDB debt proceeds in the amount of \$996,578 that are recommended to be closed from the Randolph/Zion/Shingletree and the Northwest Water Plant capital projects to the Grey Bridge/Hwy 211 water line project. The Grey Bridge/Hwy

211 project is complete and the budget amendments above are to close that project and use the debt proceeds so that county funds of \$1,363,108 may be returned to undesignated funds in the water capital reserve fund. The associated capital project ordinance is below.

**County of Brunswick, North Carolina
Brunswick County Capital Project Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Project Fund for the **Grey Bridge and Hwy 211 Water Line Water Project**:

Water Capital Project Fund:

Revenues:

Transfer from Water Fund	\$290,442
Transfer from Water Capital Reserve Fund	\$190,250
Proceeds 2010 RZEDB Revenue Bond Debt	<u>\$996,578</u>
Total Water Capital Project Fund Revenues	\$1,477,270

Expenditures:

Arch/Eng/Legal	\$128,609
Construction	\$1,296,661
Land	<u>\$52,000</u>
Total Water Capital Project Fund Expenditures	\$1,477,270

Section 2. The following amounts are hereby appropriated in the Brunswick County Water Fund:

Contributions to the Capital Project Fund	\$290,442
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Section 3. It is estimated that the following revenues will be available in the Brunswick County Water Fund:

Current Funds Appropriated	\$290,442
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Section 4. The following amounts are hereby appropriated in the Brunswick County Water Capital Reserve Fund:

Contributions to the Capital Project Fund	\$190,250
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Section 5. It is estimated that the following revenues will be available in the Brunswick County Water Capital Reserve Fund:

Current Funds Appropriated	\$190,250
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Section 6. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

County Capital Reserve:

Revenues:

Trans from General Fund	439801-398110	\$(150,000)
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Expenditures:

Landfill Cell 1	439801-464336	\$(150,000)
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C&D Landfill Expansion Cell 1 County Capital Project Fund:

Revenues:

Transfer from General Fund	438183-398110	\$150,000
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Expenditures:

Professional Services-Legal	438183-419200	\$75,000
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Arch/Eng/Legal	438183-464001	\$75,000
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The budget amendments above are to appropriate funding in the C&D Landfill Expansion Cell 1 Capital project in the amount of \$150,000 for legal fees and engineering fees. The associated capital project ordinance is below.

**County of Brunswick, North Carolina
Brunswick County Capital Project Fund**

Be it ordained by the Board of County Commissioners of Brunswick County that pursuant to Section 13.2 of the General Statutes of North Carolina, the following ordinance is hereby adopted:

Section 1. The following amounts are hereby appropriated in the Brunswick County Capital Project Fund for the **C&D Landfill Expansion Cell 1 Project:**

County Capital Project Fund:

Revenues:

Transfer from General Fund	\$2,066,413
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Proceeds from 2010 RBC RZEDB IP	<u>\$442,300</u>
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Total County Capital Project Fund Revenues	\$2,508,713
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Expenditures:

Professional Services-Legal	\$200,000
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Administration	\$1,200
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Arch/Eng/Legal	\$655,535
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Land	<u>\$1,651,978</u>
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Total County Capital Project Fund Expenditures	\$2,508,713
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Section 2. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contributions to the Capital Project Fund	\$2,066,413
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Section 3. It is estimated that the following revenues will be available in the Brunswick County General Fund:

Current Funds Appropriated	\$2,066,413
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Section 4. The following amounts are hereby appropriated in the Brunswick County Capital Reserve Fund:

Contributions to the Capital Project Fund	\$442,300
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Section 5. It is estimated that the following revenues will be available in the Brunswick County Capital Reserve Fund:

Current Funds Appropriated	\$442,300
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Section 6. This Capital Project Ordinance shall be entered into the minutes of the December 19, 2011 meeting of the Brunswick County Board of Commissioners.

D. Piedmont Natural Gas Company, Inc. Grant of Easement	pg. 45-49
E. November 2011 Financial Report	pg. 50-52
Staff requests to receive the November 2011 Financial Report as information.	
VI. Presentation	pg. 53-61
1. Southeastern Center for Mental Health (Foster Norman, Director)	
VII. Administrative Report	
1. Human Resources-Proposed Retirement Policy Revision (Debbie Barnes)	pg. 62-78
2. Animal Services – Board of Health Recommended Position (David Stanley)	pg. 79-81
3. Building Inspections-Proposed Town of Sunset Beach Agreement (Delaney Aycock) ...	pg. 82-86
Staff recommends approving Agreement with the Town of Sunset Beach.	
4. Utilities – Proposed Amendment No. 1 to the Engineering Contract with AECOM NC, Inc. for the Carolina Shores Wastewater Treatment Plant Improvement Project in the amount of \$95,172.50 (John Nichols)	pg. 87-95
Staff recommends approving Amendment No. 1 to the Contract of AECOM-North Carolina for the Carolina Shores Wastewater Treatment Plant Improvements.	
5. Utilities – Proposed Final Adjusting Changer Order No. 3 with Wharton Smith, Inc. for the Northwest Water Treatment Plant Improvements Phase 1 (John Nichols)	pg. 96-145
Staff recommends approving Final Adjusting Change Order to the Contract of Wharton-Smith, Inc. for Phase I of the Northwest Water Treatment Plant Improvements.	
6. Utilities – Proposed AECOM Technical Services of NC, Inc Contract Amendment No. 1 for the NC 211 Wetlands Remediation Project in the amount of \$79,408.00 (Jerry Pierce)	pg. 146-154
Staff recommends approving Amendment No. 1 to the Contract of AECOM Technical Services of NC, Inc. and the associated budget amendment.	
7. Utilities – Proposed Revised Sewer Service Agreement Amendment with the City of Northwest (Jerry Pierce)	pg. 155-159
Staff recommends approving Sewer Service Agreement Amendment with the City of Northwest.	
8. Finance-Resolution Making Certain Statement of Fact Concerning Proposed Bond Issue-Bond Order (Ann Hardy)	pg. 160-189
Staff recommends approving Resolutions, Bond Order and Plan to Reduce the Term of the Boiling Spring Lakes Debt.	
9. Administration-Hospital Negotiations Update (Marty Lawing)	pg. 190-193
Staff recommends reviewing and discussing the Revised Hospital Purchase Proposal of Crown Management Group, LLC.	

10. **Administration – Proposed Resolution Requesting the Legislative Delegation to Introduce a Local Bill Requiring voter Identification Prior to voting in Local Elections (Marty Lawing)** pg. 194-203
Staff recommends considering Resolution.

VIII. Board Appointments

1. **Commissioner Board Appointments** pg. 204
2. **Child Fatality Prevention Team Recommended Appointment** pg. 205-208
3. **Nursing Home Community Advisory Committee (District 1)** pg. 209
4. **Coastal Resources Commission (2 appointments)** pg. 210-217

IX. County Attorney’s Report

X. Other Business/Informal Discussion

XI. Adjournment