



**CARTERET COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
ELECTRONIC MEETING
APRIL 20, 2020
6:00 P.M.**

- | | | |
|------|--|------------------|
| I. | Meeting Called to Order/Pledge of Allegiance/Invocation | Chairman |
| II. | Conflict of Interest/Cell Phone Statement | Chairman |
| III. | Adoption of Agenda | Board |
| IV. | Consent Agenda | Board |
| | 1. Approval of Minutes | |
| | a. March 10, 2020 | |
| | b. March 16, 2020 | |
| | c. March 24, 2020 | |
| | d. March 31, 2020 | |
| | 2. Tax Releases and Refunds | |
| | a. Tax Releases Under \$100 | |
| | b. Tax Releases Over \$100 | |
| | c. Tax Refunds Under \$100 | |
| | d. Tax Refunds Over \$100 | |
| | e. Tax Collector's Monthly Report | |
| | f. NCVTS Motor Vehicle Refund Report | |
| | 3. Approval of Budget Amendment for Hurricanes
Florence & Dorian: \$81,940 | |
| | 4. Approval of Addition to Rules of Procedure for
Commissioner Meetings Outlining Electronic Method
Procedures | |
| | 5. Approval of COVID-19 FEMA Resolution for Request
of Reimbursement | |
| | 6. Approval of Proclamation Declaring April 19–25, 2020
as National Library Week | |
| | 7. Request to Accept Funding – Agreement Addendum #619
COVID-19 Crisis Response & Approval of Corresponding
Budget Amendment: \$83,161 | |
| | 8. Approval of Budget Amendment in Support of the Community
College for Repairs to Joslyn Hall Roof: \$97,600 | |
| | 9. Approval of \$82,000 Budget Amendment Releasing Otway
Fire & EMS Reserve Funds for Repairs to the Building
Caused by Hurricane Florence | |
| V. | Public Comment | |
| VI. | Update from Health Department | Stephanie Cannon |

VII. Update: South River EMS

Stephen Rea

VIII. Manager's Report

Tommy Burns

IX. Appointments

Board

- Juvenile Crime Prevention Council ("JCPC")

X. Commissioners' Comments

XI. Adjournment

CARTERET COUNTY
Board of Commissioners



Agenda Item
I.

Meeting Date:
20-Apr-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

Title: Meeting Called to Order/Pledge of Allegiance/Invocation

Brief Summary:

Commissioner Mark Mansfield will provide the invocation.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department

Attachments:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

CARTERET COUNTY
Board of Commissioners



Agenda Item
II.

Meeting Date:
20-Apr-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

Title: Conflict of Interest Statement

Brief Summary:

The Chairman will call for any conflicts of interest, based on the following statement:

"In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before the Board this evening? If so, please identify the conflict and refrain from any undue participation in the particular matter involved."

The Chairman will also remind everyone to turn off their cell phones.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

If Commissioners have a conflict of interest with any agenda items, they will make it known at this time. If so, The Board will need to vote to allow a Commissioner to recuse himself from voting on a particular matter.

BACKGROUND

Originating Department

Attachments:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

CARTERET COUNTY
Board of Commissioners



Agenda Item
III.

Meeting Date:
20-Apr-20

Presenter:
Chairman Smith

ITEM TO BE CONSIDERED

Title: Adoption of the Agenda

Brief Summary:

The Chairman will call for a motion to adopt the agenda as presented (or amended).

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to adopt the agenda as presented (or amended).

BACKGROUND

Originating Department

Staff Contact:

Attachments:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

- IV. Consent Agenda
 - 1. Approval of Minutes
 - a. March 10, 2020

**COUNTY OF CARTERET
BOARD OF COMMISSIONERS
JOINT PLANNING WORKSHOP: CARTERET COUNTY COMMISSIONERS
AND CARTERET COUNTY BOARD OF EDUCATION
107 SAFRIT DRIVE, BEAUFORT, NORTH CAROLINA
MARCH 10, 2020**

The Honorable Carteret County Board of Commissioners held a Joint Planning Workshop with the Carteret County Board of Education on Tuesday, March 10, 2020 at 11:00 a.m. at 107 Safrit Drive, Beaufort, North Carolina. Commissioners present were: Chairman Bill Smith, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Mark Mansfield, Jonathan Robinson, and Ed Wheatly. Carteret County Board of Education members Melissa Ehlers, Travis Day, Jake Godwin, Kathryn Chadwick, Clark Jenkins, Brittany Wheatly, and Chair John McLean were also in attendance.

I. WELCOME

Chairman Bill Smith, Carteret County Board of Commissioners and Chair John McLean, Carteret County Board of Education, welcomed attendees.

II. REVIEW OF AGENDA

Chairman Smith called for a motion to adopt the agenda as presented.

Motion: Commissioner Robinson Comer made a motion to adopt the agenda; seconded by Commissioner Wheatly. **Motion passed unanimously.**

Mr. Richie Paylor, Interim Superintendent of the Carteret County Schools, noted that he appreciated the partnership and the Commissioners' support.

**Joint Planning Workshop
March 10, 2020
Carteret County Commissioners and Carteret County Board of Education**

Welcome

Bill Smith, Chair
Carteret County Commissioners
John McLean, Chair
Carteret County Board of Education

Review of Agenda

Richie Paylor, Interim Superintendent

Carteret County Health Department Update

Stephanie Cannon, Director

Review of School System Capital
Projects Needs

Richie Paylor

Sales Tax Discussion

Carteret County Officials

III. CARTERT COUNTY HEALTH DEPARTMENT UPDATE

Ms. Kim Davis, Public Health Nurse, provided an overview of the COVID-19 virus:

- Virus has been around for a while, from a common cold to respiratory issues
- Currently not widespread in North Carolina
- Spread through coughing, touching objects, etc.
- Elderly are more susceptible as well as those with other health issues
- Most of the cases have been mild
- Prevention – hand washing, cover your cough, use of hand sanitizers

Ms. Stephanie Cannon, Health Director, shared information on the procedures that would be followed should the County have a confirmed case.

Ms. Davis shared that the Health Department is sending out guidance from the State; info such as screening, identifying people at risk or information on travelers. Testing will be at the State level and the State has to provide permission to test patients; specimens will be shipped to the State. Ms. Davis shared that they are fielding calls from providers to determine if a patient needs screening; providers will work with the Health Department to get the patients tested. LabCorp is another option for testing.

Ms. Cannon shared that from a School System perspective, they do not have specific guidance from the State at this point should schools have to close; the Governor is working on that now. Ms. Cannon stated that the Public School System has been great and very proactive in reaching out to get the most accurate information. Ms. Cannon asked that the School System look systemwide at their absenteeism and let the Health Department know if that number increases significantly.

Ms. Cannon shared:

- Guidance being provided to the general public includes press releases, Facebook comments, responding to calls from the public and medical advisors, sharing general information
- Working with community partners to share information
- Suggested that everyone use reputable sources for information, such as the Centers for Disease Control (“CDC”) website, the North Carolina Division of Public Health; website, or there is also a toll-free number to the State for additional information: 866-462-3821

Ms. Cannon and Ms. Davis responded to questions.

IV. REVIEW OF SCHOOL SYSTEM CAPITAL PROJECTS NEEDS

Mr. Paylor thanked Ms. Cannon and Ms. Davis and noted that the School System relies on them for their guidance.

Mr. Paylor reviewed the list of capital needs for the Carteret County Public School System, by school, totaling \$37M as shown below, and responded to questions.

Carteret County Public School System Capital Needs

Atlantic Elementary School –

- Replace interior classroom doors with new code compliant doors

Beaufort Middle School –

- Enclose existing walkway from main building to 8th grade building with masonry and glass
- Replace ceilings in main building and renovate HVAC system and update lighting
- Construct covered walkway to car drop off/pick up area

Bogue Sound Elementary School –

- Renovate HVAC system from 2 pipe to 4 pipe to improve dehumidification and efficiency
- Construct covered walkway from school to Croatan High School

Broad Creek Middle School –

- Construct 14-classroom addition
- Remove curved walls in cafeteria to allow for more seating and improve security
- Construct covered walkway to bus parking lot
- Construct new entry/exit driveway
- Resurface track

Croatan High School –

- Construct 16-classroom addition
- Construct free-standing gym for school/community use with bleachers on one side, dressing area, restrooms, storage, office space; shelter ready - generator, showers and serving line
- Construct six new tennis courts
- Convert HVAC system from 2 pipe to 4 pipe to improve dehumidification and efficiency
- Replace football field press box

Carteret Pre-School Center –

- Replace old unusable house portion of facility with activity building

Down East Middle School / Smyrna Elementary School –

- Enclose existing walkways from main building to elementary building and from elementary building to cafeteria
- Install new exhaust hood and renovate ceiling in kitchen
- Construct covered walkway to car drop off/pick up area
- Construct covered walkway to bus drop off/pick up area

East Carteret High School –

- Upgrade/improve/modernize athletic facilities:
 - relocate fields on campus
 - construct six new tennis courts
 - rearrange and/or relocate band practice field
- Enclose existing walkways between two main buildings
- Construct auditorium addition with dressing rooms, prop storage, work space areas
- Construct free-standing gym for school/community use with bleachers on one side, dressing area, restrooms, storage, office space; shelter ready - generator, showers and serving line
- Resurface track
- Pave activity bus/auxiliary parking lot

Harkers Island Elementary School –

- Construct front entry canopy and walkways
- Enclose existing walkway from main building to gym
- Replace interior classroom doors with new code compliant doors
- Construct covered walkway to bus lot

Maintenance/Transportation Building –

- Renovate HVAC system for efficiency
- Construct storage building for equipment

Morehead City Elementary School –

- Install security fence on north side of campus made of masonry and fencing
- Construct masonry entry corridor for outside classrooms
- Renovate main entry into office
- Install new exhaust hood and renovate ceiling in kitchen
- Pave faculty parking lot
- Construct covered walkway to bus parking lot

Morehead City Middle School –

- Renovate HVAC system from 2 pipe to 4 pipe to improve dehumidification and efficiency
- Enclose walkway from main building to cafeteria/classroom building with masonry and fencing
- Construct covered walkway to car drop off/pick up area

Morehead City Primary School –

- Pave employee parking lot and improve bus parking lot

Newport Elementary School –

- Replace roof on cafeteria
- Construct covered walkway to the left of main entrance
- Renovate ceilings and exterior walls in kindergarten building
- Construct enclosed hallway from main building to kindergarten building with access to bus parking
- Construct enclosed hallway from kindergarten building to cafeteria

Newport Middle School -

- Construct covered walkway to bus drop off/pick up area

West Carteret High School –

- Expand existing locker rooms
- Construct new band room
- Replace interior doors with new code compliant doors and hardware
- Construct free-standing gym for school/community use with bleachers on one side, dressing area, restrooms, storage, office space; shelter ready - generator, showers and serving line
- Replace chilled water piping in HVAC system, and heat and air condition corridors
- Construct dining room addition with restrooms
- Install new exhaust hood and renovate ceiling/ventilation in kitchen
- Convert six existing science labs into regular classrooms
- Construct six-classroom addition with two complete science labs and restrooms, and connect to main building
- Upgrade/improve/modernize athletic facilities:
update three tennis courts and construct three new tennis courts
renovate band field; relocate girls' softball field; renovate practice fields
- Renovate/update auditorium
- Construct a new bus parking lot behind school
- Resurface track

White Oak Elementary School –

- Renovate main entrance and office area for safety

Safety and Security At All Sites –

- Installation of security doors and access controls
- Installation of new intercom systems to voice over IP for safety

Estimated Total - \$37,250,000

Construction of a New Elementary School in western end of county

Estimated Cost \$22,000,000

Estimated Total - \$59,250,000

Commissioner Comer asked if there was information that showed the price, by school. There was general discussion around the importance of not showing potential prices of projects that would be going out to bid.

Commissioner Comer asked if they were considering a trades school; Mr. Paylor shared that they are looking into that option.

Commissioner Comer asked how many classes were added at White Oak; the response was 14, but tore down ten; they netted four, with an increase of approximately 100 students.

Commissioner Mansfield asked how many mobile units were there at White Oak; Mr. Paylor responded that they are using five. Commissioner Farrington requested that they verify that the mobile classrooms are being counted in School capacity; Ms. Nance to respond.

Commissioner Mansfield shared that the ADM ("Average Daily Membership") has been down over the last couple of years; we had a conversation ten years ago when the White Oak area was developed; there has been no significant growth and unless we get jobs,

we are adding retirees. We have to be proactive, but we also do not want to build it and they do not come.

Commissioner Farrington asked what was done with the construction of Cannons Gate and Marsh Harbour. Mr. McLean shared that the formula was 1.5 kids per single-family.

Commissioner Comer asked if the items on the list were all needs or wants. Mr. McLean responded that the items have been vetted for a couple of years; they are a list of needs.

Ms. Ehlers suggested that there be a breakdown of the expense of those items associated with security.

Mr. Paylor confirmed that operating costs would go up with the increase in number of classrooms.

Commissioner Robinson asked if the construction of the new school was associated with anticipated military growth. Mr. McLean responded no; they are at capacity now and could accept ten students, but not 50.

Commissioner Comer shared information concerning the Military Community Infrastructures Project that was discussed at a recent meeting in D.C., and could potentially help with funding.

Mr. McLean asked Commissioners if there was a project on the list that raised a flag. Commissioner Comer shared that he was concerned about the money for a school in the western part of the County.

Commissioner Wheatly shared that the School System has explained the list; however, it will take time to look at it more closely. Commissioner Wheatly questioned if a temporary relief could be to utilize Bogue Sound Elementary; we need to digest and look at it carefully before we make approvals.

Mr. McLean suggested that any questions from Commissioners be sent to the School System for response.

Ms. Wheatly shared that there are a lot of people that move into the County because of our schools; a large portion of the request is modernization as well as there are needs that have not been met; there are a lot of repair items.

Commissioner Comer asked what needed to happen with the School System's maintenance program to stay on top of the issues. Mr. McLean shared that the maintenance department is understaffed and they may need to add staff in that department.

Commissioner Cavanaugh asked if there was a maintenance schedule; the response was they had a schedule, but not a preventative maintenance model due to lack of sufficient staff.

Mr. Burns shared information on the schedule for a general obligation bond referendum. Mr. Paylor shared that Commissioners would need to adopt the School System's Resolution; the referendum would be November 30th.

**CARTERET COUNTY
SCHEDULE FOR GENERAL OBLIGATION BOND REFERENDUM
NOVEMBER 2020**

- By 5/04/20 School Board adopts resolution requesting School Bond Referendum
- 5/18/20 BOCC adopts (1) Resolution directing publication of notice of intent to apply to the Local Government Commission (the "LGC"); (2) Resolution authorizing the Finance Officer to apply to the LGC and making certain findings of fact
- 5/21/20 Publish Notice of Intent in *Newspaper of General Circulation* [have to wait 10 days after publication of Notice of Intent before applying to the LGC]
- 6/01/20 File Application with LGC and prepare Sworn Statement of Debt [receive letter from LGC confirming receipt of Application which must occur before the Bond Orders are introduced]
- 6/15/20 File Statements of Estimated Interest
- 6/15/20 BOCC (1) Introduces the Bond Order(s); (2) adopts the Resolution setting a public hearing on the Bond Order(s)
- 7/09/20 Publish Notice(s) of Public Hearing on the Bond Order(s) in *Newspaper of General Circulation* [at least 6 days before public hearing]; File Sworn Statement of Debt with the Clerk
- 7/15/20 File Notice with Joint Legislative Commission [not needed if only doing school projects]
- 7/20/20 BOCC (1) holds public hearing(s) on Bond Order(s); (2) adopts the Bond Order(s); and (3) adopts the Resolution setting a Special Bond Referendum
- 7/21/20 Clerk delivers certified copy of the Resolution setting a Special Bond Referendum to the County Board of Elections
- 7/23/20 Publish Bond Order(s) as adopted in *Newspaper of General Circulation*
- 9/01/20 LGC approval of Bond Order(s) [or LGC might do this in October]
- by 9/25/20 Publish first Notice of Special Bond Referendum in *Newspaper of General Circulation* [Not less than fourteen days before last day to register to vote for Bond Referendum]

- by 10/02/20 Publish second Notice of Special Bond Referendum in *Newspaper of General Circulation* [Not less than seven days before last day to register to vote for Bond Referendum]
- 10/09/20 Last day to register to vote
- 11/03/20 Referendum
- 11/13/20 Adoption of Certificate of Canvass by the County Board of Elections
- 11/16/20 **BOCC adopts Resolution Certifying and Declaring Results of Special Bond Referendum**
- 11/20/20 Publish Statement of Result in *Newspaper of General Circulation*

*Prepared by: Scott Leo, Esq., Partner
Parker Poe Adams & Bernstein LLP*

V. SALES TAX DISCUSSION

Commissioner Comer stated that there has been general discussion around a quarter-cent local sales tax referendum which would require approval by voters. The tax would generate approximately \$3.6M and there was some discussion around splitting the proceeds between School capital projects and waterway dredging. Commissioner Comer stated that it would provide flexibility with school capital, would require public support and buy-in and questioned if the School would be in support; we cannot do all that we need to do at the Schools with tax dollars. Mr. McLean shared that he feels they would unanimously support the referendum.

Commissioner Wheatly shared that there would need to be discussion around the amount to cap funding for the waterways. Commissioner Comer stated that the amount might be \$5M, but suggested that Mr. Gregory Rudolph, Shore Protection Officer, and Mr. Gene Foxworth, Assistant County Manager, work with the Waterways Committee to determine a potential cap.

Commissioner Wheatly stated that the School Bond Referendum and the Tax Referendum would be at the same time.

Ms. Chadwick asked if the bond passed, what would it cost someone with a \$150K home. Ms. Meshaw stated that two cents would be approximately an additional \$30; 3.2 cents would be approximately \$48 for a \$150K home.

Mr. McLean shared that he appreciates the relationship with the Board of Commissioners and what the Commissioners have done throughout the years – recognizing Commissioner Robinson’s time as a Commissioner, and his help with assisting the schools.

Mr. Burns stated that it was a tight deadline and suggested that the two Chairmen discuss further.

Commissioner Comer stated that he is not comfortable placing a blanket number for the construction of a new elementary school in the western end of the County and suggested that the School System put together a more accurate estimate, including materials cost. It was noted that the amount shown was from an estimate the School System received in 2018.

Ms. Wheatly asked the capacity of the new proposed school; the response was 600-650.

Commissioner Mansfield shared that Commissioner Robinson was part of the group years ago that decided to build the new schools in the County and recognized him and others that have worked to make our School System what it is.

VI. ADJOURNMENT

Motion: Commissioner Robinson made a motion to adjourn; seconded by Commissioner Farrington. **Motion carried unanimously.**

Bill Smith, Chairman

Rachel Hammer, Clerk to the Board

- IV. Consent Agenda
 - 1. Approval of Minutes
 - b. March 16, 2020

**COUNTY OF CARTERET
BOARD OF COMMISSIONERS
REGULAR SESSION – 6:00 P.M.
COMMISSIONERS' BOARDROOM
MARCH 16, 2020**

The Honorable Carteret County Board of Commissioners sat in regular session on Monday, March 16, 2020 at 6:00 p.m. Present were: Chairman Bill Smith, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Mark Mansfield, Jonathan Robinson, and Ed Wheatly.

I. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE/INVOCATION

Chairman Smith called the meeting to order. Pastor Taylor Mills, of Ann Street United Methodist Church, provided the invocation. All present recited the Pledge of Allegiance.

II. CONFLICT OF INTEREST/CELL PHONE STATEMENT

Chairman Smith called for any conflicts of interest by the Board and asked that all cell phones be turned off.

III. ADOPTION OF AGENDA

Chairman Smith stated changes were needed on the agenda: removal of items VII. and XI., and on item XII., replace Emergency Services Director Stephen Rea with County Manager Tommy Burns and Fire Marshal Eddie Lewis.

Motion: Motion made by Commissioner Cavanaugh to adopt the agenda as amended; seconded by Commissioner Mansfield. **Motion passed unanimously.**

The agenda was as follows:

**CARTERET COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
COMMISSIONERS' BOARDROOM
MARCH 16, 2020
6:00 P.M.**

- | | |
|--|----------------|
| I. Meeting Called to Order/Pledge of Allegiance/Invocation | Chairman Smith |
| II. Conflict of Interest/Cell Phone Statement | Chairman Smith |
| III. Adoption of the Agenda | Chairman Smith |
| IV. Consent Agenda | Board |
| 1. Approval of Minutes | |
| a. February 4, 2020 | |
| b. February 17, 2020 | |
| 2. Tax Releases/Refunds/Collector's Report | |
| a. Tax Releases Under \$100 | |

- b. Tax Releases Over \$100
 - c. Tax Refunds Under \$100
 - d. Tax Refunds Over \$100
 - e. Tax Collector's Monthly Report
 - f. NCVTS Motor Vehicle Refund Report
3. Approval to Accept Grant Funding from the State of North Carolina to Enhance Internet & Cellular Capabilities and Approval of Corresponding Budget Amendment: \$11,136
 4. Approval to Execute Permit from the North Carolina Department of Environmental Quality & Coastal Resources Commission in Support of the Wainwright Slough Dredging Project
 5. Approval of the Release of SRO Contingency Funding to Morehead City & Approval of Corresponding Budget Amendment: \$32,100
 6. Approval to Reclassify the Environment Health Specialist Intern to a Registered Environmental Health Specialist *"In-Work Against Certification Status"*
 7. Approval of Library Budget Amendment Transferring Contingency Funding: \$37,300
 8. Approval of Budget Amendment in Support of the Cherry Point Regional Joint Land Use Study: \$49,500
 9. Approval of Resolution of Appreciation in Honor of Retiring Judge John E. Nobles, Jr.
 10. Approval to Hire a Commercial Appraiser for the Real Estate Division of the Tax Office
 11. Approval to Apply for a \$10,000 Grant from the Carolina East Foundation in Support of the Hepatitis C Program
 12. Approval of Extension of the Farmers' Market Contract
 13. Approval of Proclamation Designating the Month of April 2020 as North Carolina 811 Safe Digging Month
 14. Approval of the 2019 CDBG-NR Program Compliance Plans and Policies
 15. Approval of Designation of Agent for DR-4393 (Hurricane Florence) Hazard Mitigation Grant Program
 16. Approval of Reclassification of Administrative Roles
 17. Approval of Resolution Awarding Badge & Service Sidearm to Retiring Detective Lieutenant Michael Panzarella
 18. Approval of Contract with East Carolina Builders for the Watershed Protection Project in the Amount of \$255,000, Authority for the County Manager to Execute the Contract & Approval to Enter into the Corresponding Contract with the N.C. Department of Agriculture & Consumer Services, Division of Soil & Water Conservation for the Project and Authority for the County Manager to Execute the Contract
 19. Approval of Contract with Sunland Builders, Inc. in the Amount of \$565,000 for the Hibbs Acres Subdivision Road Repairs, Approval for County Manager to Execute the Contract & Approval of Corresponding Budget Amendment: \$565,000

- 20. Approval to Release Islander Drive Property Sale Proceeds to Emerald Isle & Approval of Corresponding Budget Amendment: \$66,992
- 21. Approval of Memorandum of Agreement with the North Carolina Coastal Federation for the Stroud Property Acquisition
- V. Public Comment
- VI. Presentation of Resolution Honoring Retiring Judge John E. Nobles, Jr. Chairman Smith
- VII. ~~Overview/Presentation—Veterans Coalition of the Crystal Coast (item removed as amended)~~ ~~Jim Nelson, Bo Kirk & Kevin Daniels~~
- VIII. Public Hearing to Consider a Request to Rezone a .99-Acre Property Located Approximately 1,400 Feet South of the Highway 101 and Laurel Road Intersection in Beaufort from I-W (Industrial & Wholesale District) to B-1A (General Business District) Eugene Foxworth
- IX. Public Hearing to Consider a Request to Rezone a 57.63-Acre Property Located at the Highway 24 and Marietta Lane Intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single Family Residential District) Eugene Foxworth
- X. Approval to Authorize Two New Detention Officer Positions and One Detention Shift Supervisor for the Jail Sheriff Asa Buck
- XI. ~~Review of Departmental Strategic Plans (item removed as amended)~~ ~~Tommy Burns~~
 - ~~• Civic Center~~ ~~Tina Purifoy~~
 - ~~• Parks & Recreation~~ ~~Tina Purifoy~~
 - ~~• Aging Services~~ ~~Lakisha Williams~~
 - ~~• Rape Crisis~~ ~~Gwen Roberts~~
 - ~~• Veteran Services~~ ~~Brenda DuBose~~
- XII. Update: South River EMS *(as amended)* ~~Stephen Rea~~ Tommy Burns & Eddie Lewis
- XIII. Manager's Report Tommy Burns
- XIV. Appointments Board
 - Beaufort Board of Adjustment (County ETJ)
 - Board of Equalization & Review
 - Fireman's Relief Fund Board
 - Marine Fisheries Advisory Board
 - Waterways Management Committee
- XV. Commissioners' Comments Board
- XVI. Adjournment

IV. CONSENT AGENDA

Motion: Commissioner Comer made a motion to approve the Consent Agenda; seconded by Commissioner Farrington. **Motion carried unanimously.**

The Consent Agenda was as follows:

1. Approval of Minutes
 - a. February 4, 2020

b. February 17, 2020

2. Tax Releases/Refunds/Collector's Report
a. Tax Releases Under \$100

02/26/20 08:38:13		RELEASE LESS THAN 100.00					PAGE 1
Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment	
2018	P	202922	P	518258	CHARLES KEITH WILLIS	7.84	
2017	P	113888	P	518258	CHARLES KEITH WILLIS	7.58	
2016	P	486347	P	518258	CHARLES KEITH WILLIS	7.13	
2018	P	200187	P	515561	DOUGLAS TAFT LEWIS	34.39	
2018	P	200187	P	515561	DOUGLAS TAFT LEWIS	7.53	
2017	P	110792	P	515561	DOUGLAS TAFT LEWIS	35.31	
2017	P	110792	P	515561	DOUGLAS TAFT LEWIS	7.72	
2016	P	45186	P	515561	DOUGLAS TAFT LEWIS	38.63	
2016	P	45186	P	515561	DOUGLAS TAFT LEWIS	7.69	
2016	P	122609	P	320115	ATM USA LLC	10.45	
2018	P	199313	P	528666	CHARLES DUPREE GASKILL	77.75	
2017	P	109773	P	528666	CHARLES DUPREE GASKILL	81.84	
2018	P	199313	P	528666	CHARLES DUPREE GASKILL	15.00	
2018	P	199313	P	528666	CHARLES DUPREE GASKILL	15.00	
2017	P	109773	P	528666	CHARLES DUPREE GASKILL	15.00	
2016	P	674831	P	478999	SEA LEVEL INN HOMEOWNR ASS INC	77.47	
2016	P	178283	P	478999	SEA LEVEL INN HOMEOWNR ASS INC	6.28	
2017	P	295419	P	478999	SEA LEVEL INN HOMEOWNR ASS INC	79.04	
2018	P	472805	P	478999	SEA LEVEL INN HOMEOWNR ASS INC	79.04	
2018	P	201950	P	478999	SEA LEVEL INN HOMEOWNR ASS INC	33.41	
2017	P	112796	P	71258	RICHARD THOMAS MURDOCH	31.35	
2017	P	112796	P	71258	RICHARD THOMAS MURDOCH	6.28	
2018	P	208106	P	524808	RODNEY WAYNE FLETCHER	87.32	
2018	P	208106	P	524808	RODNEY WAYNE FLETCHER	52.02	
2018	P	199786	P	403307	CURTIS M ETUX CHARLA W JONES	25.50	
2018	P	113135	P	403307	CURTIS M ETUX CHARLA W JONES	25.50	
2017	P	44643	P	403307	CURTIS M ETUX CHARLA W JONES	26.85	
2016	P	121699	P	403307	CURTIS M ETUX CHARLA W JONES	25.98	
2014	P	100093	P	403307	CURTIS M ETUX CHARLA W JONES	28.17	
2016	P	49712	P	519224	IHC LLC	4.46	
2015	P	115727	P	516329	THURMAN LEE SMITH	10.40	
2015	P	115727	P	516329	THURMAN LEE SMITH	2.88	
2017	P	121420	P	526299	ROBERT ROUSE	58.82	
2018	P	203273	P	341968	CHARLES THOMAS KELLY JR	7.84	
2018	P	203273	P	341968	CHARLES THOMAS KELLY JR	2.66	
2018	P	203273	P	341968	CHARLES THOMAS KELLY JR	4.72	
2018	P	210238	P	518460	ANDREW F KOZIK	3.10	
2017	P	122899	P	518460	ANDREW F KOZIK	3.10	
2016	P	42516	P	462756	MERVIN CRAIG FULCHER	23.13	
2015	P	109847	P	462756	MERVIN CRAIG FULCHER	21.31	
2016	P	42516	P	462756	MERVIN CRAIG FULCHER	15.00	
2015	P	109847	P	462756	MERVIN CRAIG FULCHER	15.00	
2015	P	633707	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	15.00	
2015	P	111597	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	15.00	
2015	P	123939	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	6.97	
2015	P	123939	P	416626	JESSE W ETAL TRUSTEE CHAPPELL	15.00	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	3.82	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.72	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.45	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.35	

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Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.08	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.05	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.12	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.12	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.72	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	7.29	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.72	
2018	P	209654	P	521652	JASON HERSHAL JOHNSON	32.55	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.03	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	.48	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	1.5	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	3.34	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	1.19	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	2.58	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	2.36	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	2.15	
2017	P	126331	P	6843	PAUL E SHIPTENKO FAMILY LT	5.03	
2014	P	97286	P	470359	WILLIAM J SALTER	26.60	
2015	P	112675	P	470359	WILLIAM J SALTER	15.00	
2015	P	112675	P	470359	WILLIAM J SALTER	15.00	
2014	P	97286	P	470359	WILLIAM J SALTER	15.08	
2015	P	122905	P	527302	JONATHAN LEE PINER	53.80	
2017	P	122905	P	527302	JONATHAN LEE PINER	21.51	
2018	P	215023	P	532700	AVONTE NEWTON	15.00	
2018	P	215023	P	532700	AVONTE NEWTON	17.10	
2017	P	122395	P	526956	CHARLES L GILLIKIN	51.95	
2018	P	209886	P	526956	CHARLES L GILLIKIN	22.00	
2011	P	63203	P	387897	BARBARA VANG	16.69	
2018	P	205270	P	414156	JASON MICHAEL CURL	48.40	
2018	P	205270	P	414156	JASON MICHAEL CURL	21.08	
2017	P	116666	P	414156	JASON MICHAEL CURL	47.82	
2017	P	116666	P	414156	JASON MICHAEL CURL	22.00	
2016	P	51775	P	414156	JASON MICHAEL CURL	30.81	
2016	P	51775	P	414156	JASON MICHAEL CURL	11.44	
2016	P	51775	P	414156	JASON MICHAEL CURL	53.32	
2016	P	51775	P	414156	JASON MICHAEL CURL	25.99	
2016	P	51775	P	414156	JASON MICHAEL CURL	10.79	
2018	P	207895	P	524544	JOSEPH M RIVENBARK	19.96	
2017	P	116863	P	521228	TYLER MATHEW WIGGINS	25.44	
2016	P	51994	P	521228	TYLER MATHEW WIGGINS	76.21	
2017	P	110326	P	515129	JOEY FROST	81.75	
2018	P	199774	P	515129	JOEY FROST	2.77	
2015	P	112077	P	515872	THOMAS H HINSON	7.61	
2015	P	112077	P	515872	THOMAS H HINSON	77.64	
2011	R	330042	R	9563	JAMES C JR BROWN	75.81	
2012	R	465272	R	9563	JAMES C JR BROWN	75.81	
2013	R	568609	R	9563	JAMES C JR BROWN	77.64	
2014	R	626707	R	9563	JAMES C JR BROWN	12.69	
2015	P	113063	P	468846	ROGER YOUNG	22.93	
2014	P	97235	P	468846	ROGER YOUNG		

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Total Adjustment

Year	Rol Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2013	P	87831	P	468846	ROGER YOUNG	23.97
2013	P	88460	P	468846	ROGER YOUNG	25.11
2015	P	113063	P	468846	ROGER YOUNG	15.00
2014	P	97235	P	468846	ROGER YOUNG	15.00
2013	P	87831	P	468846	ROGER YOUNG	80.07
2017	P	123933	P	468846	ROGER YOUNG	77.49
2018	P	211016	P	528074	JERRY CHRISTOPHER WILLIAMS	39.03
2012	P	87555	P	240409	JENNIFER LYNN FRENCH	37.03
2013	P	87021	P	240409	JENNIFER LYNN FRENCH	36.89
2014	P	96528	P	240409	JENNIFER LYNN FRENCH	42.47
2015	P	112415	P	240409	JENNIFER LYNN FRENCH	10.00
2012	P	87555	P	240409	JENNIFER LYNN FRENCH	15.00
2013	P	87021	P	240409	JENNIFER LYNN FRENCH	15.00
2014	P	96528	P	240409	JENNIFER LYNN FRENCH	15.00
2015	P	112415	P	240409	JENNIFER LYNN FRENCH	15.00
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.64
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	2.51
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.39
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.34
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.35
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.39
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.15
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	2.01
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.52
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.41
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.20
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.64
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	.95
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.23
2011	P	55845	P	50103	WILLIS UPHOLSTERY INC	1.3
2016	P	45514	P	32395	FRED MICHAEL WHITE	50.30
2018	P	201873	P	517204	WILLIAM JOSEPH III KENNEDY	6.57
2018	P	201873	P	517204	WILLIAM JOSEPH III KENNEDY	2.03
2018	P	212802	P	530228	JOHN L FUGATE	7.7
2018	P	212802	P	530228	JOHN L FUGATE	1.87
2017	P	110251	P	515047	EDWINA WILLIS	15.81
2017	P	110251	P	515047	EDWINA WILLIS	15.00
2018	P	199714	P	515047	EDWINA WILLIS	15.00
2018	P	199714	P	515047	EDWINA WILLIS	15.81
2017	P	123902	P	464874	JAMES CHRISTOPHER FORE	9.80
2018	P	200322	P	515763	JEFFERY MATSON	11.78
2017	P	111035	P	515763	JEFFERY MATSON	11.78
2017	P	123479	P	520550	JOHNNY EDWARD OSHALL	11.27
2018	P	210647	P	520550	JOHNNY EDWARD OSHALL	39.10
2018	P	210639	P	527686	BARBOURS FERRY SERVICE LLC	49.11
2018	P	210639	P	527686	BARBOURS FERRY SERVICE LLC	40.90
2017	P	123467	P	527686	BARBOURS FERRY SERVICE LLC	21.60
2017	P	123467	P	527686	BARBOURS FERRY SERVICE LLC	21.60

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Total Adjustment

Year	Rol Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2013	P	89310	P	499671	ANGELA BAKER WILLIAMS	11.26
2014	P	98536	P	499671	ANGELA BAKER WILLIAMS	11.51
2015	P	113063	P	499671	ANGELA BAKER WILLIAMS	15.00
2014	P	98536	P	499671	ANGELA BAKER WILLIAMS	15.00
2013	P	89310	P	499671	ANGELA BAKER WILLIAMS	15.00
2018	R	433806	P	42527	ELDRIDGE V ETUX LINDA PACE	15.72
2017	R	256513	P	42527	ELDRIDGE V ETUX LINDA PACE	17.53
2016	R	239552	P	42527	ELDRIDGE V ETUX LINDA PACE	19.34
2015	R	616207	P	42527	ELDRIDGE V ETUX LINDA PACE	35.34
2016	P	50290	P	519745	SHEILA M EASON	3.08
2017	P	115368	P	519745	SHEILA M EASON	4.80
2016	P	50189	P	519633	JOHNNY GRAIG EASON	4.08
2017	P	115275	P	519633	JOHNNY GRAIG EASON	6.34
2018	P	204109	P	519633	JOHNNY GRAIG EASON	6.34
2016	P	48982	P	518580	CRAIG EASON	23.10
2016	P	48982	P	518580	CRAIG EASON	23.10
2017	P	114203	P	518580	CRAIG EASON	92.98
2017	P	114203	P	518580	CRAIG EASON	16.49
2017	P	114203	P	518580	CRAIG EASON	16.50
2018	P	203182	P	518580	CRAIG EASON	8.86
2018	P	203182	P	518580	CRAIG EASON	15.66
2018	P	203182	P	518580	CRAIG EASON	15.67
2015	P	111031	P	36751	SUSAN S WHITE	10.41
2016	P	46912	P	36751	SUSAN S WHITE	10.26
2016	P	46912	P	36751	SUSAN S WHITE	9.35
2017	P	115539	P	54286	VIRGINIA A GARNER	32.64
2017	P	123242	P	413582	DAVID MARTIN GOODWIN	4.91
2018	P	210479	P	413582	DAVID MARTIN GOODWIN	5.13
2017	P	123785	P	413582	DAVID MARTIN GOODWIN	75.07
2017	P	123785	P	413582	DAVID MARTIN GOODWIN	37.12
2018	P	210865	P	413582	DAVID MARTIN GOODWIN	77.65
2018	P	210865	P	413582	DAVID MARTIN GOODWIN	38.39

FINAL TOTALS TOTAL 3,974.04

*** END OF REPORT ***

b. Tax Releases Over \$100

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RELEASE OVER 100.00

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Total Adjustment Comment

Name Id Number	Name	Total Adjustment	Comment
478999	SEA LEVEL INN HOMEOWNR ASS INC	110.04	SHOULD HAVE BEEN COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	103.09	SHOULD HAVE BEEN A COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	103.09	SHOULD HAVE BEEN A COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	114.68	SHOULD HAVE BEEN A COMMON AREA
478999	SEA LEVEL INN HOMEOWNR ASS INC	114.71	COUNTY PROPERTY/PER SARAH DAVIS
9563	JAMES C JR BROWN SWANSBORO	116.35	COUNTY PROPERTY/PER SARAH DAVIS
9563	JAMES C JR BROWN SWANSBORO	581.98	FAILED TO RECEIVE EXEMPTION
67035	TRAVIS PAUL SMITH CEDAR ISLAND		

FINAL TOTALS TOTAL 1,243.94

*** END OF REPORT ***

c. Tax Refunds Under \$100

03/01/20 01:30:00 Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo Reference
Refund				
ADAMS,CARLTON F JR	ETUX GERA 805 FAIRWAY DR 28.68 OVERPAYMENT CHECK 608177	CLAYTON	NC 27520	2259840 2019 R 5373.18.32.1172000
ALMANY,JEFFREY SCOTT	199 SALTY SHORES RD 30.57 PAID TWICE STURGIS	NEWPORT	NC 28570	0 2019 P 0031579
APPLEWHITE,JAMES W	ETUX MART 608 AUSTIN AVE 1.79 OVER PAYMENT CHECK 988	GARY	NC 27511	2260690 2019 R 5373.14.32.2904000
BLOMGREN,BRUCE V	3662 WINGFOOT DR 47.77 PAID TWICE/STURGIS	SOUTHPORT	NC 28461	0 2019 R 630418404909000
CARTER,MATTHEW STEPHEN	5201 WEBB CT. 30.24 BOAT SOLD 2018	MOREHEAD CITY	NC 28557	2261353 2019 P 0051153
CARTERET INTERLA MEDICINE	CA 212 PENNY LANE 32.27 OVERPAYMENT CHECK 2067	MOREHEAD CITY	NC 28557	2260461 2013 P 0009904
CHAPPELL,JESSE W ETAL	TRUSTE 704 HIGHWAY 58 15.00 S/W DOUBLE BILLED	SWANSBORO	NC 28584	2260645 2015 R 6316.04.80.4974000
CHASAK,ERWIN THOMAS JR	4521 MIDDLETOWN DRIVE 70.00 OVERPAYMENT CHECK 37071	WAKE FOREST	NC 27587	2261454 2018 R 6355.19.50.7830000
CLARKE,LEWIS	1701 GLEN EDEN DRIVE 44.33 OVERPAYMENT CHECK 0002113960	RALEIGH	NC 27612	2260531 2019 P 0537034
CLINE,TALFORD R ETUX SANDRA	290 FIRETOWER ROAD 1.07 OVER PAYMENT CHECK 0000985200	BEAUFORT	NC 28516	2260497 2018 R 7338.03.34.7870000
CORELOGIC TAX SERVICES LLC	3001 HACKBERRY ROAD 12.59 OVER PAYMENT CHECK 410328633	IRVING	TX 75063	2260839 2019 R 6378.04.71.8716000
CRANFORD,GEORGE ETAL ESTELL	2 BLUFF RIDGE COURT 90.47 OVERPAYMENT STURGIS	GREENSBORO	NC 274552296	2261563 2019 R 5373.18.41.9939307
DALTON FAMILY INVESTMENTS	LL 400 LEE ROAD 62.49 OVER PAYMENT CHECK 240116	CLAYTON	NC 27520	2261324 2019 R 6388.03.24.4066000
DANIELS,CALLIE G ETVIR LARRY	130 GOODWIN RIDGE ROAD 9.08 OVER PAYMENT CHECK 091063	CEDAR ISLAND	NC 28520	2261436 2019 R 8406.00.02.3171000
DANIELS,MICHAEL N	108 W.BAYSHORE LN PO BOX 600 2.91 OVER PAYMENT CHECK 8816	CEDAR ISLAND	NC 28520	2261394 2019 R 8406.04.52.6778000
DANIELS,MICHAEL N	108 W. BAYSHORE LN PO BOX 600 41.72 OVER PAYMENT CHECK 8817	CEDAR ISLAND	NC 28520	2261395 2019 R 8406.04.52.4876000
DAVIS,ANGELA W	1780 COUNTRY CLUB RD 2.93	MOREHEAD CITY	NC 28557	2261158 2018 R 6387.14.34.8405000
DAVIS,JOSHUA S	510 FONTANA DR 3.83 OVER PAYMENT CHECK 1118	CLAYTON	NC 27527	2261613 2019 P 0033487

03/01/20 01:30:00 Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo Reference
Refund				
EDMONDS,DAVID BRIAN	125 SILVER CREEK DR 9.70 SOLD BOAT PER BOS	SWANSBORO	NC 28584	2260650 2019 P 0050810
FARRUGIA,KAREN	PO BOX 1060 25.00 DRAFT ALREADY PAID OFF	BEAUFORT	NC 28516	0 R 7336.01.05.0576000
FENNELL,TODD W ETAL MONK TR	100 N MAIN STREET 5TH FLOOR 64.02 OVER PAYMENT CHECK 31421039	WINSTON SALEM	NC 27101	2260749 2019 R 6376.20.91.4484000
FREMAUX,FREDERICK ETUX PHYLL	113 TIDEWATER DRIVE 7.71 OVERPAYMENT CHECK 0099285848	NEWPORT	NC 28570	2259685 2019 R 6305.03.03.5269000
GERALD PELLETIER MD	413 HAYWOOD CREEK DR 3.28 OVER PAYMENT CHECK 1759	TRENT WOODS	NC 28562	2260894 2019 P 0045014
GILLIKIN,NORMA J	1043 CROW HILL RD 4.46 OVERPAYMENT CHECK 765177	BEAUFORT	NC 28516	2259500 2017 R 7326.02.87.5641000
GRIFFIS,DANIEL B III ETUX TI	3506 WALLINGFORD ROAD 46.50 OVER PAYMENT CHECK 240113	GREENVILLE	NC 27858	2261325 2019 R 6344.06.39.6563024
GUTHRIE,LETTIE ETAL JEREMY	1170 SALTER PATH RD PO BOX 161 2.58 OVERPAYMENT CHECK 5059	SALTER PATH	NC 28575	2259024 2019 R 7338.04.51.0653000
HANEY,JEANNE W	1680 CONCRETE WORKS RD 5.80 OVER PAYMENT CHECK 3079	WINSTON SALEM	NC 27107	2259773 2019 R 5384.11.76.1882000
HARWARD,CHRIS	3215 RIDGESTONE PK 42.98 OVERPAYMENT CHECK 0005309205	DURHAM	NC 27712	2261240 2019 P 0036436
INDUSTRIAL PARK LLC	848 N RAINBOW BLVD #5038 24.14 OVERPAYMENT STURGIS	LAS VEGAS	NV 89107	2260990 2015 R 6339.15.52.0779000
LAKEVIEW LOAN SERVICING LLC	PO BOX 8068 8.87 OVER PAYMENT CHECK 5004785686	VIRGINIA BEACH	VA 23450	2260842 2019 R 6348.06.39.1080000
LASSITER,CHASE	PO BOX 1850 1.79 PAID TWICE	ATLANTIC BEACH	NC 28512	0 2016 R 635704517515000
LASSITER,CHASE	PO BOX 1850 2.77 PAID TWICE	ATLANTIC BEACH	NC 28512	0 2019 R 635514442161000
LASSITER,CHASE	PO BOX 1850 2.26 PAID TWICE	ATLANTIC BEACH	NC 28512	0 2019 R 635514442212000
LASSITER,DENNIS	2029 TERRI CREEK DR 1.29 OVERPAYMENT CHECK 5439	FUQUAY VARINA	NC 27526	2259081 2019 P 0017724
LLOYD,KEITH	4708 COUNTRY CLUB DR N 5.36 OVER PAYMENT CHECK 2611	WILSON	NC 27896	2261604 2019 P 0043040
MAILLET,DONALD E ETUX JOANNE	90 RIDGWOOD LN APT 1 50.78 OVER PAYMENT CHECK 750	GARDNER	MA 01440	2261599 2019 R 8407.03.32.1459000

03/01/20 01:30:00		Refunds to be Issued by Finance Office - \$100.00 and Under				
Remit To:	Address	City	St	Zip Code	TransNo	Reference
	Refund					
MATARAZZO, GARY	71.12 127 SOMERVILLE ROAD OVERPAYMENT STURGIS	BEDMINSTER	NJ	07921	2259594	2019 R 7424.01.05.6905000
METTS, PATRICIA M	1.92 114 MISTYWOOD DR OVER PAYMENT CHECK 6820	FUQUAY VARINA	NC	27526	2261465	2009 R 5367.01.35.3173000
MILLER, THOMAS RYAN	3.50 733 N FORTY RD OVERPAYMENT STURGIS	MOREHEAD CITY	NC	28557	2260639	2019 P 0045613
MOSS, BENJAMIN	3.38 1303 HEALTH DR OVERPAYMENT CHECK # 3508	NEW BERN	NC	285604371	2259450	2018 R 5383.07.79.4332000
MYERS, FAYE	4.35 8186 LAMBS CREEK CHURCH OVER PAYMENT CHECK 955	KING GEORGE	VA	22485	2261575	2009 P 0008141
NIXON, RONNIE E ETUX SANDRA	8.89 126 LONGLEAF DR OVER PAYMENT CHECK 5762	NEWPORT	NC	28570	2259844	2019 R 5379.04.71.9603000
PAUL E SHIPTENKO FAMILY LT	34.05 499 PINEBROOKE LN SOLD CONDO/NO RENTAL	WESTERVILLE	OH	43082	2260644	2017 P 9067181
PELICAN'S ROOST OWNERS ASS	15.77 I PO BOX 5359 OVERPAYMENT CHECK 5671	EMERALD ISLE	NC	28594	2261280	2013 R 6385.16.72.9934000
PINER, BETTY LOU L/T	65.76 260 CHANNEL ROCK ROAD OVERPAYMENT CHECK 0006344865	BEAUFORT	NC	28516	2261874	2017 R 7368.01.19.6351000
FUGSLEY, ELIZABETH INEZ	4.54 2312 FISHER STREET OVER PAYMENT CHECK 419	MOREHEAD CITY	NC	28557	2259734	2018 R 6386.13.02.4528000
REID, PHILIP M	14.72 1756 MOOREFIELD RD OVERPAYMENT CHECK 1116	DANSBURY	NC	27016	2261351	2019 R 7425.03.13.4007000
RIMMER, DANIEL ETUX SUSAN	9.38 414 AUSTIN RD OVERPAYMENT CHECK # 1692	BEAUFORT	NC	28516	2259346	2019 R 7307.03.43.0521000
ROLLS, WALTER	11.29 PO BOX 704 OVER PAYMENT CHECK 1116	WAKE FOREST	NC	27588	2260248	2019 P 0534303
SMITH, BARBARA NEWCOMB	6.61 229 HICKORY SHORES DR OVER PAYMENT CHECK 9404	NEWPORT	NC	28570	2260763	2019 P 0038018
SOUTHLAND PROPERTIES INC OF	35.00 PO BOX 146 DRAFT ALREADY PAID OFF	BEAUFORT	NC	28516	0	R 7306.17.22.1282000
STANBACK, JOHN WILLIAM ETUX	64.77 M 736 FRANKLIN STREET OVER PAYMENT CHECK 7786669	CHAPEL HILL	NC	27514	2260757	2019 R 7346.19.52.6187000
SYKES, TANYA S ETAL TRUSTEES	60.17 3009 ROCK RIDGE PASS OVERPAYMENT CHECK 5279	MATTHEWS	NC	28104	2261488	2019 R 5373.15.63.4653000
TAYLOR, MARIAN H	20.41 PO BOX 898 OVER PAYMENT CHECK 0000880110	WAYNESVILLE	NC	28786	2260521	2019 R 7336.04.83.8811000

03/01/20 01:30:00		Refunds to be Issued by Finance Office - \$100.00 and Under				
Remit To:	Address	City	St	Zip Code	TransNo	Reference
	Refund					
THOMPSON, SHARON Y ETVIR L/T	13.25 133 MADISON BAY DRIVE OVER PAYMENT CHECK 613054	BEAUFORT	NC	28516	2260879	2019 R 6398.02.79.2471000
TUCKER, RICHARD LEE ETAL DILL	2.99 1908 SNOWY EGRET DRIVE OVER PAYMENT CHECK 3079	MOREHEAD CITY	NC	28557	2259882	2019 R 6387.18.32.8280000
U.S. DEPT OF AGRICULTURE	3.89 4300 GOODFELLOW BLVD BLDG 105E OVERPAYMENT CHECK 10569274	ST LOUIS	MO	63120	2259793	2019 R 6316.04.92.9403000
WEAR, CINDY MICHELE	1.41 113 QUEEN ANNES LN OVERPAYMENT CHECK 0000985319	BEAUFORT	NC	28516	2260523	2019 P 0532762
WILD, FREDERICK ERNEST	9.66 150 NORTH MAIN ST OVERPAYMENT CHECK 3516	ROCHESTER	VT	05767	2260211	2019 R 7306.16.82.5730000
WILKINS, SARAH CULLER	2.06 768 ROBERTS CHAPEL RD OVER PAYMENT CHECK 6157	STEM	NC	27581	2260092	2012 P 0017904
WILLIAMS, JERRY CHRISTOPHER	80.07 107 TRELLIS LANE PAYS TAX IN CRAVEN CO	VANCEBORO	NC	28586	2260654	2017 P 0048036
WILLIAMS, SCOTT J ETUX MARY	9.17 1306 N HERRITAGE ST OVER PAYMENT CHECK 8147	KINSTON	NC	28501	2259755	2016 R 6375.16.82.4569000
WRIGHT, JAMES E ETUX ANN	3.18 523 PAYETTEVILLE STREET OVERPAYMENT CHECK 3346	KNIGHTDALE	NC	27545	2259048	2013 R 7306.18.41.1044000
FINAL TOTALS	1,398.34					
TOTAL	1,398.34					
*** END OF REPORT ***						

d. Tax Refunds Over \$100

03/01/20 00:30:00		Refunds to be Issued by Finance Office - Over \$100.00					PAGE
Remit To:	Address	City	St	Zip Code	Reference		
	Refund						
ALLEN, GARRY L ETUX CYNTHIA L	100.15 114 WATERSEDGE DRIVE OVER PAYMENT CHECK 8686	NEWPORT	NC	28570	2019 R 6357.01.26.6722		
ATTORNEY DONNA J BOGGS PLLC	316.23 5276 HIGHWAY 24 OVER PAYMENT CHECH 2996	NEWPORT	NC	28570	2013 R 6336.04.54.0057		
FENNELL, TODD W ETAL MONK TR	135.15 100 N MAIN STREET 5TH FLOOR OVER PAYMENT CHECK 31421036	WINSTON SALEM	NC	27101	2019 R 6356.16.84.5243		
FREMAUX, FREDERICK ETUX PHILL	113.12 114 TIDEWATER DRIVE ALREADY PAID	NEWPORT	NC	28570	2019 R 630503035265000		
HAMILTON, WANDA SUE	164.12 ELDERLY 225 INGRAM RD EXEMPTION	BEAUFORT	NC	28516	2019 R 7482.17.20.2854		
QUIDLEY, MONICA ELMA ROBINSON	111.93 104 DARBY COURT OVER PAYMENT CHECK 5843	TAYLORS	SC	29687	2018 R 7316.09.05.7211		
SCHEU, GREG	237.55 621 PENDLETON LAKE ROAD ALREADY PD	RALEIGH	NC	27614	2016 P 0035695		
SOUND ESCAPE LLC	452.53 208 MEADOWS LANE OVERPAYMENT CHECK 1001	NEWPORT	NC	28570	2018 R 6304.18.42.0058		
STMCC LLC	165.00 4838 ARENDELL STREET S/W ADJUSTMENT	MOREHEAD CITY	NC	28557	2019 R 6377.20.90.6777		
TURNER, ROY W ETUX PATRICIA	146.05 200 CLEARWATER DR S/W ADJUSTMENT	NEWPORT	NC	28570	2019 R 6305.03.23.4556		
WENTWORTH CONSTRUCTION LLC	259.85 1029 AUGUSTA LANE OVERPAYMENT CHECK 6449	GREENVILLE	NC	27858	2019 R 6375.15.74.1075		
WICKIZER, ALAN T ETUX SHARON	180.26 373 GILLIKIN ROAD M/H PROCESSED AS REAL PROPERTY	BEAUFORT	NC	28516	2019 R 7337.01.29.4099		
WICKIZER, ALAN T ETUX SHARON	182.30 373 GILLIKIN ROAD M/H PROCESS AS REAL PROPERTY	BEAUFORT	NC	28516	2018 R 7337.01.29.4099		
WICKIZER, ALAN T ETUX SHARON	186.32 373 GILLIKIN ROAD M/H PROCESSED AS REAL PROPERTY	BEAUFORT	NC	28516	2017 R 7337.01.29.4099		
FINAL TOTALS	2,790.57						
TOTAL	2,790.57						
*** END OF REPORT ***							

e. Tax Collector's Monthly Report

Carteret County Tax Department

Appraisal: (252) 728-8485
 Personal Property: (252) 728-8535
 Business Personal: (252) 728-8483
 Collections: (252) 728-8525
 Mapping/GIS: (252) 728-8490



Sarah T. Davis
 Tax Administrator
 Tel: (252) 728-8535
 Fax: (252) 728-8588
 CC Payments Online or by Phone
www.carteretcountytax.com
 1-888-544-9433

Memorandum

To: Board of Commissioners
 Tommy Burns

From: Sarah Davis
 Tax Administrator

Re: BOC monthly collections report

Date: February 28, 2020

Attached is the monthly collection's report to the Board of Commissioners as required by North Carolina General Statute 105-350. No action is required by the Board. It is presented for information purposes only. The collection report shows the total levy, collection, and unpaid balance for each year of the past ten years, beginning with 2009 and coming forward to 2019. This report is presented each month in your agenda package. The total collections for the ten years are \$612,966,370.77. The unpaid balance outstanding for the 10 year period is \$8,608,682.63 including deferred taxes. The Tax Department will continue to pursue collection of unpaid taxes as authorized by North Carolina Statutes.

ACS TAX COLLECTION SYSTEM		BOC MONTHLY REPORT										CARTERET COUNTY									PAGE 1				
02/28/2020 11:28:16												TC650R													
Typ Bill	Year Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
					1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
**** Totals for Tax year		2009																							
# of Properties Processed		143,265																							
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		
Original Balances	54,948,168.22	51,809,907.51	2,372,968.00	193,267.34	.00	548,236.52	23,788.85																		
Total Adjustments	393,403.03-	184,865.65-	27,677.41-	193,267.34-	.00	.00	12,407.37																		
Total Collections	54,457,653.78	51,581,334.27	2,339,786.16	.00	.00	501,518.75	35,014.60																		
Unpaid Balances	97,111.41	43,707,359	5,504.43	.00	.00	46,717.77	1,181.62																		
**** Totals for Tax year		2010																							
# of Properties Processed		143,838																							
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		
Original Balances	55,563,824.91	52,424,638.58	2,351,053.00	229,599.63	.00	534,107.94	24,425.76																		
Total Adjustments	311,291.36-	70,401.07-	22,737.25-	227,888.51-	.00	.00	9,735.47																		
Total Collections	55,141,103.81	52,301,707.68	2,321,189.34	1,711.12	.00	483,365.93	33,129.74																		
Unpaid Balances	111,429.74	52,529.83	7,126.41	.00	.00	50,742.01	1,031.49																		
**** Totals for Tax year		2011																							
# of Properties Processed		144,282																							
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		
Original Balances	56,052,668.36	52,936,189.46	2,320,555.00	225,239.96	.00	545,591.35	25,092.59																		
Total Adjustments	375,113.76-	150,282.13-	14,200.73-	224,660.27-	.00	.00	14,029.37																		
Total Collections	55,423,537.97	52,654,049.48	2,295,074.17	579.69	.00	436,418.90	37,415.73																		
Unpaid Balances	254,016.63	131,857.85	11,280.10	.00	.00	109,172.45	1,706.23																		
**** Totals for Tax year		2012																							
# of Properties Processed		144,824																							
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		
Original Balances	55,145,510.54	51,997,993.51	2,359,242.00	218,866.12	.00	541,465.81	27,943.10																		
Total Adjustments	359,781.51-	116,987.59-	31,569.38-	217,258.56-	.00	.00	6,034.02																		
Total Collections	54,470,719.31	51,713,785.62	2,308,536.13	944.57	.00	415,781.34	31,671.65																		
Unpaid Balances	315,009.72	167,220.30	19,136.49	662.99	.00	125,684.47	2,305.47																		
**** Totals for Tax year		2013																							
# of Properties Processed		112,175																							
	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		
Original Balances	54,017,369.33	50,733,057.05	2,554,465.00	226,999.79	.00	478,997.41	23,850.08																		
Total Adjustments	124,055.88-	91,868.79-	31,852.86-	3,189.77-	.00	.00	2,855.54																		



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 3/2/2020 11:38:05 AM

Platys Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Refund Description	Refund Reason	Issue Date	Tax Jurisdiction	Tag	Change	Interest Change	Total Change		
AUGUST, EUGENE	AUGUST, EUGENE		232 TAYLORWOOD DR		BEAUFORT, NC 28516	Adjustment < \$100	0001989117	CM14329	Refund Generated due to adjustment on Bill #0001989117-2019-0000-00	Over Assessment	02/26/2020	9010 Tax (\$0.00) \$0.00 (\$0.00)	1159 Tax (\$8.83) \$0.00 (\$8.83)	46 Tax (\$1.15) \$0.00 (\$1.15)		Refund \$15.95	\$15.95	
BARROW, RICHARD DOWELL II	BARROW, RICHARD DOWELL II		106 KEY WEST LN		NEWPORT, NC 28570	Proration	000481112	DM22479	Refund Generated due to proration on Bill #000481112-2019-0000-00	Tag Surrender	02/25/2020	9010 Tax (\$0.00) \$0.00 (\$0.00)	31 Tax (\$0.08) \$0.00 (\$0.08)	48 Tax (\$0.08) \$0.00 (\$0.08)		Refund \$0.76	\$0.76	
BRAO, DAVID STEVEN	BRAO, DAVID STEVEN		180 NORRIS LANDING RD		PELETIER, NC 28584	Adjustment < \$100	0052010502	DA1430	Refund Generated due to adjustment on Bill #0052010502-2019-0000-00	Situs error	02/24/2020	9010 Tax \$0.00 \$0.00 (\$0.00)	1460 Tax (\$13.03) \$0.00 (\$13.03)	1823 Tax \$2.01 \$0.00 (\$2.01)	37 Tax \$2.19 \$0.00 (\$2.19)	19 Tax \$1.83 \$0.00 (\$1.83)	Refund \$7.00	\$7.00
BRUGGER, JOYCE PAMELA	BRUGGER, JOYCE PAMELA		1111 HEDRICK BLVD		MOREHEAD CITY, NC 28567	Proration	0001082951	Y2P6853	Refund Generated due to proration on Bill #0001082951-2019-0000-00	Tag Surrender	02/10/2020	9010 Tax (\$12.13) \$0.00 (\$12.13)	30 Tax (\$1.95) \$0.00 (\$1.95)	80 Tax (\$0.78) \$0.00 (\$0.78)		Refund \$14.87	\$14.87	
BUNDY, SAMUEL DAVID JR	BUNDY, SAMUEL DAVID JR		804 LANGFORD PL		RALEIGH, NC 27609	Proration	0020472465	ZYB4192	Refund Generated due to proration on Bill #0020472465-2019-0000-00	Tag Surrender	02/13/2020	9010 Tax (\$2.15) \$0.00 (\$2.15)	1353 Tax (\$1.37) \$0.00 (\$1.37)	63 Tax (\$0.42) \$0.00 (\$0.42)		Refund \$3.94	\$3.94	
CARPENTER, TIMOTHY JAMES II	CARPENTER, TIMOTHY JAMES II		219 BOGUE CARRIER CT		NEWPORT, NC 28570	Proration	0039760269	CSM5473	Refund Generated due to proration on Bill #0039760269-2019-0000-00	Tag Surrender	02/19/2020	9010 Tax (\$22.76) \$0.00 (\$22.76)	31 Tax (\$2.94) \$0.00 (\$2.94)	48 Tax (\$2.94) \$0.00 (\$2.94)		Refund \$28.64	\$28.64	
CARPENTER, TIMOTHY JAMES II	CARPENTER, TIMOTHY JAMES II		219 BOGUE CARRIER CT		NEWPORT, NC 28570	Proration	0045684832	PK11190	Refund Generated due to proration on Bill #0045684832-2019-0000-00	Tag Surrender	02/19/2020	9010 Tax (\$13.90) \$0.00 (\$13.90)	31 Tax (\$1.79) \$0.00 (\$1.79)	48 Tax (\$1.79) \$0.00 (\$1.79)		Refund \$17.48	\$17.48	
CHRISTMAN, SUSAN SCHIRM	CHRISTMAN, SUSAN SCHIRM	CHRISTMAN, WILLIAM ALBERT JR	150 LANDS END RD	APT A43	MOREHEAD CITY, NC 28557	Proration	0028773564	BJF7323	Refund Generated due to proration on Bill #0028773564-2019-0000-00	Vehicle Sold	02/12/2020	9010 Tax (\$44.83) \$0.00 (\$44.83)	1361 Tax (\$54.95) \$0.00 (\$54.95)		Refund \$99.78	\$99.78		
CIELINSKI, DAVID TODD	CIELINSKI, DAVID TODD		332 STARKE DR		ROANOKE RAPIDS, NC 27870	Adjustment < \$100	0051983401	BNW6289	Refund Generated due to adjustment on Bill #0051983401-2019-0000-00	Situs error	02/20/2020	9010 Tax \$0.00 \$0.00 (\$0.00)	1460 Tax (\$10.30) \$0.00 (\$10.30)	41 Tax \$2.62 \$0.00 (\$2.62)		Refund \$7.77	\$7.77	
COLE, DAVID EDWARD	COLE, DAVID EDWARD		106 VELLINES AVE		NEWPORT, NC 28570	Proration	0050867658	PKS9819	Refund Generated due to proration on Bill #0050867658-2019-0000-00	Tag Surrender	02/24/2020	9010 Tax (\$2.38) \$0.00 (\$2.38)	32 Tax (\$0.52) \$0.00 (\$0.52)		Refund \$2.90	\$2.90		



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 3/2/2020 11:38:05 AM

Platys Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Refund Description	Refund Reason	Issue Date	Tax Jurisdiction	Tag	Change	Interest Change	Total Change		
CONNOR, MELYNIE BROWN	CONNOR, MELYNIE BROWN		PO BOX 2119		ATLANTIC BCH, NC 28512	Proration	0038475397	SZA4421	Refund Generated due to proration on Bill #0038475397-2019-0000-00	Vehicle Sold	02/10/2020	9010 Tax (\$33.57) \$0.00 (\$33.57)	1352 Tax (\$19.54) \$0.00 (\$19.54)		Refund \$53.21	\$53.21		
CORNETT, JOHN MORRIS	CORNETT, JOHN MORRIS		PO BOX 1067		NEWPORT, NC 28570	Proration	0037934580	BDZ8054	Refund Generated due to proration on Bill #0037934580-2019-0000-00	Tag Surrender	02/10/2020	9010 Tax (\$28.39) \$0.00 (\$28.39)	35 Tax (\$8.25) \$0.00 (\$8.25)		Refund \$36.64	\$36.64		
CULPEPPER, NORMAN GARRY	CULPEPPER, NORMAN GARRY		3347 MILL CREEK RD		NEWPORT, NC 28570	Adjustment < \$100	0051859217	CL78774	Refund Generated due to adjustment on Bill #0051859217-2019-0000-00	Over Assessment	02/10/2020	9010 Tax (\$45.76) \$0.00 (\$45.76)	28 Tax (\$8.11) \$0.00 (\$8.11)	39 Tax (\$11.81) \$0.00 (\$11.81)	78 Tax (\$8.11) \$0.00 (\$8.11)	Refund \$73.79	\$73.79	
DIXON, JOHN BRYANT V	DIXON, JOHN BRYANT V	DIXON, DEBRA ANN	125 BRICKHOUSE LN		BEAUFORT, NC 28516	Proration	0020325357	CE30234	Refund Generated due to proration on Bill #0020325357-2019-0000-00	Tag Surrender	02/18/2020	9010 Tax (\$0.20) \$0.00 (\$0.20)	27 Tax (\$0.05) \$0.00 (\$0.05)	17 Tax (\$0.04) \$0.00 (\$0.04)		Refund \$0.29	\$0.29	
EHRLER, KIMBERLY MICHELLE MANN	EHRLER, KIMBERLY MICHELLE MANN		310 APPALOOSA CT		SWANSBORO, NC 28584	Proration	0048755456	TAV7088	Refund Generated due to proration on Bill #0048755456-2019-0000-00	Tag Surrender	02/25/2020	9010 Tax (\$5.70) \$0.00 (\$5.70)	40 Tax (\$1.84) \$0.00 (\$1.84)	19 Tax (\$0.92) \$0.00 (\$0.92)		Refund \$8.46	\$8.46	
ELLIOTT, DAVID DENVER	ELLIOTT, DAVID DENVER	ELLIOTT, KAREN TAYLOR	301 DEER TRL		EMERALD ISLE, NC 28584	Proration	0027923906	PTW9338	Refund Generated due to proration on Bill #0027923906-2019-0000-00	Tag Surrender	02/20/2020	9010 Tax (\$8.07) \$0.00 (\$8.07)	1556 Tax (\$3.03) \$0.00 (\$3.03)		Refund \$9.10	\$9.10		
GAESSER, CLAYTON DAVID THOMAS	GAESSER, CLAYTON DAVID THOMAS	GAESSER, KEITH H	130 ANDREW CIR		PELETIER, NC 28584	Adjustment < \$100	0051815010	TBK1765	Refund Generated due to adjustment on Bill #0051815010-2019-0000-00	Situs error	02/05/2020	9010 Tax \$0.00 \$0.00 (\$0.00)	1450 Tax (\$31.49) \$0.00 (\$31.49)	1523 Tax \$4.65 \$0.00 (\$4.65)	37 Tax \$5.29 \$0.00 (\$5.29)	19 Tax \$4.41 \$0.00 (\$4.41)	Refund \$16.94	\$16.94
GORDON, JANE ALETHIA	GORDON, JANE ALETHIA		241 RUDOLPH DR		BEAUFORT, NC 28516	Adjustment < \$100	0051784380	FLS5925	Refund Generated due to adjustment on Bill #0051784380-2019-0000-00	Over Assessment	02/21/2020	9010 Tax (\$5.21) \$0.00 (\$5.21)	42 Tax (\$1.05) \$0.00 (\$1.05)	46 Tax (\$1.01) \$0.00 (\$1.01)	75 Tax (\$0.93) \$0.00 (\$0.93)	Refund \$8.20	\$8.20	
HARDIN, BETTY ELAINE	HARDIN, BETTY ELAINE		334 SHORESIDE DR		SWANSBORO, NC 28584	Proration	0041768669	EM11841	Refund Generated due to proration on Bill #0041768669-2019-0000-00	Tag Surrender	02/07/2020	9010 Tax (\$18.39) \$0.00 (\$18.39)	37 Tax (\$3.56) \$0.00 (\$3.56)	19 Tax (\$2.97) \$0.00 (\$2.97)		Refund \$24.92	\$24.92	
HARKLEY, ERIN GRAY MITCHELL	HARKLEY, ERIN GRAY MITCHELL		127 CEDARWOOD		HAVELOCK, NC 28532	Proration	0045832037	FKT8505	Refund Generated due to proration on Bill #0045832037-2019-0000-00	Tag Surrender	02/28/2020	9010 Tax (\$64.78) \$0.00 (\$64.78)	30 Tax (\$10.45) \$0.00 (\$10.45)	50 Tax (\$4.18) \$0.00 (\$4.18)		Refund \$79.41	\$79.41	



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 3/2/2020 11:38:05 AM

OWNER	ADDRESS	CITY	STATE	ZIP	PLAT	REGISTRATION	SALES TAX	REFUND TYPE	DATE	AMOUNT	TAX	REFUND	TOTAL
CREECH II	CREECH II												
SHREVE, LEE PORTER JR	111 SANDPIPER DR	NEWPORT, NC	28570		Proration	0018800729	0565BR	Refund Generated due to proration on Bill #0018800726-2019-2019-0000-00	Tag Surrender	02/06/2020	37 Tax (\$0.40)	\$0.00	(\$0.40)
											19 Tax (\$0.33)	\$0.00	(\$0.33)
													Refund \$2.60
													\$2.60
SOUTHERLAND, MARGARET RENEE	180 JUNIUS DR	NEWPORT, NC	28570		Proration	0048949545	JP7063	Refund Generated due to proration on Bill #0048949545-2019-2019-0000-00	Tag Surrender	02/11/2020	9010 Tax (\$2.78)	\$0.00	(\$2.78)
											31 Tax (\$3.72)	\$0.00	(\$3.72)
											48 Tax (\$3.72)	\$0.00	(\$3.72)
													Refund \$36.27
													\$36.27
SOUTHERLAND, WARREN CARLTON	160 JUNIUS DR	NEWPORT, NC	28570		Proration	0041419099	DMZ2273	Refund Generated due to proration on Bill #0041419099-2019-2019-0000-00	Tag Surrender	02/11/2020	9010 Tax (\$0.62)	\$0.00	(\$0.62)
											31 Tax (\$0.08)	\$0.00	(\$0.08)
											48 Tax (\$0.08)	\$0.00	(\$0.08)
													Refund \$0.76
													\$0.76
STEGALL, KEITH MONTGOMERY	509 QUALWOOD CT	CAPE CARTERET, NC	28554		Proration	0044310977	FEY8580	Refund Generated due to proration on Bill #004466281-2019-2019-0000-00	Tag Surrender	02/24/2020	9010 Tax (\$74.08)	\$0.00	(\$74.08)
											1561 Tax (\$14.94)	\$0.00	(\$14.94)
											37 Tax (\$14.34)	\$0.00	(\$14.34)
											19 Tax (\$11.95)	\$0.00	(\$11.95)
													Refund \$115.31
													\$115.31
STEGALL, KEITH MONTGOMERY	509 QUALWOOD CT	CAPE CARTERET, NC	28554		Proration	004466281	CK79483	Refund Generated due to proration on Bill #004466281-2019-2019-0000-00	Tag Surrender	02/24/2020	9010 Tax (\$119.74)	(\$5.59)	(\$125.73)
											1567 Tax (\$82.08)	(\$4.10)	(\$86.18)
											1567 Vehicle \$0.00	\$0.00	\$0.00
											37 Tax (\$23.17)	(\$1.16)	(\$24.33)
											19 Tax (\$18.31)	(\$0.97)	(\$19.28)
													Refund \$256.52
													\$256.52
STONE, JON THOMAS	7020 OCEAN DR	EMERALD ISLE, NC	28594		Proration	0032925527	YPW2764	Refund Generated due to proration on Bill #0032925527-2019-2019-0000-00	Tag Surrender	02/11/2020	9010 Tax (\$36.67)	\$0.00	(\$36.67)
											1566 Tax (\$18.33)	\$0.00	(\$18.33)
													Refund \$58.00
													\$58.00
THOMASSON, GREGORY BERTRAM	1901 EVANS ST	MOREHEAD CITY, NC	28557		Proration	0043504133	CAKS161	Refund Generated due to proration on Bill #0043504133-2019-2019-0000-00	Tag Surrender	02/28/2020	9010 Tax (\$34.70)	\$0.00	(\$34.70)
											1261 Tax (\$42.53)	\$0.00	(\$42.53)
													Refund \$77.23
													\$77.23
THORNE, LORETTA ANN	3316A WHITLOCK DR	WILSON, NC	27896		Adjustment	0051994689	PJ88645	Refund Generated due to adjustment on Bill #0051994689-2019-2019-0000-00	Situs error	02/20/2020	9010 Tax \$0.00	\$0.00	\$0.00
											1460 Tax (\$29.02)	\$0.00	(\$29.02)
											1523 Tax \$4.47	\$0.00	\$4.47
											37 Tax \$4.88	\$0.00	\$4.88
											19 Tax \$4.07	\$0.00	\$4.07
													Refund \$15.60
													\$15.60
TRIPP, TONY BURTON	5899 MANTE DR	ORFONTO, NC	28539		Proration	0050662244	FKT3067	Refund Generated due to proration on Bill #0050662244-2019-2019-0000-00	Vehicle Sold	02/14/2020	9010 Tax (\$43.15)	\$0.00	(\$43.15)
											1364 Tax (\$35.50)	\$0.00	(\$35.50)
											99 Tax (\$1.39)	\$0.00	(\$1.39)
													Refund \$80.04
													\$80.04



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 3/2/2020 11:38:05 AM

OWNER	ADDRESS	CITY	STATE	ZIP	PLAT	REGISTRATION	SALES TAX	REFUND TYPE	DATE	AMOUNT	TAX	REFUND	TOTAL
TURNAGE CORP.	PO BOX 1677	MOREHEAD CITY, NC	28557		Proration	002297721	DAC5299	Refund Generated due to proration on Bill #002297721-2019-2019-0000-00	Vehicle Sold	02/07/2020	9010 Tax (\$20.50)	\$0.00	(\$20.50)
											1351 Tax (\$25.13)	\$0.00	(\$25.13)
													Refund \$45.63
													\$45.63
VASGAR, THOMAS EARL	428 NINE FOOT RD	NEWPORT, NC	28570		Proration	0051383471	SA2473	Refund Generated due to proration on Bill #0051383471-2019-2019-0000-00	Tag Surrender	02/26/2020	9010 Tax (\$70.68)	\$0.00	(\$70.68)
											35 Tax (\$0.52)	\$0.00	(\$0.52)
													Refund \$91.20
													\$91.20
WARNER LANDSCAPES INC	160 JUNIUS DR	NEWPORT, NC	28570		Proration	0036284602	HR1419	Refund Generated due to proration on Bill #0036284602-2019-2019-0000-00	Tag Surrender	02/11/2020	9010 Tax (\$2.06)	\$0.00	(\$2.06)
											31 Tax (\$0.26)	\$0.00	(\$0.26)
											48 Tax (\$0.26)	\$0.00	(\$0.26)
													Refund \$2.58
													\$2.58
WARNER LANDSCAPES INC	160 JUNIUS DR	NEWPORT, NC	28570		Proration	0018781987	MRENEE	Refund Generated due to proration on Bill #0018781987-2019-2019-0000-00	Tag Surrender	02/12/2020	9010 Tax (\$10.81)	\$0.00	(\$10.81)
											31 Tax (\$1.39)	\$0.00	(\$1.39)
											48 Tax (\$1.39)	\$0.00	(\$1.39)
													Refund \$12.58
													\$12.58
WARNER LANDSCAPES INC	180 JUNIUS DR	NEWPORT, NC	28570		Proration	0037592930	CHASEN	Refund Generated due to proration on Bill #0037592930-2019-2019-0000-00	Tag Surrender	02/12/2020	9010 Tax (\$6.22)	\$0.00	(\$6.22)
											31 Tax (\$0.80)	\$0.00	(\$0.80)
											48 Tax (\$0.80)	\$0.00	(\$0.80)
													Refund \$7.82
													\$7.82
WARREN, ARETTA EUNNICE	5306 BINNACLE DR APT 511	SWANSBORO, NC	28584		Proration	0045982278	HD4773E	Refund Generated due to proration on Bill #0045982278-2019-2019-0000-00	Tag Surrender	02/08/2020	9010 Tax (\$8.28)	\$0.00	(\$8.28)
											1557 Tax (\$5.67)	\$0.00	(\$5.67)
											1557 Vehicle \$0.00	\$0.00	\$0.00
											37 Tax (\$1.60)	\$0.00	(\$1.60)
											19 Tax (\$1.33)	\$0.00	(\$1.33)
													Refund \$16.88
													\$16.88
WHITAKER, BARBARA ANN	104 MIAMOSA BLVD	PINE KNOLL SHORES, NC	28132		Proration	0046494804	FLS5453	Refund Generated due to proration on Bill #0046494804-2019-2019-0000-00	Tag Surrender	02/03/2020	9010 Tax (\$12.70)	\$0.00	(\$12.70)
											1353 Tax (\$8.08)	\$0.00	(\$8.08)
											94 Tax (\$0.66)	\$0.00	(\$0.66)
													Refund \$21.44
													\$21.44
WIEDNER, LISA MILLIS	493 MASONTOWN RD	NEWPORT, NC	28570		Proration	0050778189	TAV9195	Refund Generated due to proration on Bill #0050778189-2019-2019-0000-00	Tag Surrender	02/26/2020	9010 Tax (\$18.97)	\$0.00	(\$18.97)
											35 Tax (\$5.50)	\$0.00	(\$5.50)
													Refund \$24.47
													\$24.47
WILLIS, SAMANTHA RENEE	320 HOWARD BLVD	NEWPORT, NC	28570		Proration	0048713576	HAIJ8078	Refund Generated due to proration on Bill #0048713576-2019-2019-0000-00	Tag Surrender	02/05/2020	9010 Tax (\$5.12)	\$0.00	(\$5.12)
											1460 Tax (\$5.19)	\$0.00	(\$5.19)
													Refund \$11.31
													\$11.31
													Refund Total \$2209.94

3. Approval to Accept Grant Funding from the State of North Carolina to Enhance Internet & Cellular Capabilities and Approval of Corresponding Budget Amendment: \$11,136

COUNTY OF CARTERET
DEPARTMENT OF EMERGENCY SERVICES

Stephen Rea
Emergency Services Director



Office 252-222-5841
Mobile 252-241-1630
stephen.rea@carteretcountync.gov

To: Tommy Burns, County Manager
From: Stephen Rea
Date: Thursday, February 13, 2020
Subj: Request for acceptance of grant funding from State of North Carolina and subsequent release of funding to Emergency Services

Carteret County Communications and Emergency Management recognized a need for enhanced internet and cellular capabilities in the event of a large scale service degradation. Based on this recognition, Carteret Emergency Communications requested consideration for DPR (Domestic Preparedness Region) funding to support the purchase of a Plum Case, otherwise known as a multi-vendor cradle point router device.

This device will allow access to multiple wireless vendors services in order to sustain internet and wireless connectivity in the event of a single or multiple carrier outage.

Carteret County was notified of their selection to receive the grant money in late January of 2020 via MOA from the State of North Carolina. This is a no match grant from the State, with the state reimbursing Carteret County for the full purchase price of the Plum Case as soon as procurement has been completed.

The total purchase price of the Plum case and associated accessories is \$11,135.71. Carteret County has been advised that the State will award the County funds in this same amount should this be approved.

Copies of the MOA and equipment quotes are attached.

Thank you,
Stephen Rea
Emergency Services Director
Carteret County

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference.
A full copy will be retained in the County Manager's Office.*

4. Approval to Execute Permit from the North Carolina Department of Environmental Quality & Coastal Resources Commission in Support of the Wainwright Slough Dredging Project

Shore Protection Manager

Greg L. Rudolph
Tel: (252) 222.5835
Fax: (252) 222.5826
grudolph@carteretcountync.gov



Memorandum

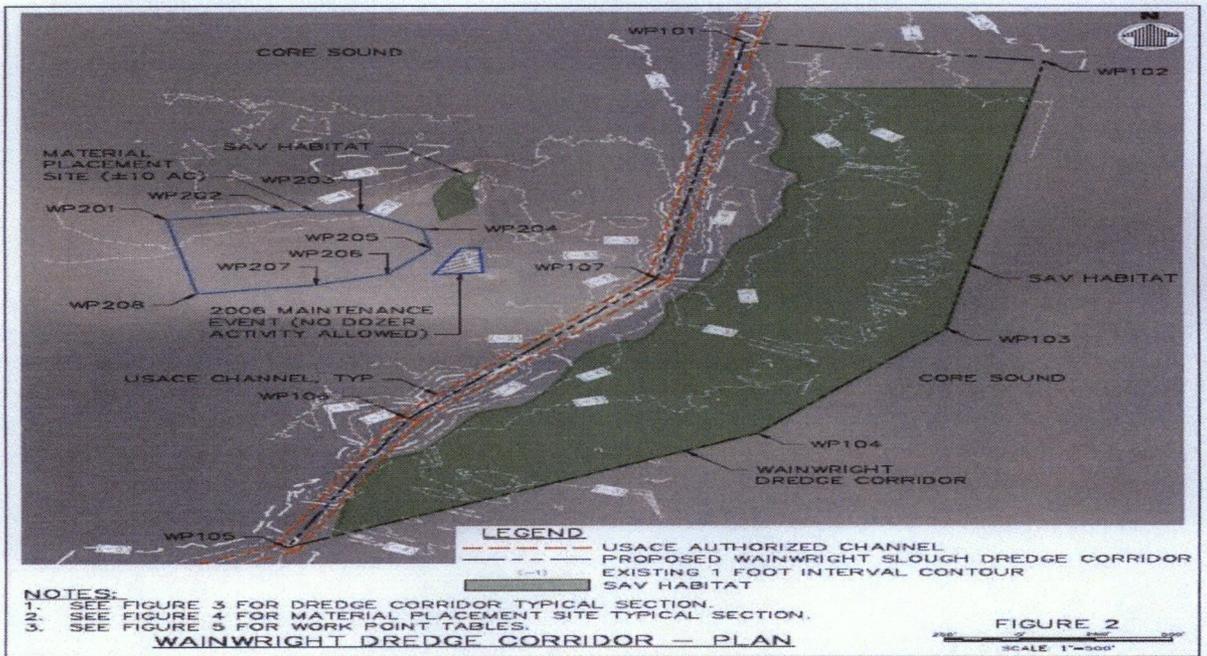
To: Carteret County Board of Commissioners (CBOC)
From: Greg "rudi" Rudolph
Date: March 16, 2020
Re: **Wainwright Slough - Approval to Execute Permit from the North Carolina Department of Environmental Quality & Coastal Resources Commission**

The CBOC is respectfully requested to approve the attached Major Modification to CAMA Permit #29-17 associated with our efforts at the Wainwright Slough Navigation Channel.

The CBOC is aware of our 2017 dredging project at Wainwright Slough when for the sake of expediency; we were required stay within the U.S. Army Corps of Engineers authorized fixed-channel alignment. This provision prevented us from "following the deep water", which would have resulted in less dredging material excavated from the channel and would have kept the channel further away from the disposal site - Wainwright Island. The closer the channel is to the disposal site, the more likely any material eroding from the Island will find its way to shoal the channel. Thus as a proactive measure, in 2018 we started pursuing the concept of a dredging corridor whereby we could follow the deep water the next time channel depths reached unsafe levels. As a visual aid, the attached figure immediately below provides a depiction of both the fixed channel (red hashed line) and the dredging corridor (black hashed line). Of course this required significant federal and State regulatory coordination, and I'm pleased to report the final approval has been codified as a major modification to our existing permit (CAMA Permit #29-17), which requires the CBOC's approval and execution as attached.

Please note the CBOC is just being requested to approve the permit - any determinations related to actual dredging can be made at a later date (note: permit expires on December 31, 2022). This is a similar approach we have taken at Atlantic Harbor, East Taylors Creek, and the Old Ferry Channel - i.e., secure the permits first and prioritize construction later. We have also been utilizing the State's Shallow Draft Navigation Channel Dredging & Aquatic Weed Fund ("Shallow Draft Fund") in a similar manner - secure a 2/3 reimbursement grant for the permitting phase, and subsequently secure a separate 2/3 reimbursement grant for construction. For the Wainwright Slough permitting initiative, our NCDEQ Grant Contract is #7447 and includes a maximum total cost of \$235,454 (\$156,969 State and \$78,485 County). However, our actual cost is going to be closer to \$150,000 total, or \$100,000 State and \$50,000 County.

Thank you for considering this approval request and I'll be glad to answer any questions the CBOC may have either at your March 16th meeting or in the interim leading up to this date - please don't hesitate to call or email if needed in this latter regard.



Shore Protection Office • P.O. Box 4297 • Emerald Isle, North Carolina 28594
www.protectthebeach.com



NORTH CAROLINA
Environmental Quality

ROY COOPER
Governor
MICHAEL S. REGAN
Secretary
BRAXTON C. DAVIS
Director

February 7, 2020

Carteret County Board of Commissioners
302 Courthouse Square
Beaufort NC 28516

The enclosed permit constitutes authorization under the Coastal Area Management Act, and where applicable, the State Dredge and Fill Law, for you to proceed with your project proposal. The original (buff-colored form) is retained by you and it must be available on site when the project is inspected for compliance. Please sign both the original and the copy and return the copy to this office in the enclosed envelope. Signing the permit and proceeding means you have waived your right of appeal described below.

If you object to the permit or any of the conditions, you may request a hearing pursuant to NCGS 113A-121.1 or 113-229. Your petition for a hearing must be filed in accordance with NCGS Chapter 150B with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27611-6714, (919) 733-2698 within twenty (20) days of this decision on your permit. You should also be aware that another qualified party may submit an objection to the issuance of this permit within twenty (20) days.

The project plan is subject to those conditions appearing on the permit form. Otherwise, all work must be carried out in accordance with your application. Modifications, time extensions, and future maintenance requires additional approval. Please read your permit carefully prior to starting work and review all project plans, as approved. If you are having the work done by a contractor, it would be to your benefit to be sure that he fully understands all permit requirements.

From time to time, Department personnel will visit the project site. To facilitate this review, we request that you complete and mail the enclosed Notice Card just prior to work initiation. However, if questions arise concerning permit conditions, environmental safeguards, or problem areas, you may contact Department personnel at any time for assistance. By working in accordance with the permit, you will be helping to protect our vitally important coastal resources.

Sincerely,


Jonathan Howell
Major Permits Coordinator
N.C. Division of Coastal Management

Enclosure



North Carolina Department of Environmental Quality | Division of Coastal Management
Morehead City Office | 400 Commerce Avenue | Morehead City, North Carolina 28557
252.808.2808

Permit Class
MODIFICATION/MAJOR

Permit Number
29-17

STATE OF NORTH CAROLINA
Department of Environmental Quality
and
Coastal Resources Commission

Permit

for

Major Development in an Area of Environmental Concern
pursuant to NCGS 113A-118

Excavation and/or filling pursuant to NCGS 113-229

Issued to Carteret County Board of Commissioners, 302 Courthouse Square, Beaufort, NC 28516

Authorizing development in Carteret County Wainwright Slough, at conflux of Pamlico and Core Sounds, as requested in the permittee's application dated 6/20/19 (MP-1) and 9/16/19 (MP-2), including the attached workplan drawings (5) Figures 1-5 all dated "Received MP Section MHD 10/2/19".

This permit, issued on February 7, 2020, is subject to compliance with the application (where consistent with the permit), all applicable regulations, special conditions and notes set forth below. Any violation of these terms may be subject to fines, imprisonment or civil action; or may cause the permit to be null and void.

Channel Realignment

- 1) In order to protect juvenile finfish resources and seasonal migrations of fish and protected species (i.e. sturgeon and sea turtles), no excavation or filling activities shall be permitted between April 1 and November 15 of any year without prior approval from the Division of Coastal Management and the U.S. Army Corps of Engineers, in consultation with appropriate resource agencies.
- 2) The excavation footprint shall be located entirely within the "dredge corridor", as depicted on the attached workplan titled "Figure 2 Wainwright Dredge Corridor - Plan".
- 3) Excavation shall not exceed -9' MLLW (excavation depth of -7 MLLW with a 2' overdredge allowance).

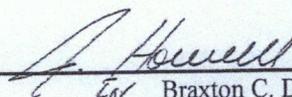
(See attached sheet for additional conditions)

This permit action may be appealed by the permittee or other qualified persons within twenty (20) days of the issuing date.

Signed by the authority of the Secretary of DEQ and the Chair of the Coastal Resources Commission.

This permit must be accessible on-site to Department personnel when the project is inspected for compliance.

Any maintenance work or project modification not covered hereunder requires further Division approval.


For Braxton C. Davis, Director
Division of Coastal Management

All work must cease when the permit expires on

This permit and its conditions are hereby accepted.

December 31, 2022

In issuing this permit, the State of North Carolina agrees that your project is consistent with the North Carolina Coastal Management Program.

Signature of Permittee

ADDITIONAL CONDITIONS

- 4) This major modification was issued based upon at determination that while the area to be excavated is immediately adjacent to areas containing actively growing submerged aquatic vegetation (SAV) beds, the area of proposed excavation would not directly impact actively growing SAV beds. During all authorized excavation events, the permittee shall implement all available precautions to ensure that damage to SAV beds does not occur. The permittee is further advised that Rules of the Coastal Resources Commission prohibit new dredging within SAV beds.

USACE Conditions

- 5) Best management practices identified as field marking the existing SAV population, wetland grasses, oyster reefs and any shell bottom locations at low-tide shall be implemented in order to prevent construction and dredging equipment from negatively impacting those resources.
- 6) Monitor all in-water line and materials regularly to ensure nothing has become entangled.
- 7) If lines or cables are used (e.g., to mark floating buoys or for turbidity curtains), in-water lines (rope, chain, and cable) must be stiff, taut, and non-looping. Examples of such lines are heavy metal chains or heavy cables that do not readily loop and tangle. Flexible in-water lines, such as nylon rope or any lines that could loop or tangle, must be enclosed in a plastic or rubber sleeve/tube to add rigidity and to prevent the line from looping or tangling. In all instances, no excess line is allowed in the water.
- 8) Cables or lines with loops used to move pipes will not be left in the water unattended.
- 9) Turbidity curtains will be used during dredging. Turbidity curtains will be made of material in which listed species cannot become entangled (i.e. reinforced impermeable polycarbonate vinyl fabric (PVC)), and shall be monitored to ensure listed species are not entangled or trapped in the action area. Turbidity curtains will be removed promptly when the work is complete and the water quality in the action area has returned to background conditions.

Bird Nesting Restoration

- 10) Unless specifically altered herein, the in-water disposal of dredge materials for the creation of bird nesting and foraging habitat shall be conducted in accordance with the attached permit drawings, and in a manner consistent with the procedures described in the attached project narrative dated "Revised October 2019".
- 11) This permit does not authorize the fill of any coastal wetlands.

General

- 12) This permit shall not be assigned, transferred, sold, or otherwise disposed of to a third party without the written approval of the Division of Coastal Management.

ADDITIONAL CONDITIONS

- 13) In order to satisfy concerns of the resource agencies and ensure compliance with the conditions of this Permit, and in order to ensure that each proposed excavation event follows the limits of the natural deep water channel, the permittee and his contractor shall schedule a pre-construction conference with the Division of Coastal Management, the U.S. Army Corps of Engineers, the National Marine Fisheries Service, the N.C. Wildlife Resources Commission, N.C. Division of Marine Fisheries and N.C. Division of Water Resources at least 30 days prior to the initiation of any dredging or mobilization activities. In order to facilitate these discussions a complete set of project plans including an updated SAV survey with current bathymetry and proposed channel alignment shall be provided to all listed agencies at the time of each request for a pre-construction conference.
- 14) This Major Modification shall be attached to the original Permit No. 29-17, which was issued to the permittee on 2/23/17, and copies of both documents must be readily available on site when Division personnel inspect the project for compliance.
- 15) All conditions and stipulations of the active permit remain in force, under this Major Modification, unless specifically altered herein.

NOTE: The U.S. Army Corps of Engineers assigned the proposed project COE Action Id. No. SAW-2016-01676 reissued 2/6/20.

NOTE: The Division of Water Resources assigned the proposed project DWR Project No. 2019-1032.

NOTE: A major modification application processing fee of \$250 was received by DCM for this project

5. Approval of the Release of SRO Contingency Funding to Morehead City & Approval of Corresponding Budget Amendment: \$32,100

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: March 16, 2020
Subject: SRO Funding Match Budget Amendment

Attached for your consideration is a \$32,100 budget amendment releasing SRO contingency funding to Morehead City. As you recall, the Commissioners funded SRO matches in contingency waiting for SRO State grants awards. Morehead City received one state grant; however, the Town hired three SROs for the three schools in town limits. The County set aside funding for a portion of two SROs positions. The Town is requesting the County release its matching funds for the two positions. Attached is an email from the Morehead City Town Manager and the necessary budget amendment to release the funds.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Non Departmental

Date: 3/16/2020

Justification: Transfer Town of Morehead City SRO contingency funds to department

Fund	Description	Account Number	Increase	Decrease
General Fund	Expenditures			
	SRO (MHC)	110.50.5200.69909	32,100	
	SRO Contingency (MHC)	110.99.9900.90020		32,100
Total Increase Expenditures				

Approval Chairman, Board of Commissioners _____

Date: _____

From: Ryan Eggleston
To: Dee Meshaw; Tommy Burns
Cc: Jason Leister
Subject: Re: SRO Funding FY20
Date: Tuesday, February 11, 2020 9:41:31 PM
Attachments: #326202-000
#326203-000
#326204-000

Hi Tommy and Dee:

I just wanted to follow up on the note below. With the fact that only one grant was given to the whole county, and as the County has graciously agreed to allow that to go to Morehead, can you please confirm that the \$16,050 County match for the one grant received from the state will be released by the County? Secondly, is there an opportunity to ask the County for release of the second officer County match as referenced below even though we did not receive the additional grant funding?

Sincerely,

Ryan

Ryan T. Eggleston, ICMA-CM
City Manager
Town of Morehead City
252.726.6848 ext. 110
www.moreheadcitync.org



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DISCLAIMER: Pursuant to the Freedom of Information-Privacy Act (FOIPA) and North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time.

From: Dee Meshaw <deem@carteretcountync.gov>
Date: Monday, June 24, 2019 at 9:22 AM
To: Ryan Eggleston <Ryan.Eggleston@moreheadcitync.org>
Cc: Finance Lasater <Jewel.Lasater@moreheadcitync.org>
Subject: SRO Funding FY20

Good morning Ryan and Jewel,

I hope you had a good weekend. Monday, June 17, the Board of Commissioners adopted it FY20 budget. The budget includes 2 SRO position matching funds. The Board funded \$16,050 for each position, and release of the funding is contingent upon the State funding the SRO grants. In addition, the Board approved the same funding for the Webb Library, \$53,075. Please let me know if you need any additional information.

Thanks
Dee

Dee Meshaw, CPA
Assistant County Manager
Carteret County Finance Department
302 Courthouse Square
Beaufort, NC 28516

252-728-8410
deem@carteretcountync.gov

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6. Approval to Reclassify the Environmental Health Specialist Intern to a Registered Environmental Health Specialist "In-Work Against Certification Status"

CARTERET COUNTY HUMAN RESOURCES DEPARTMENT

Jaime Long
Director of Human Resources



Tel: (252) 728-8454
Fax: (252) 728-5845
jaime.long@carteretcountync.gov

MEMORANDUM

TO: Board of Commissioners
FROM: Jaime Long, Human Resources Director
RE: Position Reclassification Request
DATE: March 16, 2020

This memorandum is to request approval to reclassify the Environmental Health Specialist ("EHS") intern to a Registered Environmental Health Specialist ("REHS") *in work against status*. This *in work against status* structure would have a novice EHS employee start at the REHS minimum rate with a condition that would include that they acquire the Registered EHS certification within a two-year period. The REHS is a grade 68 with a minimum salary of \$41,841.09.

For the EHS position, there continues to be higher attrition rates within the department due to State imposed regulations of specific education requirements and long training periods before the intern becomes a Registered Environmental Health Specialist (REHS). Changes are needed to recruit new REHS employees with and without experience.

A survey was conducted by the HR Department. Surrounding County Environmental Health salaries for the most part have increased since our last review. The County continues to receive rejections from experienced REHS candidates due to salary and has difficulty recruiting and retaining new EHS employees due to the education and training requirements mandated by the State.

In order to not cause inequity with the current staff of Environmental Health, HR recommends a 3% increase to the salaries of the current REHS and Program Managers. These salaries would reflect a comparable market to the surrounding counties. Also, in order for this structure to be successful in retaining staff, the merit system will need to continue to increase pay in the future to keep salaries competitive with the market.

Please do not hesitate to contact me if there are questions.

Jaime Long
Human Resources Director

7. Approval of Library Budget Amendment Transferring Contingency Funding: \$37,300

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: March 16, 2020
Subject: Library Budget Amendment

Attached for your consideration is a \$37,300 budget amendment transferring contingency funding to the County Library Department. This transfer is needed to pay the new director through June 30, 2020 for the county library transition from the regional system. Approval of the attached budget amendment is recommended.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Library

Date: 3/16/2020

Justification: Transfer contingency funds for library expenses

Fund	Description	Account Number	Increase	Decrease	
General Fund	Expenditures	Contingency			
		Salaries	110.99.9900.90000		37,300
		Part time	110.80.6110.12100	25,780	
		Fica	110.80.6110.12600	1,000	
		Retirement	110.80.6110.18100	1,970	
		401K	110.80.6110.18200	2,200	
		Health Insurance	110.80.6110.18700	1,300	
		Supplies	110.80.6110.18300	3,050	
		110.80.6110.20000	2,000		
Total Increase Expenditures			37,300	37,300	

Approval Chairman, Board of Commissioners _____

Date: _____

8. Approval of Budget Amendment in Support of the Cherry Point Regional Joint Land Use Study: \$49,500

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: February 6, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: CPR JLUS Implementation Project - Budget Amendment

In 2018, Carteret County was awarded a \$49,500 grant from the US DOD Office of Economic Adjustment to implement several projects that were identified in the Cherry Point Regional Joint Land Use Study. With that said, the funds were recently received and the project is underway. The attached budget amendment is necessary to move forward with payment to the contractor for the project.

Please let me know if you have any questions

**Carteret County
Budget Amendment
Fiscal Year 2019-2020**

Department: Planning
Date: 3/16/2020
Justification: To appropriate federal grant funding for Joint Land Use study

Fund	Description	Account Number	Increase	
General Fund	Revenues	Joint Land Use Study Grant	110.40.3491.302	49,500
Total Increase in Revenues			<u>49,500</u>	
General Fund		Joint Land Use Study	110.40.4910.69905	49,500
Total Increase Expenditures			<u>49,500</u>	

Approval Chairman, Board of Commissioners _____

Date:

9. Approval of Resolution of Appreciation in Honor of Retiring Judge John E. Nobles, Jr.

Board of Commissioners
Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

**RESOLUTION HONORING RETIRING JUDGE
JOHN E. NOBLES, JR.**

WHEREAS, Judge John E. Nobles, Jr. has served as a Superior Court Judge for Judicial District 3B of the Second Division of the Superior Court, serving Carteret, Craven and Pamlico Counties since his initial appointment in 2005; and

WHEREAS, Judge Nobles prepared for his duties and responsibilities with the Superior Court through his diligent undergraduate studies at the University of North Carolina at Chapel Hill and receipt of his Juris Doctor Degree from Wake Forest University; and

WHEREAS, Judge Nobles has been a dedicated public servant, serving the people of Carteret, Craven and Pamlico Counties with honor and distinction; and

WHEREAS, Judge Nobles performed his judicial role with compassion, dedication, wisdom, integrity, and respect for the law throughout his tenure; and

WHEREAS, Judge Nobles will bring his judicial labors to a close on March 31, 2020, after 15 years of service; and

WHEREAS, the Carteret County Board of Commissioners in cooperation with the Clerk of Superior Court, has determined that the portrait of Judge John E. Nobles, Jr. should be hung in Superior Courtroom 1 of the Carteret County Courthouse in conformity with the hanging of portraits of previous judges; and

NOW, THEREFORE, BE IT RESOLVED, that the Carteret County Board of Commissioners, in recognition and appreciation of Judge Nobles' many contributions to the community and to the legal profession, resolve that this Resolution be spread upon the minutes of the Carteret County Board of Commissioners in testimony thereof and that a copy hereof be presented to Judge John E. Nobles, Jr.; and

BE IT FURTHER RESOLVED, that the Carteret County Board of Commissioners, wishes Judge Nobles a long, happy and rewarding retirement.

ADOPTED this the 16th day of March 2020.

Bill Smith, Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

10. Approval to Hire a Commercial Appraiser for the Real Estate Division of the Tax Office



Sarah T. Davis
Tax Administrator

MEMORANDUM

TO: Board of Commissioners
FROM: Sarah Davis, Tax Administrator
SUBJECT: Budget Request – Commercial Appraiser
DATE: February 26, 2020

I would like to hire a Commercial Appraiser to join the Real Estate Division of the Tax Office.

The tax office is beginning their preparations for the 2024 Revaluation and in doing so has found there is a need for a commercial appraiser on the revaluation team. We are planning to complete a full list and measure of all 61,000 real estate parcels and of those 61,000 real estate parcels about 10% are commercial properties.

Commercial real estate is valued using different valuation methods than residential properties and often requires more appraisal knowledge to reach an appropriate value. Also, valuing commercial property is often more complex and requires more data analysis than used in valuing residential properties.

I recommend approving this position with a salary grade of 66 and starting salary of \$45,750. I am requesting this position be approved prior to the new budget being finalized so we can begin the job posting and interviewing process and have this employee ready to onboard and join our team once the budget is approved.



COMMERCIAL PROPERTY APPRAISER

General Statement of Duties

Performs complex and skilled technical work appraising, assessing and reassessing commercial and industrial real property for tax purposes, conducting field investigations, assisting citizens with real property appraisal and tax matters.

Distinguishing Features of the Class

An employee in this class is responsible for performing the revaluation and appraisal of commercial and industrial real estate and related property for tax purposes. The employee appraises new construction and establishes values. Work involves heavy public contact and may involve controversial and appealable decisions. Work is performed under general supervision of the Tax Administrator and evaluated through conferences, quality of work, review of records and documents and feedback from citizens.

Duties and Responsibilities

Essential Job Functions

- Measures and lists new commercial and industrial building improvements and alterations to existing commercial and industrial building improvements for property tax purposes
- Visits commercial and industrial properties to collect physical and economic characteristics of property in order to analyze their potential income, expenses, sales and cost to determine real estate values for property tax purposes
- Analyzes data including replacement costs, comparable sales and income potential to determine property values.
- Communicates with property managers, realtors and developers to establish equitable market values
- Provides customer service to professionals and general public; provides property values and responds to tax inquiries and concerns; schedules site visits and reviews as requested; advises taxpayers of their right to appeal.
- Reviews and works with taxpayers to reach a resolution and defends tax appraisals before Board of Equalization and Review and state Property Tax Commission
- Performs appraisal duties in association with 4 year revaluation cycle
- Uses GIS and other technological systems to assist with appraisal activities.
- Visits properties damaged by man-made and natural causes and assigns adjustments to value in accordance with the General Statutes.
- Reviews, verifies, and updates parcel information.
- Keeps abreast of local property trends of modern appraisal methods and techniques.
- Compiles data and conducts sampling and statistical projections of property values and for other special projects

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge in preparing a variety of correspondence and complex reports.
- Considerable knowledge of current construction costs and materials, current property values and future real estate and property issues.
- Considerable knowledge of the application of information technology to property appraisal and revaluation.
- Thorough knowledge of the North Carolina Machinery Act and other laws governing the administration of tax on real estate and related property.
- Thorough knowledge of the procedures and standards for appraising residential, commercial, and industrial properties.
- Thorough knowledge in the use of standard office equipment and other related equipment.
- General knowledge of the geographic layout of the County.
- General knowledge of the tax listing procedures.
- General knowledge of supervisory principles and practices.
- Ability to read and interpret land descriptions and tax maps; to sketch construction projects; to use various types of maps.
- Ability to make computations accurately based on fair market value and the available data base.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to apply the General Statutes to statistical computations.
- Ability to apply the Income Approach to property valuation.
- Ability to apply Market Data Approach to property valuation.
- Ability to apply Cost Approach to property valuation.
- Ability to understand and use various computer applications in the appraisal process and in the data base applications.
- Ability to coordinate and work effectively in appeals and controversial tax evaluation situations.
- Ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments and the general public.

Physical Requirements

- Work requires the exertion of up to 25 pounds of force occasionally and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires visual acuity for close vision, distance vision, ability to adjust focus, depth perception and peripheral vision.

- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operating machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is subject to outside environmental conditions.
- Work is performed in a moderate noise environment (e.g. business office with typewriters and/or computer printers, light traffic).

Desirable Education and Experience

Four Year Bachelor's Degree and at least 5 years' experience in real estate, tax evaluation, or business administration dealing with real property; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license upon hire.

Possession of Real Property Appraiser Certification from the N.C. Dept. of Revenue within one year of employment.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

11. Approval to Apply for a \$10,000 Grant from the Carolina East Foundation in Support of the Hepatitis C Program

CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

Cindy P. Holman
Consolidated Human Services Director
cindy.holman@carteretcountync.gov



Clinton W. Lewis
DSS Director
Consolidated Human Services Deputy Director
clint.lewis@carteretcountync.gov
Stephanie M. Cannon, MPA
Health Director
Consolidated Human Services Deputy Director
stephanie.cannon@carteretcountync.gov

TO: Carteret County Board of Commissioners
Carteret County Consolidated Human Services Board
FROM: Stephanie Cannon, Health Director
SUBJECT: Request to apply for Carolina East Foundation funding
DATE: March 16, 2020

The Health Department would like to request approval to apply for Carolina East Foundation funding. If approval is granted, the Health Department would request \$10,000. If awarded, funds would be used to assist uninsured patients with lab costs accrued through the Hepatitis C program at the Health Department.

Since June 2018, the Health Department has provided Hepatitis C treatment to uninsured and Medicaid patients. While the Health Department has partnered with several pharmacies to cover the cost of the medications for uninsured patients, uninsured patients are still required to pay for the required labs and office visits. For the past year and a half, the Health Department has received funding from the state to offset the costs of labs/office visits for uninsured patients. However, at this point, we have expended all state funding allotted for this program and have been made aware there is not any future funding available.

This funding does not require a county match and the program will continue when the funding is spent.

**Medicaid pays for the medication, labs, and office visits for their beneficiaries.*



Department of Social Services — 210 Craven Street • PO Box 779 • Beaufort, NC 28516
Tel (252) 728-3181 / Main Fax (252) 648-7462 / Legal Unit Fax (252) 648-7463
Public Health Department — 3820-A Bridges Street • Morehead City, NC 28557
Tel (252) 728-8550 / Fax (252) 222-7739



12. Approval of Extension of the Farmers' Market Contract

AGREEMENT

This Agreement (the "Agreement") is made this ___ day of March in the year 2020, by and between Carteret County ("the County") and Olde Beaufort Farmer's Market ("Olde Beaufort") for Olde Beaufort to use the property in and around the Carteret County Courthouse that is owned by the County, including, but not limited to use of the semi-circular parking lot ("the Property"), for the 2020 market season, which will take place every Saturday from April 11, 2020 until November 21, 2020, as well as the Holiday Market that will take place on December 19, 2020. Use of the Property during this time will occur from 6:30 am until 3:00 pm on each day a market is held.

Olde Beaufort will run the market professionally and maintain the neat and clean appearance of the grounds during each farmer's market. Olde Beaufort is accepting the property as is, where is, with all defects. Olde Beaufort has no ownership in the Property.

Olde Beaufort agrees that it will clean up and remove from the Property any and all trash and debris created by the operation of its farmer's markets. This shall include, but not be limited to, emptying the outdoor trash cans on the Property that are used by the vendors of, and the visitors to, the markets at the conclusion of each market.

Olde Beaufort agrees to pay the County the sum of ten dollars (\$10.00) for use of electricity each time a farmer's market is held during 2020 market season. This payment does not constitute rent.

Olde Beaufort shall provide and maintain, during the life of the Agreement, a Comprehensive Commercial General Liability Insurance Policy with no less than a combined single limit of \$1,000,000.00. The County shall be named as an additional insured on Olde Beaufort's Comprehensive Commercial General Liability Insurance Policy. The County shall specifically be considered the "insured" under the language of the above-referenced insurance policy. The insurance policy (where the County is to be named as an additional insured and considered the "insured" under the language of the policy) shall be primary and non-contributory. Olde Beaufort's failure to comply with the terms of this Section constitutes a breach of this Agreement.

Old Beaufort will adhere to all applicable state, local and federal rules and regulations.

To the fullest extent permitted by law, Olde Beaufort Farmer's Market shall defend, indemnify and hold harmless Carteret County and their respective officers, directors, shareholders, agents, members, managers and employees (collectively, the "Indemnitees") from and against any damage, injury, loss, liability or expense (including, but not limited to, attorney and expert witness fees and other costs of litigation) incurred by any of the Indemnitees as a direct or indirect result of willful misconduct, or Olde Beaufort Farmer's Market's negligent operation of the farmer's market(s). However, Olde Beaufort Farmer's Market shall not be obligated to indemnify any Indemnitee for or hold any Indemnitee harmless from any portion of the damage, injury, loss, liability or expense incurred by the Indemnitee to the extent that such damage, injury, loss, liability or expense results from the negligence or willful misconduct of such Indemnitee.

If either party breaches its obligations under this Agreement, the non-breaching party shall give the breaching party written notice of such breach, and the opportunity to cure such breach for a period of fifteen (15) business days after delivery of written notice of breach. For the County, written notice shall be provided to Tommy Burns, Carteret County Manager. For Olde Beaufort, written notice shall be provided to Cindy Bunch, Executive Market Manager.

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina without regard to conflict of laws provisions thereof.

The partial or complete invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provisions.

The failure of either party to insist, in any one or more instances, upon the performance of any of the terms, covenants or conditions of this Agreement or to exercise any of its rights, shall not be construed as a waiver or relinquishment of term, covenant, condition or right with respect to further performance.

The parties expressly agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this Agreement shall be construed neither against nor in favor of either party, but shall be construed in a neutral manner.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed.

Tommy Burns, Carteret County Manager

Date: _____

Cindy Bunch, Executive Market Manager

Date: _____

13. Approval of Proclamation Designating the Month of April 2020 as North Carolina 811 Safe Digging Month

<p>Board of Commissioners Bill Smith, Chair Robin Comer, Vice-Chair Bob Cavanaugh Jimmy Farrington Mark Mansfield Jonathan Robinson Ed Wheatly</p>		<p>County Manager Tommy R. Burns Clerk to the Board Rachel B. Hammer</p>
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**PROCLAMATION
DESIGNATING THE MONTH OF APRIL 2020 AS
NORTH CAROLINA 811 SAFE DIGGING MONTH**

WHEREAS, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina's economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

WHEREAS, North Carolina 811, a utility service notification center and leader in education celebrates its 42nd year of continuous service to the State, is key to preventing injuries and damages when excavating; and

WHEREAS, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, this vital service, which began in 1978 serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

WHEREAS, in 2019, the North Carolina one call system received 2.2 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

NOW, THEREFORE, BE IT RESOLVED, that the Carteret County Board of Commissioners have designated the month of April 2020 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Carteret County to contact 8-1-1 either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law; more information may be obtained by visiting www.nc811.org.

ADOPTED, this the 16th day of March 2020.

Bill Smith, Chairman
Carteret County Board of Commissioners

Attest:

Rachel Hammer, Clerk to the Board

14. Approval of the 2019 CDBG-NR Program Compliance Plans and Policies

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: March 2, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: Approval of the 2019 CDBG-NR Program Compliance Plans and Policies

- Carteret County has received a \$750,000 2019 CDBG-NR Grant from the NC Department of Commerce Rural Economic Development Division (REDD) to provide housing replacement assistance initially to four low-moderate income homeowners in Carteret County.
- The County has accepted and budgeted the grant funding. The Board needs to adopt the Program Compliance Plans and Policies for the program to address requirements of the funding agency and to make management and execution of the program more efficient by County Staff.
- Attached is a copy of the recommended Program Compliance Plans and Policies for the Board's consideration. The Board can adopt as presented or make revisions as desired. Staff recommends the Board approve the 2019 CDBG-NR Program Compliance Plans and Policies.

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference.
A full copy will be retained in the County Manager's Office.*

15. Approval of Designation of Agent for DR-4393 (Hurricane Florence) Hazard Mitigation Grant Program

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: March 2, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: Designation of Applicant's Agent for DR-4393 (Hurricane Florence) Hazard Mitigation Grant Program

- In February 2019, Carteret County acted as sub-applicant for the entire County and submitted a letter of interest for DR-4393 (Hurricane Florence) HMGP funding to elevate single-family dwellings throughout Carteret County.
- As a part of the application, it is required that the County designate who will serve the role of the primary and secondary agent.
- Staff expects to receive an award letter for DR-4393 (Hurricane Florence) HMGP funding in the near future and this designation is required as a part of the application to FEMA and the State of North Carolina.
- Attached is a copy of the Designation of Applicant's Agent form assigning the primary and secondary agent. Staff recommends the Board approve the resolution assigning the primary and secondary agent as indicated on the attached form.

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

16. Approval of Reclassification of Administrative Roles



MEMORANDUM

TO: Board of Commissioners
FROM: Jaime Long, Human Resources Director
RE: Classification of Administrative Roles
DATE: March 16, 2020

This memorandum is to request a reclassification of the County's administrative roles. Over time, the County has realized the work completed in many of the administrative functions within the Departments no longer match the County's current position titles and duties. In an effort to rectify this, Human Resources has reviewed Position Analysis Questionnaires (PAQ's) completed by the administrative staff across the County and we divided the roles into position groups based on the core competencies described in each questionnaire. Each position group was then assigned a grade and range based on these qualifications.

The results of this study concluded the need for eight core categories of administrative positions (6 administrative and 2 finance classifications), which encompass the duties of each individual position. Attached for your consideration are the duties and functions of each administrative category.

Being that staff in these administrative roles are vital in the success of each County department, we would like to request approval of the County's current administrative positions to be classified within the attached list of categories (Attachment A). This should also assist the County in retaining employees and recruiting new employees within the correct job classification of duties.

Please do not hesitate to contact me if there are questions. Thank you for the consideration of our request.



ADMINISTRATIVE LEVEL I **(Grade 59: Salary Minimum- \$24,765.67)**

Performs basic administrative support work greeting, assisting and directing visitors; answering telephone; providing general information; typing documents; preparing and maintaining files and records. Job duties include:

- Answers telephone and routes calls to appropriate parties.
- Greets visitors and provides general information or check in procedures.
- Assists public with completion of standard records or documents.
- Data entry and document preparation.
- Maintains files.
- Receives citizen inquiries or complaints.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Work is performed under direct supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and less than one year working in an office environment; or equivalent.

ADMINISTRATIVE LEVEL II **(Grade 60: Salary Minimum- \$26,251.62)**

Performs intermediate administrative support work assisting and directing visitors; screening applications for service; and processing of payments. Job duties include:

- Answers telephone and routes calls to appropriate parties; often handles inquiries independently.
- Greets visitors and schedules appointments for clients.
- Screens citizens for service eligibility and explains benefits.
- Operates departmental electronic record system.
- Reviews applications and issues permits, licenses, and vouchers.
- Collects fees and processes payments.
- Prepare and scan paperwork for electronic filing.
- May process data or timesheets for assigned department.
- Work is performed under direct supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and less than one year working in an office environment; or equivalent.



ADMINISTRATIVE LEVEL III
(Grade 63: Salary Minimum- \$31,266.09)

Performs intermediate, skilled administrative work providing administrative and technical support to department staff. Job duties include:

- Procurement card purchasing and allocation to the appropriate budget line; purchase orders; travel reimbursement for department.
- Payment collection and processing; reconciliation of payments.
- Prepares and maintains a variety of office files, accounts and other records.
- Reconciles invoices and facilitates payment of bills.
- Handles sensitive and confidential information.
- Compiles information and prepares documents and reports.
- Processes forms or applications and enters data into computer system with limited oversight.
- May answer telephone for department and route calls as necessary.
- May assist with scheduling of department personnel.
- May assist with budget process.
- Work is performed under the general supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and one to three years of experience working within an office environment; or equivalent.

ADMINISTRATIVE SUPERVISOR
(Grade 65: Salary Minimum-\$35,130.58)

Performs difficult, skilled administrative support work providing supervision and accountability of a unit within a department. Provides oversight to a diverse range of support activities for assigned clerical staff. Job duties include:

- Oversees reception, public relations, and other departmental transactions of the department.
- Supervises subordinate employees engaged in customer service and clerical duties.
- Interprets policies, procedures, laws and regulations within assigned department.
- Responds to complaints or escalated inquiries.
- Makes decisions on operational problems within unit.
- Develops and/or revises work procedures and methods, including necessary forms design; trains employees in work procedures.
- May be responsible for leading a program or unit within a department.
- Work is performed under the general supervision of a supervisor in the assigned department.
- Requires high school diploma or equivalent and one to three years of experience in a supervisory role within an office environment; or equivalent.



ADMINISTRATIVE LEVEL IV
(Grade 66- Salary Minimum \$37,238.42)

Provides difficult, skilled administrative support to Department Head, Director, or Deputy Director of the department. Job duties include:

- Schedules and maintains appointment calendar.
- Produces department correspondence such as memos, letters, emails, faxes, and forms.
- Receives visitors and telephone calls and makes appropriate disposition of inquiries which involve interpretation of departmental or institutional policies and programs.
- Works with vendors to purchase equipment and supplies.
- Enters data in to computer system and compiles reports.
- Ensures compliance with State and Federal regulations.
- Prepares and completes daily bank deposit.
- Resolves issues with the public and/or service partners.
- Audits financial transactions within department's scope of work.
- May supervise one to three subordinates within the department.
- Work is performed under the limited supervision of the Department Head, Director, or Deputy Director of the department.
- Requires Associate's degree in Business Administration or related field and one to three years of experience working in an office environment; or equivalent.

ADMINISTRATIVE LEVEL V
(Grade 69- Salary Minimum \$44,351.55)

Provides complex, skilled administrative work with primary responsibility for planning and directing the department's internal operations under the direction and thorough delegation of the Director or Department Head. Job duties include:

- Directs and coordinates the annual budget proposal under the direction of the Department Head or Director.
- Manages assigned departmental budget and monitors expenditures and revenue.
- Processes accounts payable and requests requisitions.
- Prepares financial statements, compiles fiscal information.
- Assists with division's long and short range planning.
- Responsible for grant management and contracts.
- Secures information for use of higher-level officials in preparing speeches, articles, and reports, or marketing content.
- Interacts with persons of importance and influence using considerable tact and discretion.
- Work is performed under the limited supervision of the Department Head or Director.
- Requires Bachelor's degree in Business Administration or a related field and one to three years management experience; or equivalent.



**FINANCE LEVEL I
(Grade 63-Salary Minimum \$31,266.09)**

Performs intermediate, skilled administrative work involving the preparation and maintenance of financial records. Job duties include:

- Approves and enters payments to various clients or vendors and verifies accuracy.
- Prepares and maintains financial files and records and reviews reports.
- Receives and processes travel requests for assigned departments.
- Monitors billing statements and completes corrections, as necessary.
- Receives and balances revenue received.
- Performs, scanning, filing, printing and mailing correspondence, such as, but not limited to accounts payable checks, occupancy tax, and water bills.
- Answers telephone; receives and responds to customer inquiries or complaints and other collectibles in person or via telephone.
- Work is performed under the regular supervision of a unit supervisor.
- Requires high school diploma or equivalent and one to three years of experience in a bookkeeping or accounting environment; or equivalent.

**FINANCE LEVEL II
(Grade 65-Salary Minimum \$35,130.58)**

Performs difficult, skilled administrative support work preparing and assisting with the maintenance of financial records, entering and verifying data, and preparing reports. Completes duties assigned to Finance Level I position in addition to the job duties below:

- Processes accounts payable and maintains associated records.
- Prepares variety of monthly, quarterly, and annual reports.
- Processes check requests and may make daily bank deposits.
- Analyzes, audits and researches outstanding items, such as financial statements.
- Processes requisitions for purchase orders for multiple divisions.
- Work is performed under the limited supervision of a unit supervisor.
- Requires Associate's degree in Business Administration, Finance, or a related field and one to three years of experience in a fiscal or accounting environment; or equivalent.

17. Approval of Resolution Awarding Badge & Service Sidearm to Retiring Detective Lieutenant Michael Panzarella

Board of Commissioners
Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

**RESOLUTION
AWARDING BADGE AND SERVICE SIDEARM TO
RETIRING DEPUTY SHERIFF,
DETECTIVE LT. MICHAEL PANZARELLA**

WHEREAS, Detective Lt. Michael Panzarella has accumulated 30 years of creditable law enforcement service and has served 21 years as a deputy sheriff with the Carteret County Sheriff's Office; and

WHEREAS, Detective Lt. Michael Panzarella has dedicated his life and career to law enforcement and public service in Carteret County; and

WHEREAS, NCGS 20-187.2 provides that retiring members of County law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the County; and

WHEREAS, NCGS 20-187.2 further provides that the governing body of the County may, at its discretion, award to a retiring member the service sidearm of such retiring member; and

WHEREAS, in accordance with NCGS 20-187.2 the attached permit has been issued on the following weapon: Smith & Wesson Shield 40 caliber, *Serial #HWP5432* and this weapon is officially declared as surplus.

NOW, THEREFORE, BE IT RESOLVED by the Carteret County Board of Commissioners that, in accordance with the provisions of NCGS 20-187.2, that the badge and above referenced service sidearm of Detective Lt. Michael Panzarella be transferred to him in honor of his retirement from the Carteret County Sheriff's Office.

ADOPTED, this the 16th day of March 2020.

William Smith, Chairman
Carteret County Board of Commissioners

Rachel Hammer
Clerk to the Board of Commissioners

PERMIT TO PURCHASE/RECEIVE A HANDGUN

State of North Carolina

CARTERET County

Permit Number C4FLNRPZK-1

I, SHERIFF ASA B. BUCK, III, Sheriff of said County, do hereby certify that I have conducted a criminal background check of the applicant, MICHAEL ANTHONY PANZARELLA, whose place of residence is 126 RUSSELL RD in NEWPORT (or) in Township, CARTERET County, North Carolina, and have received no information to indicate that it would be a violation of State or federal law for the applicant to purchase, transfer, receive, or possess a handgun. The applicant has further satisfied me as to his, her (or) their good moral character. Therefore, a permit is issued to MICHAEL ANTHONY PANZARELLA to purchase one pistol from any person, firm or corporation authorized to dispose of the same.

This permit expires five years from its date of issuance listed below.

Issued this the 5TH day of MARCH, 2020.

Expires the 5TH day of MARCH, 2025.



Asa B. Buck III

Sheriff of CARTERET County

§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city and county law-enforcement agencies; weapons of active members.

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city and county law-enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law-enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law-enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law-enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law-enforcement officers, the head of the department.

(b) Active members of North Carolina State law-enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b).)

18. Approval of Contract with East Carolina Builders for the Watershed Protection Project in the Amount of \$255,000, Authority for the County Manager to Execute the Contract & Approval to Enter into the Corresponding Contract with the N.C. Department of Agriculture & Consumer Services, Division of Soil & Water Conservation for the Project and Authority for County Manager to Execute the Contract

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: March 5, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: Emergency Watershed Protection Project – Bid Award

The US Department of Agriculture and the State of North Carolina awarded Carteret County two grants for an Emergency Watershed Protection Stream Clearing Project. Staff subsequently produced and posted a Request for Proposal and received two bids for the project. East Carolina Builders was the lower cost proposal with an amount of \$255,000.00. Please see the attached proposal.

PROPOSAL AND CONTRACT
 <<Submit two copies of this page with your bid>>
 Emergency Watershed Protection – Stream Clearing

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the County of Carteret for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the County of Carteret for the sum of:

BASE BID: _____ Dollars \$ 255,000.00

Respectively submitted this 31st day of December 2019
East Carolina Builders
 (Contractor)

Federal ID#: 56-1575895

By: William Boyd II

Witness: Shawn Boyd

Title: President

(Proprietorship or Partnership)

(Owner, partner, corp. Pres. Or Vice President)

Attest: (corporation)

Address: PO Box 150 Newport NC 28570

(Corporate Seal)

Email Address: ecbinc@centurylink.net

By: William P Boyd III / William P Boyd III License #: 24254

Title: Corporate Secretary
 (Corporation Secretary/Asst Secretary)

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized office or agent.

COUNTY OF CARTERET

(Seal)

 County Manager

 Printed Name



Steve Troxler
 Commissioner

**North Carolina Department of Agriculture
 and Consumer Services**

N. David Smith
 Chief Deputy Commissioner

February 28, 2020

Mr. Todd Kelly
 Carteret County
 303 College Circle
 Morehead City, NC 28557

NOTIFICATION OF FUNDING OFFER

Dear Mr. Kelly

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services – Division of Soil & Water Conservation, I am pleased to inform you that \$133,006.00 for your project, Watershed Restoration Project, was approved under the Hurricane Florence Emergency Response Act.

Two original contract packets must be completed and returned to the NCDA&CS, making sure that the contracts and certain forms have been signed, dated, and witnessed, as applicable, before they are returned to the address provided below. By completing these documents, you are agreeing to the specific stipulations, the general terms and conditions and specific reporting requirements. Please return the two completed packets to:

Heather Reichert
 NC Department of Agriculture & Consumer Services, Division of Soil & Water Conservation
 1614 Mail Service Center
 Raleigh, NC 27699-1614

All authorized representative signatures must be in blue ink. Use the Contract Check Off List to ensure all attachments are included and are in the correct order for each contract packet.

One fully executed, original contract will be returned to you for your records. If you have any questions about your contract or any of the forms contained in your offer packet, please call Heather Reichert at 919-707-3768, or feel free to send an email to Heather.Reichert@ncagr.gov.

I would like to take this opportunity to thank you for participating in the Watershed Restoration Project for restoring drainage and securing streambanks following recent storms.

Sincerely,

N. David Smith
 Chief Deputy Commissioner

Enclosures
 cc: Tara Tyson, Grants Administrator

Email: David.Smith@ncagr.gov
 1001 Mail Service Center, Raleigh, North Carolina, 27699-1001
 (919) 707-3033 • Fax (919) 715-0026
 An Equal Opportunity Affirmative Action Employer

Due to the size of the supporting documentation, it is being incorporated into these minutes by reference.
 A full copy will be retained in the County Manager's Office.

19. Approval of Contract with Sunland Builders, Inc. in the Amount of \$565,000 for the Hibbs Acres Subdivision Road Repairs, Approval for County Manager to Execute the Contract & Approval of Corresponding Budget Amendment: \$565,000

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: March 5, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: Hibbs Acres Road Assessment – Bid Award

As you are aware, Carteret County is undertaking a road assessment for the streets within the Hibbs Acres Subdivision. Staff subsequently produced and posted a Request for Proposal and received two bids for the project. Sunland Construction was the lower cost proposal with an amount of \$565,000.00. Please see the attached proposal.

PROPOSAL AND CONTRACT
 <<Submit two copies of this page with your bid>>
 Reconstruction of Hibbs Acres Subdivision Streets

see attached proposal

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the County of Carteret for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the County of Carteret for the sum of:

BASE BID: Seven hundred and twenty five thousand 00/100 Dollars \$ 725,000.00

ALTERNATE #1: N/A - SEE * Dollars \$ _____

Respectively submitted this 13th day of September 2019

Sunland Builders Inc
(Contractor)

Federal ID#: 56-1594467 By: [Signature]

Witness: _____ Title: VICE PRESIDENT
(Owner, partner, corp. Pres. Or Vice President)

(Proprietorship or Partnership) Address: 4846 Rte 27E, Newport, NC 28570

Attest: (corporation) Email Address: Sunland2504@lync.com

(Corporate Seal)

By: [Signature] License #: 24611

Title: Assistant Secretary
(Corporation, Secretary/Ass't Secretary)

* Undercut, backfill, 110 subgrade, 120 subgrade, 130 subgrade, 140 subgrade, 150 subgrade, 160 subgrade, 170 subgrade, 180 subgrade, 190 subgrade, 200 subgrade, 210 subgrade, 220 subgrade, 230 subgrade, 240 subgrade, 250 subgrade, 260 subgrade, 270 subgrade, 280 subgrade, 290 subgrade, 300 subgrade, 310 subgrade, 320 subgrade, 330 subgrade, 340 subgrade, 350 subgrade

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Contract to be executed by their duly authorized office or agent:

COUNTY OF CARTERET

(Seal)

County Manager

Printed Name



Sunland Builders, Inc.

4846-A HWY 24 EAST P.O. BOX 1436 SWANSBORO, NC 28584
P 252-393-2504 F 252-393-7070 ANNEX 252-764-2829

**CONTRACT PROPOSAL
(REVISED)**

March 10, 2020

Mr. Ethan Brogden
Carteret County Planning
302 Courthouse Square
Beaufort, NC 28516
Ph: 252-728-8545
Ethan.brogden@carteretcountync.gov.

Subject: Hibbs Acres Subdivision, Newport, NC (Revised)

Sunland Builders, Inc., dba Sunland Development & Construction, herein after called the Company, proposes to furnish all material, labor, equipment and supervision to complete the following described work at the price quoted herein:

SCOPE:
See attached spreadsheet dated 2/19/2020

NOTE: Undercut, backfill of unsuitable soils with Geogrid @ \$35.00/CY.
Unit prices or any increases to the contract amount must be agreed to in writing by Carteret County.

Check one:

This is a unit based contract. For purposes of final payment, in place measurements will be taken upon completion of job.

This is a lump sum contract based on the scope and exclusions as stated.

The prices quotes herein are based upon the site being available for completion of the Company's work within Contract schedule, and is firm until that date. Unless a lump sum price is paid for the foregoing work, and is clearly stated, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices on the actual quantities of work performed by the Company. If the foregoing meets with your acceptance, sign and return both copies of this proposal. Upon its receipt, it is understood and agreed that the terms and conditions set forth in this Contract will constitute the full and complete agreement between us.

The following information is required upon acceptance of this contract to comply with the North Carolina Lien Laws for projects in excess of \$30,000: (1) Property Owner Information (2) Physical Address of the Property (3) Lien Agent Contact Information.

This proposal expires thirty (30) days from the date hereof, but may be accepted later at the sole option of the Company.

Terms and Conditions and the Specific Exclusions for this Contract are listed in this Proposal & Contract.

Terms and Conditions

Payment in full for all work performed hereunder during any month shall be made according to the terms stated herein, but not later than thirty (30) days from the date of our invoice. Final and complete payment for all work shall be made not later than fifteen (15) days from the date of our invoice. Final and complete payment for all work shall be made not later than fifteen (15) days after completion of such work. Payment shall not be contingent upon payment to you by owner or any other person. Interest of one and one half percent (1 1/2%) per month shall be charged and paid on all unpaid balances from the date of our invoice until payment is received. You agree to pay in full all costs and expenses incurred by Sunland Builders, Inc., dba Sunland Development & Construction, in collecting the amounts owed by you on any unpaid invoices. Any monies paid to you for our work shall be held in trust for our benefit, including, but not limited to reasonable attorney fees.

We shall not be obligated to perform the work called for under this contract until your credit has been checked and approved by our Credit Department. If credit conditions become unsatisfactory at any time prior to our completion of the work hereunder, we shall be furnished adequate security upon our request.

This document is the full agreement between us, regardless of any prior proposals or communications. Any deviations from this contract and any incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to the making of such change.

We shall be provided with suitable access to the work area. If our work is dependent upon, or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform our work in a normal uninterrupted manner. It will be your responsibility to coordinate the work of others.

Unless a time limit is imposed for completion of work, we shall undertake it in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for reasons beyond our control, including, but not limited to fire, flood, hurricane or other casualty, labor disputes or other disagreements, and accidents or other mishaps, whether affecting this work or other operations, in which we are involved directly or indirectly. You shall not interfere with the progress of our work. Any delay damages we incur, including attorney fees, resulting from your breach of this or any other provision of this contract, shall be paid by you.

If for any reason beyond our control, our work is not completed by the date stated in the contract, we may cancel this agreement at any time thereafter on ten (10) day notice. In such event, we shall be relieved of any further obligations with respect to the balance of the work, and we shall be entitled to receive final and complete payment for all work performed by us to the date of cancellation within fifteen (15) days thereafter.

We shall not be responsible for, and you agree to hold us harmless from any liability resulting from damages to utilities or other facilities or objects buried beneath our work area or designated areas of access when the existence or location of these utilities, facilities or objects is unknown to the Company.

We shall not be responsible for any damage to or deterioration of any of our work, whether completed or in progress, resulting from any cause beyond our control, including, but not limited to, failure or inadequacy of labor or materials not furnished and installed by us, whether or not such failure or inadequacy was or could have been known at the time our work was undertaken. You agree that the proper jurisdiction and venue for adjudication concerning the Contract is in Carteret County, North Carolina, and you waive the right to jurisdiction and venue in any other place. You are responsible for all expenses incurred in the cost of collecting sums due on this Contract, or as a result of your breach of its terms by you, your agents, other

contractors and their subcontractors and other persons directly or indirectly under your control, including but not limited to, reasonable attorney fees.

You agree to hold us harmless for all expenses, including but not limited to, attorney and expert fees arising from your breach of this Contract or any of its provisions, or any other claims, injuries or damages resulting from your acts or omissions and those of your employees, agents, other contractors and their subcontractors and other persons directly or indirectly under your control.

When the Company contracts to work dependent on grade prepared by others, the Company will not be responsible for repair or replacement of work performed by us because of failure of that grade to meet specifications of this Contract.

The following items are specifically excluded from this contract unless listed within the Scope of Work on the front side of this Proposal & Contract: engineering & staking; testing; as-built survey; GIS survey; permits & fees; bonds; undercut & backfill of unsuitable material; landscaping; permanent seeding; hazardous material removal; hazardous waste removal; capillary water barrier; unless otherwise specified storm drainage and water and sewer utilities are to 5' of building or structure; traffic control; excavation and/or backfill of footings; temporary utilities or facilities; adjustment, removal or relocation of new or existing utilities; soil treatment, soil poisoning or vegetative preventatives; obtaining approval or inspections by third parties; work in plans of other trades not specifically included in this Contract.

ACCEPTED:

Individual/Firm Name (Printed)

Signature of Authorized Representative

Title of Authorized Representative (Printed)

Hibbs Acres Subdivision
2/19/2020

As Bid 09/13/2019	\$ 725,000
NCDOT Changes per January 16, 2020 e-mail	
Reduce Storm Drain Crossing to two (total)	\$ (10,200)
Reduce Outfall Ditch Work to 1641.66' (total)	\$ (13,500)
Concessions from Asphalt Paving Subcontractor	\$ (8,800)
Sunland Reductions	
Reduced Sunland Markup and Profit	\$ (127,500)
Adjust to Minimum Erosion Control Requirments (Sunland Risk)	
Adjust to Minimum NCDOT S/D Design (Sunland Risk)	
	\$ 565,000

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Public Works

Date: 3/16/2020

Justification: Appropriate funds for Hibbs Acres Subdivision street assessment project

Fund	Description	Account Number	Increase
General Fund	Revenues	Fund Balance	
		110.00.3990.990	565,000
	Total Increase in Revenues		565,000
	Expenditures	Infrastructure Improvements	
		110.30.4730.50000	565,000
	Total Increase Expenditures		565,000

Approval Chairman, Board of Commissioners _____

Date: 03/16/2020 _____

20. Approval to Release Islander Drive Property Sale Proceeds to Emerald Isle & Approval of Corresponding Budget Amendment: \$66,992

Board of Commissioners
Bill Smith, Chair
Robin Comer, Vice Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel B. Hammer

MEMORANDUM

TO: Board of Commissioners
FROM: Tommy Burns, County Manager
SUBJECT: Islander Drive Property Sale Proceeds
DATE: March 10, 2020

The Town of Emerald Isle, via email (attached) from the Town Manager, has requested the use of the sale proceeds from the Island Drive property. In Mr. Zapp's email, he set forth the project(s) that the Town would understand in using these proceeds. The proceeds would be used to support a larger project along the Islander Drive area.

I am recommending that you approve the use of the proceeds towards this redevelopment project and that the funds be released upon completion of the project.

REQUESTED ACTION: Approve the use of the sale proceeds from the Islander Drive property sale towards the redevelopment of this area as set forth by the Town of Emerald Isle and that the funds be released, with the approval of the County Manager, at the conclusion of the work project. Additionally, the approval of the related budget amendment is required.

From: Matt Zapp <mzapp@emeraldisle-nc.org>
Date: March 3, 2020 at 6:56:40 PM EST
To: Tommy Burns <Tommy.Burns@carteretcountync.gov>, Eddie Barber <ebarber@emeraldisle-nc.org>
Cc: "Eugene.Foxworth@carteretcountync.gov" <Eugene.Foxworth@carteretcountync.gov>, Laura Rotchford <lrotchford@emeraldisle-nc.org>, Bill Brown <coastal_bldg@eastnc.twcnc.com>
Subject: Islander Drive Redevelopment- Request for land sale proceeds

Hi Tommy-

Our team wanted to touch-base with Carteret County regarding the Islander Drive redevelopment project.

The Town plans to invest \$757,785 in local infrastructure. Emerald Isle has contracted with the following:

- Thomas Simpson Construction to perform \$398,425 in roadway improvements
- CCEMC to perform \$143,000 in underground electric improvements
- Leveraging a grant to perform \$100,000 in public access improvements to the Western Ocean Regional Access
- A-Team to provide a \$50,000 contribution to electric relocation project

Emerald Isle desires to utilize Carteret County's land sale proceeds (*from the now A-Team site*) in the amount of \$66,992.

Please let me know the steps we should take in communicating the request to your board.

Thank you,
Matt

Matt Zapp
Town Manager
Town of Emerald Isle
7500 Emerald Drive
Emerald Isle, NC 28594
252-354-3424
www.emeraldisle-nc.org



Nice Matters!

Town of Emerald Isle
7500 Emerald Drive
Emerald Isle, NC 28594

252-354-3424 voice
252-354-5068 fax

www.emeraldisle-nc.org

Mayor
Eddie Barber

Mayor Pro-Tem
Floyd Messer, Jr.

Board of Commissioners
Candace Dooley
Steve Finch
Jim Normile
Mark Taylor

Town Manager
Matt Zapp
mzapp@emeraldisle-nc.org



**TOWN OF EMERALD ISLE
CAPITAL PROJECT BUDGET ORDINANCE AMENDMENT
ISLANDER DR/WESTERN OCEAN REGIONAL ACCESS IMPROVEMENTS PROJECT**

Be it ordained by the Board of Commissioners of the Town of Emerald Isle that, pursuant to NCGS 159-13.2 the following Capital Project Ordinance for the Islander Drive/WORA Improvements Project is hereby amended as follows:

	Original Budget June 12, 2018	Amendments February 11, 2020	Amended Budget February 11, 2020
Revenues			
Grant - NC Dept of Commerce	100,000	-	100,000
Proceeds - Land Sale	154,000	(66,992)	87,008
Powell Bill	-	145,861	145,861
Carteret County	-	66,992	66,992
Developer Contribution	-	50,000	50,000
Transfer from General Fund	-	240,078	240,078
Transfer from Golf Cart Infrastruc	-	28,000	28,000
Transfer from Bicycle & Ped Funct	-	30,000	30,000
Transfer from CPO-Islander Dr.	9,846	-	9,846
TOTAL	263,846	493,939	757,785
Expenditures			
Design and Permitting	-	84,360	84,360
Construction - Streets	-	398,425	398,425
Construction - Other	263,846	11,154	275,000
TOTAL	263,846	493,939	757,785

The Town Manager, as Budget Officer, is hereby authorized to transfer funds between line items within this capital project ordinance, however, any net increases or decreases to total capital project ordinance appropriations shall require a capital project ordinance amendment by the Board of Commissioners.

Copies of this ordinance shall be filed with the Finance Officer, Budget Officer, and Town Clerk, to be kept on file by them for their direction in the disbursement of Town funds for this project.

Adopted this _____ day of _____, 2020.

Attest:

Rhonda C. Ferebee, Town Clerk, CMC

Eddie Barber, Mayor

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Economic Development

Date: 3/16/2020

Justification: Appropriate designated economic development funds for Emerald Isle project

Fund	Description	Account Number	Increase
General Fund	Revenues	Appropriated Economic Dev Fund Bal	
		110.40.3990.990	66,992
	Total Increase in Revenues		<u>66,992</u>
	Expenditures	EDC Emerald Isle project	
		110.40.4900.69924	66,992
	Total Increase Expenditures		<u>66,992</u>

Approval Chairman, Board of Commissioners _____

Date: _____

21. Approval of Memorandum of Agreement with the North Carolina Coastal Federation for the Stroud Property Acquisition

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: March 13, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager *E.F.*
RE: Carteret County and Coastal Federation Memorandum of Agreement for the Stroud Tract Acquisition

Please see attached for your approval the MOA between Carteret County and the North Carolina Coastal Federation pertaining to the Stroud Tract Acquisition. This Agreement details the responsibilities of each party and the division of property to be acquired.

Please let me know if you have any questions.

This Instrument Was Prepared By:
C. R. Wheatly, III
Wheatly Law Group, PA
P O Box 360, Beaufort, NC 28516

Return Recorded Document To:
C. R. Wheatly, III
Wheatly Law Group, PA
P O Box 360, Beaufort, NC 28516

MEMORANDUM OF AGREEMENT

STATE OF NORTH CAROLINA
COUNTY OF CARTERET

THIS MEMORANDUM OF AGREEMENT made and entered into this ____ day of March, 2020 by and between Carteret County, a Body Politic, hereinafter referred to as "Carteret", Party of the First Part and North Carolina Coastal Federation, Inc., a North Carolina Non-Profit Corporation, hereinafter referred to as "Coastal", Party of the Second Part;

WITNESSETH:

WHEREAS, Carteret and Coastal have entered into an agreement to purchase property approximately 77 acres of unimproved property currently owned by Steven Stroud and more particularly shown on a map entitled, "Stroud Property" bearing date 08-01-19. Said map was prepared by the Cullipher Group, P.A which map is herein incorporated by reference.

WHEREAS, currently, Carteret is under contract to purchase said property from Steven Stroud for \$7,474,000.00.

WHEREAS, in cooperation between County and Coastal, each entity has now applied and received grant funds from various sources in order to obtain various sums to be used to purchase the property and they are to wit:

1. County will provide \$3,300,000 appropriated by the North Carolina Legislature.
2. County will be responsible for obtaining a grant for \$500,000.00 as a portion of the purchase price from the NC Parks and Recreation Trust Fund.
3. Coastal shall be responsible for providing \$1,000,000.00 towards the purchase price out of its own funds for the 10 acres it will receive.

4. Coastal will receive \$1,200,000.00 from the Clean Water Management Trust Fund.

5. Coastal will obtain a grant for \$1,900,000.00 from the Department of the Navy.

WHEREAS, the Department of Navy requires the property be conveyed to Coastal at closing.

THAT FURTHER, monies to be received from the State and NC Parks and Recreation Trust Fund require the property be conveyed to County at closing.

WHEREAS, County and Coastal do hereby agree that in the event closing will be in the name of Coastal, and Coastal obtains a deed for the property, it is agreed that Coastal will enter into a Memorandum creating certain restrictions as to the uses of the property.

WHEREAS, County and Coastal have hereto entered and agreed with the Department of the Navy as to those uses more particularly set forth in the agreement with the Department of the Navy.

WHEREAS, it is further agreed that Coastal will enter into an agreement where there will be a conservation easement on that tract of land consisting of 24.15 acres as shown on that map entitled, "Stroud Property" dated 08-01-19, which map is incorporated herein by reference.

THAT, it is agreed that after the various covenants as above set forth have been entered into with the Department of the Navy, and the Clean Water agency, Coastal will then convey to the County approximately 67 acres and all the remaining properties that had been deeded to Coastal wherein Coastal will end up owning 10 acres of property as more particularly described on that map entitled, "Stroud Property" dated 08-01-19 prepared by the Cullipher Group, P.A., which map is incorporated herein by reference and together with a right-of-way for ingress, egress and regress and for utilities from N.C. Highway 24 to the 10 acre tract that it is going to retain ownership as said easement is more particularly shown on that map entitled, "Stroud Properties, dated 08-01-19.

WHEREAS, said easement will be a non-exclusive easement.

WHEREAS, County and Coastal do hereby agree that they will obtain from the homeowners of the Morada Bay development which is located to the east of the above described tract of land wherein they will release their current easement. Said easement will be granted to the Morada Bay Homeowners Association granting access across the property that will be owned by County; however, said access will be over any existing parking areas created by the County and same would lead to the property of Coastal.

THAT, the general public will be entitled to use the parking area that is to be constructed subject to the property owned by the County. The homeowner's association and the individuals

consisting of the homeowner's association shall be able to cross the property to reach the access they would have on the property that will be owned by Coastal to reach a dock in the land to be conveyed to Coastal.

WHEREAS, Coastal will oversee the use of the Clean Water Management Trust Fund grant and the Department of the Navy grant and assure that all grant conditions are met. All funds provided by Clean Water Management Trust Fund for closings costs (survey, phase 1 report, baseline report) will be used by Coastal to cover those expenses and or costs.

WHEREAS, County will oversee the use of the funds and assure all grant conditions are met for both the NC Legislative appropriated funds and the NC Parks and Recreation Trust Fund.

WHEREAS, County's survey will include the boundaries for the Clean Water Management Trust Fund conservation easement as well as the easements leading to the 10 acres purchased by Coastal which easement will be a non-exclusive easement.

WHEREAS, Coastal will commission the Phase 1 environmental report, baseline survey, and be responsible for their costs.

WHEREAS, it is contemplated that at the conclusion of the closing of this property, the conservation easements will be executed by all the proper parties.

THAT Coastal will own the 10-acre tract shown on the referenced map, there will be right of way from NC Highway 24 for ingress, egress, and regress, and for utilities to Coastal parcel, and that the Morada Bay subdivision on the east side of the subject property will execute documents releasing the easement and its substitution thereof, having a general easement across the County through its parking areas and other paved portions of the property after construction is completed to reach whatever easement is required to reach the dock located on that tract of land to be owned by Coastal.

WHEREAS, County will own all the property as shown on said map with the exception to the 10 acres to be conveyed to Coastal and said property will be subject to all the easements as above set forth.

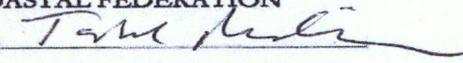
IN WITNESS WHEREOF, said Parties set their hand and seal this day and year first above written.

CARTERET COUNTY

By: _____

Chairman, Bill Smith

COASTAL FEDERATION

By: 

Executive Director, Todd Miller

V. PUBLIC COMMENT

Deborah Krusz, 400 Crow Hill Road, Beaufort: Ms. Krusz stated she has the same agenda as last month; she's here to talk about the drug problem that we have in Carteret County. Ms. Krusz stated that she had sent Commissioners the statistics they had asked for at the last meeting, and hoped that they had looked at them. Carteret County is in big trouble as far as drugs. We out-rate the nation as the United States of America, in this County. Also, in North Carolina, we are the highest with drug problems. The opioids per death, it seems that the male dominantly has more deaths than females. The age, again

we were above and beyond the North Carolina and the United States statistics, fifteen to twenty-four-year olds – we were higher than the State or the nation. 25-34 (years of age) – same thing. The highest being 45-54 years old; that seems to be the peak age of the drugs. My issue is if we can get help for the fifteen to twenty-four-year olds, we can bring that number down as it goes up now. I also was wondering if anyone looked into that old building behind the hospital that was a rest home; that would be a perfect place for a drug rehab here in the County.

Commissioner Farrington shared that he wanted to let Ms. Krusz know that the hospital had offered that building in the past - this is just from trying to remember back - and the cost of trying to get that to the standards of what you have to have due to the State and Federal laws, was way more than what we'd be capable of paying for that property, but it was talked about in the past. Ms. Krusz stated that she thought we should talk about it again, and maybe we can get some help from other people. Ms. Krusz knew her time was up; stated she would be back next month.

Bev Stone, Peer Recovery Center: Ms. Stone shared that she and Ms. Krusz were concerned about the same thing. Ms. Stone expressed that she is the Director of the Peer Recovery Center here in Carteret County. We just found out today that they're closing the Pass It On building where they have a lot of meetings. And so, we have had a lot of calls as to whether we are going to close down or not. I did try to give you these copies of the meetings that we do have going on, but with the Pass It On building, we can take on some of their meetings too – I have already highlighted some that have called us about using our space - we have that wonderful building that you folks have let us have for the past six years and now we're going in to our seventh, and we'd like to offer those people a space until this situation is over. It is self-sufficient – we don't have to stay into the night – they're totally self-sufficient. Alcoholic Anonymous has been there going on seven years and they know how to lock up; they know how to turn the coffee pots off; AA people are very self-sufficient. Before we answer these people's questions, we would like to get your permission to do this because we've been following the news and we know that they want us to have very small meetings. These would probably be meetings of probably ten in the big lobby room – we can have about 20 in the lobby room, 20 in the back room and ten in the classroom, so we would love to have your permission; the 'okay' to tell them to go ahead and use it in the evenings. We've got the place and I don't have to be there all the time.

Commissioner Farrington asked about the closing of the Pass It On building. Ms. Stone stated that they had just found out about it that morning; they had been working on it all day. As soon as that closed, by the time they had the noon meeting over at the Health Department – that's when we really need our meetings, when something like this is going on.

Commissioner Wheatly asked if the building was closed as of today. Ms. Stone confirmed that it closed as of this morning, in fact some of them were trying to get their stuff out of it. Commissioner Farrington stated that the Commissioners have already talked and said

that it's a great idea to keep the space open for these folks to use the building and I think that we should follow what the guidelines are that are set up by the State.

Commissioner Comer stated that they may want to get some input from the local Health Director, to get some kind of agenda or protocols that they can follow. Ms. Stone replied that's exactly what they need; that would be great.

Commissioner Mansfield stated that the CDC came out with a statement today of ten people or less, so if we had multiple meetings that didn't have twenty people, I think that would be more appropriate at this time. Ms. Stone replied that she didn't see that they'd have more than fifty; it's five thousand square feet. Ms. Stone asked about ten people total in the building – because we have three separate areas, each has an entrance. Commissioner Mansfield stated as long as the groups were not co-mingling.

Commissioner Robinson wished to add that the group would be really receptive to shortening their meetings; they'd be receptive to anything. We want to make sure they've got access to that building.

Commissioner Farrington mentioned that if the meetings get bigger because the Pass It On building is closed, they might need to break up into smaller groups – you can facilitate that with the Health Department Director.

Commissioner Robinson added that these support groups are very important to those individuals; they have a track record of being one of the most successful programs out there, and it doesn't cost the government anything. So, whatever we can do to be a facilitator, we need to do that. If there's a meeting space that's available, we need to readily do that, particularly at this time. A lot of those individuals are already under stressful situations and we don't want to add to it.

Michael Bowers, 3900 Bridges Street: Mr. Bowers stated he was there to talk about the Peer Recovery Center, to reiterate some specifics about what Ms. Stone was talking about and their ability to stay open. He stated that with the coronavirus situation, a lot of people do see it as a dire need to have these recovery meetings continue. Mr. Bowers stated the facility does have space that is separated, so if the meetings were to get to a size out of what the CDC recommended, we could actually split them up. We have plenty of cleaning supplies to sanitize the place and we've already made signs to make sure everyone follows good health practices while they're there. It would be good, with all the other meeting places shutting down for these recovery meetings, it would be a good way, in that it's a County building, to have these meetings, to reinforce our wellness and recovery system within our community - not necessarily to spread the virus, keep them separated with good health practices and protocols in place. We have already been contacted by the District Committee Member of AA and they have asked us if we could help out at Peer Recovery because of all these meeting places getting shut down with the current situation. Like Ms. Stone was saying, it'd be nice to have your permission to continue because I think it'll help a lot of people. Especially with this crazy thing going on right now. We do have a new database format where we can keep accurate track of the

number of people and separate them. We present that to our board meeting every two months in a board meeting as well. Mr. Bowers thanked the Board.

VI. PRESENTATION OF RESOLUTION HONORING RETIRING JUDGE JOHN E. NOBLES, JR.

Chairman Smith stated that it was his honor to do a Resolution for our retiring Judge, Superior Court Judge John E. Nobles, Jr. Chairman Smith read the Resolution and presented it to Judge Nobles.

Board of Commissioners
Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns
Clerk to the Board
Rachel E. Hammer

RESOLUTION HONORING RETIRING JUDGE JOHN E. NOBLES, JR.

WHEREAS, Judge John E. Nobles, Jr. has served as a Superior Court Judge for Judicial District 3B of the Second Division of the Superior Court, serving Carteret, Craven and Pamlico Counties since his initial appointment in 2005; and

WHEREAS, Judge Nobles prepared for his duties and responsibilities with the Superior Court through his diligent undergraduate studies at the University of North Carolina at Chapel Hill and receipt of his Juris Doctor Degree from Wake Forest University; and

WHEREAS, Judge Nobles has been a dedicated public servant, serving the people of Carteret, Craven and Pamlico Counties with honor and distinction; and

WHEREAS, Judge Nobles performed his judicial role with compassion, dedication, wisdom, integrity, and respect for the law throughout his tenure; and

WHEREAS, Judge Nobles will bring his judicial labors to a close on March 31, 2020, after 15 years of service; and

WHEREAS, the Carteret County Board of Commissioners in cooperation with the Clerk of Superior Court, has determined that the portrait of Judge John E. Nobles, Jr. should be hung in Superior Courtroom 1 of the Carteret County Courthouse in conformity with the hanging of portraits of previous judges; and

NOW, THEREFORE, BE IT RESOLVED, that the Carteret County Board of Commissioners, in recognition and appreciation of Judge Nobles' many contributions to the community and to the legal profession, resolve that this Resolution be spread upon the minutes of the Carteret County Board of Commissioners in testimony thereof and that a copy hereof be presented to Judge John E. Nobles, Jr.; and

BE IT FURTHER RESOLVED, that the Carteret County Board of Commissioners, wishes Judge Nobles a long, happy and rewarding retirement.

ADOPTED this the 16th day of March 2020.

Bill Smith, Chairman

ATTEST

Rachel Hammer
Clerk to Commissioners

Judge Nobles commented that it was a great honor to receive the Resolution and thanked the Commissioners for the job that they have done.

~~VII. OVERVIEW/PRESENTATION – VETERANS COALITION OF THE CRYSTAL COAST~~ *(Item removed from Agenda as amended)*

VIII. PUBLIC HEARING TO CONSIDER A REQUEST TO REZONE A .99-ACRE PROPERTY LOCATED APPROXIMATELY 1,400 FEET SOUTH OF THE HIGHWAY 101 AND LAUREL ROAD INTERSECTION IN BEAUFORT FROM I-W (INDUSTRIAL & WHOLESALE DISTRICT) TO B-1A (GENERAL BUSINESS DISTRICT)

Mr. Eugene Foxworth stated that the Planning Commission met on February 10th and voted to unanimously recommend this rezoning; this is somewhat atypical in the fact that it's being downzoned – an Industrial Wholesale would be a more intense district than B-

1A. We did send out the letters and did the proper notification to surrounding property owners and did receive three letters of no objection.

Chairman Smith asked how many property owners were involved; Mr. Foxworth replied twenty-six.

Motion: Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Wheatly. **Motion passed unanimously.**

No one wished to speak during the public hearing.

Motion: Commissioner Comer made a motion to go out of public hearing; seconded by Commissioner Wheatly. **Motion passed unanimously.**

Motion: Commissioner Wheatly made a motion to approve the rezoning of one property totaling .99 acres located at Highway 101 and Laurel Road intersection in Beaufort, North Carolina from I-W to B-1A; seconded by Commissioner Robinson. **Motion passed unanimously.**

Motion: Commissioner Robinson made a motion to approve the statement of Plan Consistency; seconded by Commissioner Mansfield. **Motion passed unanimously.**

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: February 18, 2020

TO: Carteret County Board of Commissioners

CC: Tommy Burns, County Manager

FROM: Eugene Foxworth, Assistant County Manager

RE: Request to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC (PIN#: 639904815933000) from I-W (Industrial & Wholesale District) to B-1A (General Business District).

- Derek G. & Cherie P. Walker are requesting to rezone a 0.99-acre property located approximately 1,400 feet south of the Highway 101 and Laurel Road intersection in Beaufort, NC from I-W (Industrial & Wholesale District) to B-1A (General Business District).
- Currently, there are no structures on the property. The subject property is bordered by residential properties to the north, south, east and west.
- The subject property is bordered by R-15M zoning to the north, south and west, I-W zoning to the east, and B-1A zoning to the northeast.
- The subject property is situated within the Limited Transition CAMA Land Use Plan classification. Areas included in the Limited Transition classification are areas that will experience increasing development during the next five to ten years. This request is consistent with the Land Use Plan.
- At their meeting on February 10, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ20-000001 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."
- Twenty-six surrounding property owners have been notified and the property has been posted. To date, staff has received three letters of no objection.



REZONING APPLICATION

Applicant: Derek Grant Walker
 Address: 490 Glenn Roth Lane
Erwin, NC 28339
 Telephone: 919-418-1736
 E-mail: grant.ncsu@gmx.com

^{Joint}
 Owner (if not Applicant): Cherie P. Walker
 Address: 490 Glenn Roth Ln
Erwin, NC 28339
 Telephone: _____
 E-mail: _____
 Signature: [Signature]
 Date: 1/3/2020 / 1/3/2020

Property address/ location: 1 acre strip between NC10 and Tuttle's Grove Rd
 PIN: 639904815933000 Current Zoning: IW Proposed Zoning: B1A

Please explain why the rezoning that you are requesting is warranted: Due to setback requirements, it is difficult to see how any structure could be built on this lot. The most suitable uses for this lot which would not require a structure are permitted under B1A. Also, most of the surrounding properties are residences. The reduced impact of B1A permitted uses would be much more appropriate than those permitted under IW. I own a lot diagonally across Tuttle's Grove Rd, and plan to build a house on it. I suspect that none of the surrounding residences would welcome any of the IW permitted uses, and would support the change to B1A.

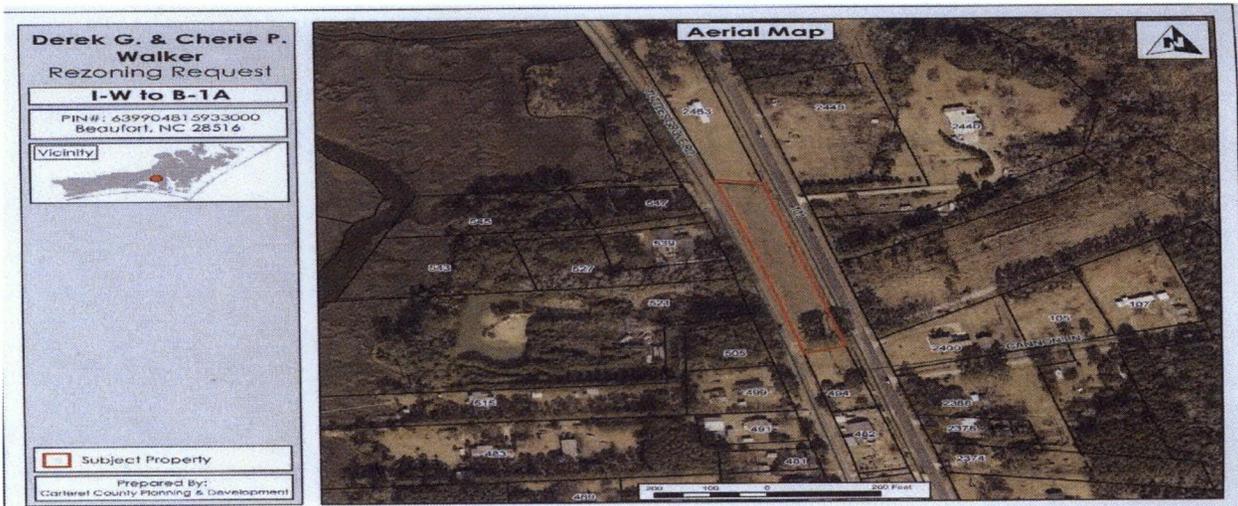
For Staff Use Only:

Application Number: PE220-0000 Amt. Rec'd: \$350.00 Received by: EB Date: 01/09/2020

Carteret County Department of Planning and Development
 Eugene Foxworth, Director

Main Office: Courthouse Square
 Beaufort, NC 28516-1896
 Tel: (252) 728-8545
 Fax: (252) 728-6643

Western Office: 701 Cedar Point Blvd.
 Cedar Point, NC 28584-8013
 Tel: (252) 222-5833
 Fax: (252) 222-5825



Derek G. & Cherie P. Walker
Rezoning Request

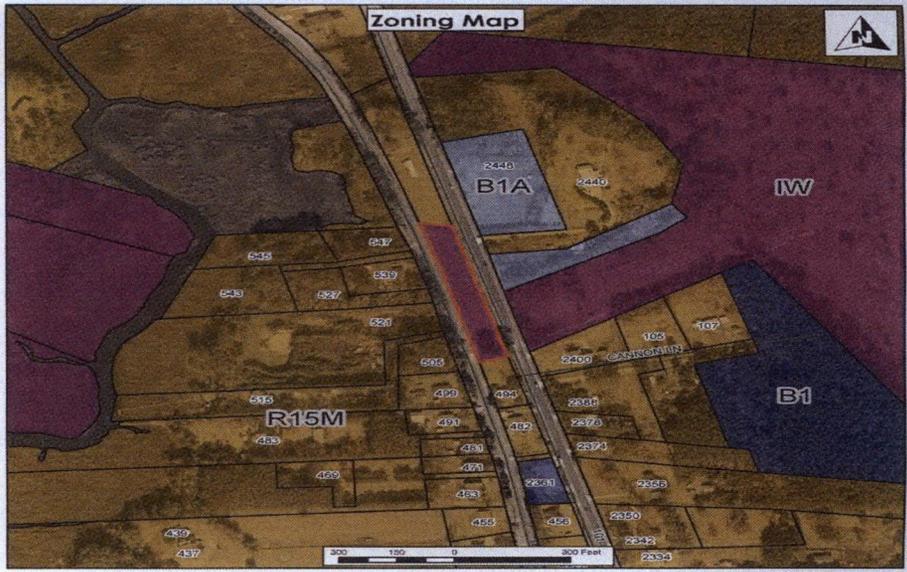
I-W to B-1A

PIN#: 63990481 5933000
Beaufort, NC 28516



Subject Property

Prepared By:
Carteret County Planning & Development



Derek G. & Cherie P. Walker
Rezoning Request

I-W to B-1A

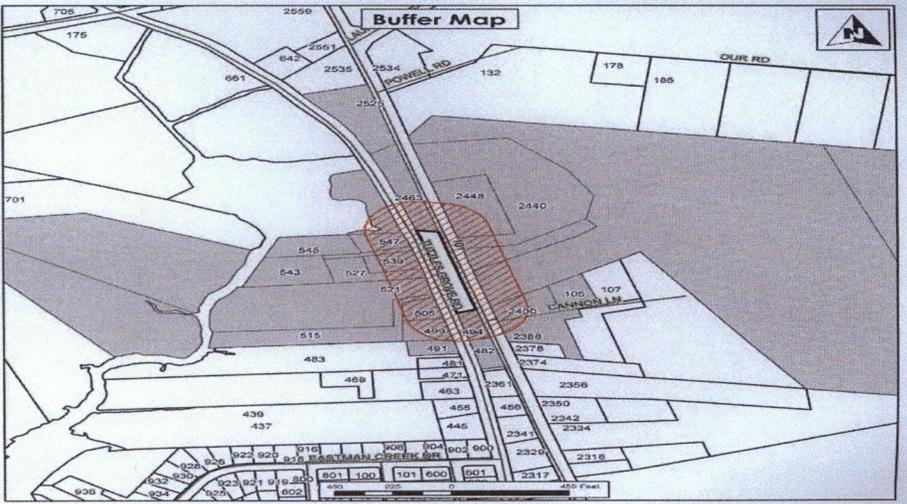
PIN#: 63990481 5933000
Beaufort, NC 28516



Surrounding Property Owners
Please see the attached property owner list.

Subject Property

Prepared By:
Carteret County Planning & Development



Derek G. & Cherie P. Walker
Rezoning Request

I-W to B-1A

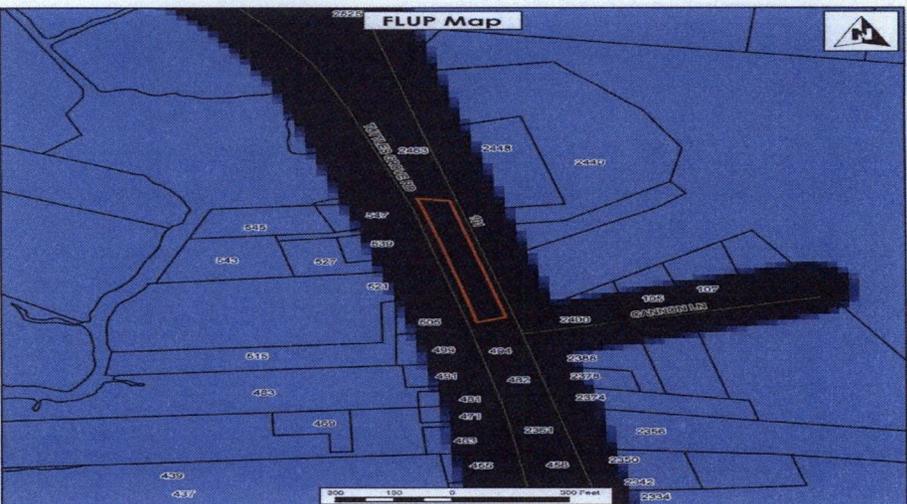
PIN#: 63990481 5933000
Beaufort, NC 28516



- Future Land Use Classifications**
- Developed
 - Limited Transition
 - Community
 - Rural
 - Rural With Services
 - Protected Lands
 - Conservation

Subject Property

Prepared By:
Carteret County Planning & Development



Surrounding Property Owner List

- | | |
|-------------------------------------|------------------------|
| 1. THE CAMPEN FAMILY LLC | PIN #: 639904821936000 |
| 2. WEYERHAEUSER COMPANY | PIN #: 730903117708000 |
| 3. SPICKETT, WILLIAM S ETUX HEATHE | 2440 HIGHWAY 101 |
| 4. LEWIS, JANICE L | 2463 HIGHWAY 101 |
| 5. WILLIS, MALCOLM R JR ETUX AVIS | PIN #: 639904822407000 |
| 6. VANGUARD VENTURES LLC | PIN #: 639904825351000 |
| 7. 950 CAPITAL GROUP LLC | 801 SENSATION WEIGH |
| 8. SPICKETT, WILLIAM S ETUX HEATHE | PIN #: 639904816927000 |
| 9. LIGHTNING INVESTMENTS LLC | 901 SENSATION WEIGH |
| 10. GRIFFIN, SHERMAN | 547 TUTTLES GROVE ROAD |
| 11. SLOCOMB, JENNIE C | 545 TUTTLES GROVE ROAD |
| 12. SLOCOMB, JENNIE C | PIN #: 639904811918000 |
| 13. SLOCOMB, ROBERT ETUX | 543 TUTTLES GROVE ROAD |
| 14. HENDERSON, ROSENA M | PIN #: 639904812942000 |
| 15. GORGES, WILLIAM D | 527 TUTTLES GROVE ROAD |
| 16. CANNON, JOEL O ETUX LOIS B L/T | 105 CANNON LANE |
| 17. RIFFE, WILLIAM J ETUX ANN | 521 TUTTLES GROVE ROAD |
| 18. CANNON, JOEL O ETUX LOIS B L/T | 2400 HIGHWAY 101 |
| 19. WHITEHEAD, RICHARD A ETUX SHELL | 515 TUTTLES GROVE ROAD |
| 20. HENNINGER, KENNETH G ETUX DOLLI | 505 TUTTLES GROVE ROAD |
| 21. LITTLETON, GRACE | 494 TUTTLES GROVE ROAD |
| 22. CANNON, BENJAMIN CALVIN | 2388 HIGHWAY 101 |
| 23. HENNINGER, KENNETH | 499 TUTTLES GROVE ROAD |
| 24. HALL, MELODIE BELLAMY | 482 TUTTLES GROVE ROAD |
| 25. SHAW, JOANN MOZINGO | 491 TUTTLES GROVE ROAD |
| 26. WOOD 543 LLC | PIN #: 639904922399000 |

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. (NCGS 153A-341)

REZONING MAP AMENDMENT:

Applicant: Derek G. & Cherie P. Walker
Owner: Derek G. & Cherie P. Walker
Address: N/A
Tax Map and Parcel(s): 639904815933000
Parcel Size: 0.999 Acres

REQUEST:

Rezone from I-W (Industrial & Wholesale District) to B-1A (General Business District)

STATEMENT OF CONSISTENCY & RECOMMENDATION:

At their meeting on February 10, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, "The Planning Commission finds and determines that case number REZ20-000001 **is** consistent with the goals, objectives and policies of the CAMA Land Use Plan.

Motion to approve/deny by: Bruce Rogers, Jr.

Seconded by: Scott Eckholdt

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. (NCGS 153A-341)

REZONING MAP AMENDMENT:

Applicant: Derek G. & Cherie P. Walker
Owner: Derek G. & Cherie P. Walker
Address: N/A
Tax Map and Parcel(s): 639904815933000
Parcel Size: 0.999 Acres

REQUEST:

Rezone from I-W (Industrial & Wholesale District) to B-1A (General Business District)

STATEMENT OF CONSISTENCY:

At their meeting on March 16, 2020 the Board of Commissioners voted to **approve / deny** the rezoning map amendment and made the following statements:

- **The Commissioners find and determine that case number REZ20-000001 is consistent / is not consistent with the goals, objectives and policies of the CAMA Land Use Plan because:**

- **Is / is not reasonable and in the public interest because:**

Motion to approve/deny by:

Seconded by:

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference.
A full copy will be retained in the County Manager's Office.*

IX. PUBLIC HEARING TO CONSIDER A REQUEST TO REZONE A 57.63-ACRE PROPERTY LOCATED AT THE HIGHWAY 24 AND MARIETTA LANE INTERSECTION IN NEWPORT, NC FROM R-20 (SINGLE-FAMILY RESIDENTIAL DISTRICT) TO R-15 (SINGLE-FAMILY RESIDENTIAL DISTRICT)

Mr. Foxworth stated this rezoning is a request to go from R-20, a residential 20,000 square foot lot to R-15, a residential 15,000 square foot lot. There are currently no structures on this property; it's bordered by R-20 to the north, south, and east. It's also bordered by R-15 on the east. B-1 and B-1A are to the south. This property – if you're familiar with Broad Creek Loop – comes out on the east end of Broad Creek Loop. It's across Highway 24, there's a road there – Marietta Lane. You all did consider a couple of properties adjacent to this in the last couple of months and this rezoning would be the same as that R-15 zoning. The Planning Commission met on February 10th and unanimously voted for approval. We did notify 25 surrounding property owners and received two letters of objection, and six letters of no objection.

There were no questions from the Commissioners.

Motion: Commissioner Comer made a motion to go into public hearing; seconded by Commissioner Mansfield. **Motion passed unanimously.**

Ray Murdoch, 505 Crestwood Drive, Newport: Mr. Murdoch stated that he is a partner in Salt Creek Holdings. Mr. Murdoch presented a wetlands map, and wished to point out that out of the 57 acres, approximately 46 acres are wetlands, and 11 acres are uplands,

they might be useful for lots. We were looking to incorporate this design into our project that you approved last month for rezoning, mainly for a large pond on it so we can use it for a common area, walking trails, or something like that.

Commissioner Wheatly asked how many buildable lots were on the property; Mr. Murdoch replied that he thought it would be about ten to fifteen on this property here [referenced map].

Commissioner Cavanaugh referenced a ten-acre pond built by Curtis Dickson a few years back - that is extremely acidic and won't support any fish life. Is there any hazard to human health on that, with kids going in there swimming or something like that? Mr. Murdoch stated he didn't think they would allow any swimming in the pond; that'll be part of their rules in the covenants. We were thinking to fence it off, then have a walking trail around it. Commissioner Cavanaugh asked if he would be able to enforce that once the lots are sold; Commissioner Mansfield stated that the restrictive covenants would enforce it.

No one else wished to speak during the public hearing.

Motion: Commissioner Comer made a motion to go out of public hearing; seconded by Commissioner Farrington. **Motion passed unanimously.**

Motion: Commissioner Comer made a motion to approve the rezoning of the property located on Highway 24 and Marietta Lane from R-20 to R-15; seconded by Commissioner Mansfield. **Motion passed unanimously.**

Motion: Commissioner Mansfield made a motion to approve the Statement of Plan Consistency; seconded by Commissioner Farrington. **Motion passed unanimously.**

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office Phone 252-728-8545
Western Office Phone 252-222-5833

MEMORANDUM

DATE: February 18, 2020
TO: Carteret County Board of Commissioners
CC: Tommy Burns, County Manager
FROM: Eugene Foxworth, Assistant County Manager
RE: Request to rezone to a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC (PIN#: 632603339643000) from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).

- On behalf of Curtis S. Dixon, Salt Creek Holdings, LLC is requesting to rezone a 57.63-acre property located at the Highway 24 and Marietta Lane intersection in Newport, NC from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District).
- Currently, there are no structures on the property. The subject property is bordered by residential properties to the east and south, and undeveloped properties to the north and west.
- The subject property is bordered by R-20 zoning to the north, south and east. The subject property is also bordered by R-15 zoning to the east, B-1 zoning to the south and B-1A zoning further to the south.
- The subject property is situated within two CAMA Land Use Plan classifications, Limited Transition and Protected Lands. Areas included within the Limited Transition classification are areas that will experience increasing development during the next five to ten years. Areas included within the Protected Lands classification are lands that are not under Carteret County or municipal planning or regulatory jurisdiction. Included in this category are federal, state, local, and non-profit property and easements that are managed for conservation and open space (i.e. Croatan National Forest).
- As the future land use map is currently drawn, this request is not consistent with the CAMA Land Use Plan because it does not meet any of the Protected Lands classification requirements. It is staff's belief that the classification line should follow the property line, which would make the subject property Limited Transition and the Croatan National Forest Protected Land.
- At their meeting on February 10, 2020, the Planning Commission voted unanimously to recommend approval of the proposed rezoning map amendment stating, "The Planning Commission finds and determines that Case # REZ20-000002 is consistent with the goals, objectives and policies of the CAMA Land Use Plan."
- Twenty-five surrounding property owners have been notified and the property has been posted. To date, staff has received two letters of objection and six letters of no objection.



REZONING APPLICATION

Applicant: SALT CREEK HOLDINGS LLC
 Address: 505 CRESTWOOD DR.
NEWPORT NC 28570
 Telephone: 252-725-1226
 E-mail: smurdoch502@att.net

Owner (if not Applicant): CURTIS DEXON
 Address: 115 MARIE T LN
NEWPORT NC 28570
 Telephone: 252-247-2643
 E-mail: _____
 Signature: Curtis S. Dexon
 Date: 1-13-2020

Property address/location: Hwy 24 W NEWPORT NC.
 PIN: 632603339643000 Current Zoning: R-20 Proposed Zoning: R-15

Please explain why the rezoning that you are requesting is warranted: PROPOSING NEW
SUBDIVISION. PROPERTY HAS ACCESS TO PUBLIC
WATER TO WARRANT R-15 ZONING.

For Staff Use Only:

Application Number: 2020-00002 Amt. Rec'd: \$850.00 Received by: EB Date: 01/13/2020

Carteret County Department of Planning and Development
 Eugene Foxworth, Director

Main Office: Courthouse Square
 Beaufort, NC 28516-1896
 Tel: (252) 728-8548
 Fax: (252) 728-6543

Western Office: 701 Cedar Point Blvd.
 Cedar Point, NC 28584-8013
 Tel: (252) 222-5833
 Fax: (252) 222-5825

Salt Creek Holdings, LLC
 Rezoning Request
R-20 to R-15
 PIN #: 632603339643000
 Newport, NC 28570

Vicinity

Subject Property

Prepared By:
 Carteret County Planning & Development

Aerial Map

Salt Creek Holdings, LLC
Rezoning Request
R-20 to R-15
PIN#: 632603339643000
Newport, NC 28570

Vicinity

Subject Property

Prepared By:
Carteret County Planning & Development



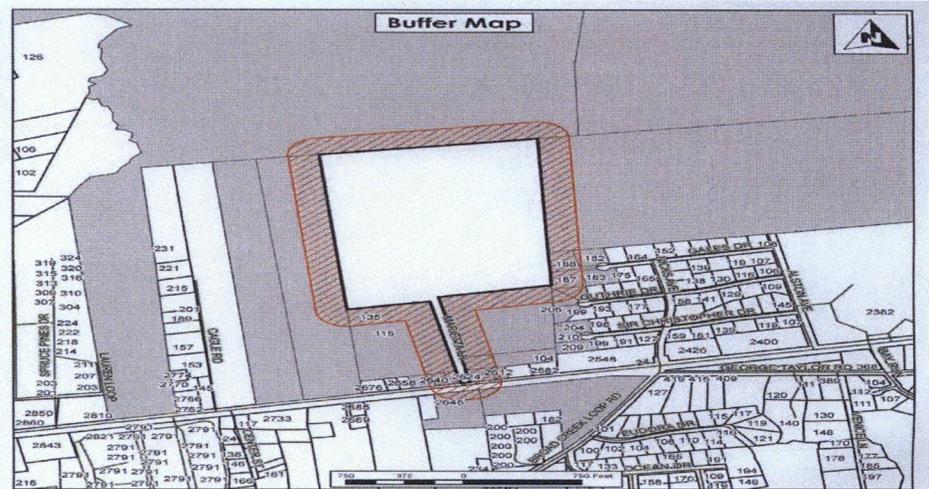
Salt Creek Holdings, LLC
Rezoning Request
R-20 to R-15
PIN#: 632603339643000
Newport, NC 28570

Vicinity

Surrounding Property Owners
Please see the attached property owner list.

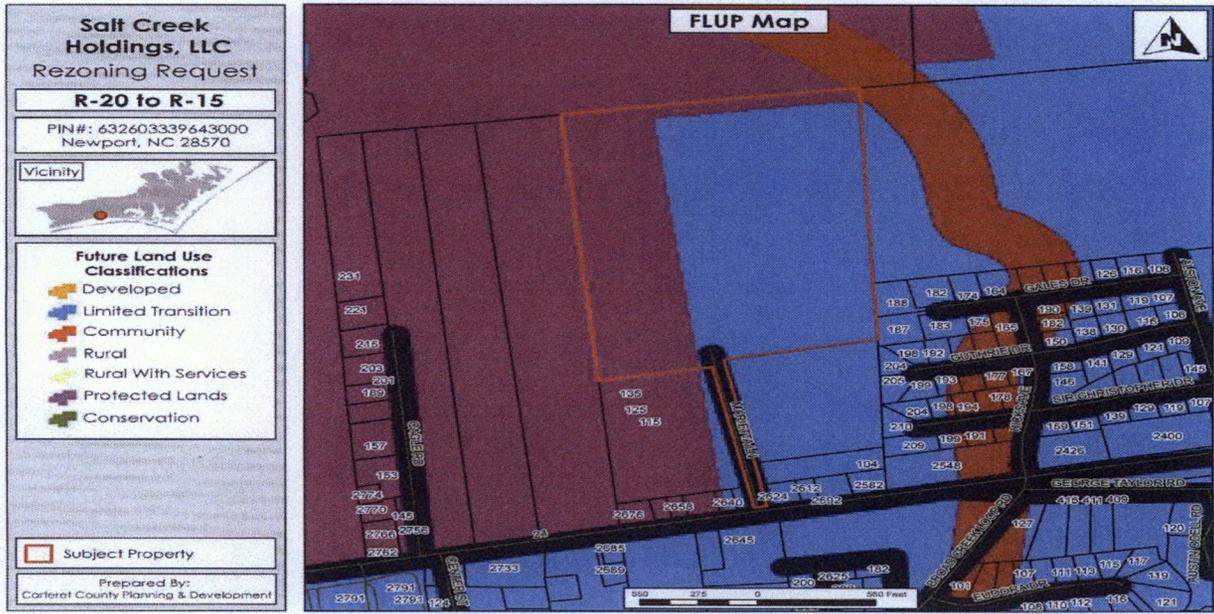
Subject Property

Prepared By:
Carteret County Planning & Development



Surrounding Property Owner List

- | | |
|------------------------------------|---------------------------|
| 1. NC COASTAL LAND TRUST INC | PIN#: 632604644607000 |
| 2. SALT CREEK HOLDINGS LLC | PIN#: 632603330578000 |
| 3. SALT CREEK HOLDINGS LLC | PIN#: 632603237359000 |
| 4. SNUDDEN, ROBERT A | 182 GALES DRIVE |
| 5. DEFLORIO, MICHAEL G ETUX HELEN | 188 GALES DRIVE |
| 6. BELL, GAYLE E ETUX CINDY | 187 GALES DRIVE |
| 7. HARTH, ZACHARY J ETUX KAYLA E | 183 GALES DRIVE |
| 8. DIXON, CURTIS S | PIN#: 632603423707000 |
| 9. GREENE, THOMAS L ETUX DONNA G | 198 GUTHRIE DRIVE |
| 10. FEARNOW, JOHN D ETUX SHIRLEY I | 204 GUTHRIE DRIVE |
| 11. DIXON, CURTIS S | 2628 HIGHWAY 24 |
| 12. BRUSH, DOUGLAS F | 205 GUTHRIE DRIVE |
| 13. MORGAN, ERIC J ETUX HELEN E | 204 SIR CHRISTOPHER DRIVE |
| 14. MULLEN, DANIEL F ETUX BARBARA | 210 SIR CHRISTOPHER DRIVE |
| 15. JONES, DONNA MARIE RAND | 209 SIR CHRISTOPHER DRIVE |
| 16. SKIBA, TRACY LEE | 104 MARIETTA LANE |
| 17. HUNTER, SHIRLEY T TRUSTEE | 2612 HIGHWAY 24 |
| 18. ABC TRANSLATING SERVICES LLC | 2624 HIGHWAY 24 |
| 19. DIXON, CURTIS S | PIN#: 632603329293000 |
| 20. CAVANAUGH, ROBERT W JR | 2640 HIGHWAY 24 |
| 21. VELTMAN, TJERK | PIN#: 632603327280000 |
| 22. MCKAMEY, LOUISE J ETAL | 181 BROAD CREEK LOOP ROAD |
| 23. BRAZDA, FRANK D ETUX CASANDRA | PIN#: 632603410803000 |
| 24. UNITED STATES OF AMERICA | PIN#: 630800456189000 |
| 25. NORTH CAROLINA COASTAL LAND TR | PIN#: 632602773170000 |



PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board. (NCGS 153A-341)

REZONING MAP AMENDMENT:

Applicant: Salt Creek Holdings, LLC
Owner: Curtis S. Dixon
Address: N/A
Tax Map and Parcel(s): 632603339643000
Parcel Size: 57.63 Acres

REQUEST:

Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

STATEMENT OF CONSISTENCY & RECOMMENDATION:

At their meeting on February 10, 2020, the Planning Commission voted to recommend **approval** of the proposed rezoning map amendment and stated, "The Planning Commission finds and determines that case number REZ20-000002 **is** consistent with the goals, objectives and policies of the CAMA Land Use Plan.

Motion to approve/deny by: Scott Eckholdt

Seconded by: Bruce Rogers, Jr.

PLANNING AND DEVELOPMENT

Eugene Foxworth
Director



Beaufort Office
Phone: 252-728-8545
Fax: 252-728-6643

*Prior to adopting or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the board of county commissioners that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.
(NCGS 153A-341)*

REZONING MAP AMENDMENT:

Applicant: Salt Creek Holdings, LLC
Owner: Curtis S. Dixon
Address: N/A
Tax Map and Parcel(s): 632603339643000
Parcel Size: 57.63 Acres

REQUEST:

Rezone from R-20 (Single-Family Residential District) to R-15 (Single-Family Residential District)

STATEMENT OF CONSISTENCY:

At their meeting on March 16, 2020 the Board of Commissioners voted to **approve / deny** the rezoning map amendment and made the following statements:

- *The Commissioners find and determine that case number REZ20-000002 **is consistent / is not consistent** with the goals, objectives and policies of the CAMA Land Use Plan because:*

- ***Is / Is not** reasonable and in the public interest because:*

Motion to approve/deny by:
Seconded by:

*Due to the size of the supporting documentation, it is being incorporated into these minutes by reference.
A full copy will be retained in the County Manager's Office.*

X. APPROVAL TO AUTHORIZE TWO NEW DETENTION OFFICER POSITIONS AND ONE DETENTION SHIFT SUPERVISOR FOR THE JAIL

Commissioner Wheatly requested, based on the information and timing of this, that Commissioners table this item to a later date when we can get more information.

Motion: Commissioner Wheatly made a motion to table the approval to authorize two new detention officer positions and one detention shift supervisor for the jail; seconded by Commissioner Farrington. **Motion passed unanimously.**

~~**XI. REVIEW OF DEPARTMENTAL STRATEGIC PLANS (Item removed as amended)**~~

XII. UPDATE: SOUTH RIVER EMS

County Manager Tommy Burns provided an overview, and stated that a few months back, we were approached by South River EMS that they would have problems continuing their EMS service. We've got to work ahead on a solution to provide EMS service to that district. We looked at several scenarios; one scenario would be the County taking over that service in that area, and we prepared a budget and a cost estimate that we presented to you at the last month's meeting. The other option was to contract that service out to

Beaufort EMS and we've got a proposed budget in your packet for that. Mr. Lewis can go over some of the particulars of that, but we're getting into a time situation where we need to decide on how we're going to provide that service starting July 1st and whichever way you choose to go, it'll take some time to staff that up and acquire the equipment that may be needed.

Mr. Eddie Lewis, Fire Marshal, stated that Mr. Stephen Rea, Emergency Services Director, was out sick and asked him to present this update. The first budget is South River-Merrimon Fire Department operating budgets – these budgets are proposed so there's nothing set in stone. That amount, for fire, would be \$115,935 and for Beaufort EMS to contract would be \$218,356. The budget last year that was approved for South River, according to our records, was \$200,229. So, there may be a point when you have to impose a service district or EMS tax rate for that area to make up the difference. I don't know the numbers for that, I don't know what it would take as far as pennies would go. Mr. Lewis advised if they wanted to decide to do that, it should be prior to the fiscal year.

Commissioner Comer stated that these numbers were not in line with the numbers that were shown a few months ago. Mr. Burns requested to keep in mind that these numbers include fire provisions, too. Commissioner Comer stated that he thought the contract with Beaufort EMS was \$75,000-80,000 dollars. Mr. Burns stated that he thought that's what we would have to put in, in addition to what the tax would cover. There was a discussion regarding the tax rates for the area. Mr. Burns explained that this is a fire department that provides EMS services through a fire tax; that's all they have out there. Mr. Burns thought that the tax rate is as high as it can be for that area, so there would have to be some additional revenue.

Commissioner Comer asked if that would be for fire and EMS; Mr. Burns confirmed. Commissioner Comer asked if there was not room to add an EMS tax because of fires. Mr. Burns explained that they could add EMS tax, but they're not currently authorized to do that right now.

Commissioner Mansfield asked what it would take to do that. Mr. Burns stated there would have to be a Local Act. Commissioner Mansfield asked about the timeline; Mr. Burns replied if they're talking about a public hearing, it would have to be about sixty days at least.

Commissioner Comer asked if there was a recommendation. Mr. Burns shared that Mr. Rea's initial recommendation was to contract with Beaufort EMS, but the question is how we fill the revenue differential.

Commissioner Robinson stated that without having a direct handle on the numbers, I wouldn't know what to suggest, but I know that it's widely presumed there that it's going to take some increase in their taxes in order to fund the service. He stated he didn't know what steps it would take or without quantifying it, I think the people are knowledgeable and know that they're going to have some kind of increase in their taxes. The problem presented in that is that they're maxed out on the fire tax, and stated that it looks like to

him that in trying to remedy that, you would establish an EMS tax like they have in other areas of the County. I don't know if there's enough tax base there to do that; I don't know what the numbers are; I'm relying on you on the numbers. That would seem to me an approachable way to address it.

Commissioner Mansfield stated that he thought they need to look into pursuing adding an EMS tax to that district to start the process. We can revisit when Mr. Rea's back, as far as what is his preferred recommendation, but we need to start the process.

Commissioner Comer stated the numbers he's given us are not jiving with what he told us; may have misinterpreted it. Mr. Burns stated that what they have are the proposed budgets for this coming year. Mr. Burns recalled that he presented one option where we provided the fire and EMS; he presented an option where we provided just EMS and then the other option was Beaufort providing just the EMS. Commissioner Comer stated that he didn't pick up that was a difference. Commissioner Mansfield suggested taking the time to review it. Commissioner Comer agreed. Commissioner Robinson stated they needed to know something more quantitatively. The Commissioners advised Mr. Burns to follow up on the numbers with Mr. Rea.

The Commissioners thanked Mr. Lewis.

DEPARTMENT:		South River-Merrimon Fire Dept						
		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY						
Rev./Expend. Year to Date As of 12/31/19	Acct. #	Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget	
Section 1 REVENUES & EXPENSES								
A. ESTIMATED REVENUE								
-	10101 1.	-	-	77,410	77,410	0.0%		
-	10102 2.	-	-	37,000	37,000	0.0%		
-	10201 3.	-	-	-	-	0.0%		
-	10202 4.	-	-	-	-	0.0%		
-	10001 5.	-	-	-	-	0.0%		
-	10002 6.	-	-	-	-	0.0%		
-	10003 7.	-	-	-	-	0.0%		
-	10004 8.	-	-	25	25	0.0%		
-	10005 9.	-	-	-	-	0.0%		
-	10006 10.	-	-	1,500	1,500	0.0%		
-	10007 11.	-	-	-	-	0.0%		
-	10008 12.	-	-	-	-	0.0%		
-	10009 13.	-	-	-	-	0.0%		
-	10010 14.	-	-	-	151	0.0%		
-	10011 15.	-	-	-	-	0.0%		
-	10203 16.	-	-	-	-	0.0%		
-	10012 17.	-	-	-	-	0.0%		
-	18.	-	-	-	-	0.0%		
-	19.	-	-	-	-	0.0%		
-	20.	-	-	-	-	0.0%		
\$	TOTAL REVENUE	\$	\$	\$ 115,935	\$ 115,935	undefined		
B. ESTIMATED EXPENDITURE SUMMARY								
<i>Do not enter any numbers in this section</i>								
-	11000 1.	-	-	23,720	23,720	0.0%		
-	12000 2.	-	-	15,323	15,323	0.0%		
-	13000 3.	-	-	31,617	31,617	0.0%		
-	14000 4.	-	-	9,675	9,675	0.0%		
-	15000 5.	-	-	5,100	5,100	0.0%		
-	16000 6.	-	-	4,600	4,600	0.0%		
-	17000 7.	-	-	4,850	4,850	0.0%		
-	18000 8.	-	-	10,500	10,500	0.0%		
-	19000 9.	-	-	10,550	10,550	0.0%		
-	20000 10.	-	-	-	-	0.0%		
-	21000 11.	-	-	-	-	0.0%		
-	22000 12.	-	-	-	-	0.0%		
\$	TOTAL:	\$	\$	\$ 115,935	\$ 115,935	0.0%		
Amount needed to balance the budget:								

DEPARTMENT:		South River-Merrimon Fire Dept					
		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY					
Rev./Expend. Year to Date As of 12/31/19	Acct. #	Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
C. COMPENSATION							
-	11001	1. Base Pay	-	-	-	0.0%	
-	11002	2. Scheduled O/T	-	-	-	0.0%	
-	11003	3. Call Back O/T	-	-	-	0.0%	
-	11004	4. Overtime @ 1.5	-	-	-	0.0%	
-	11005	5. Vac./Sick/Holiday Pay	-	-	-	0.0%	
-	11006	6. PRN Expenses	-	-	-	0.0%	
-	11007	7. Volunteer Compensation	-	-	21,000	0.0%	
-	11008	8. Taxes - Payroll (FICA & Medicare @ .0765)	-	-	1,607	0.0%	
-	11009	9. Taxes - FUTA @ .008	-	-	168	0.0%	
-	11010	10. Taxes - SUTA	-	-	105	0.0%	
-	11011	11. Medical Injury & physicals	-	-	-	0.0%	
-	11012	12. IRA Contribution	-	-	-	0.0%	
-	11013	13. NC Firemen's Assn. Pension Program	-	-	840	0.0%	
-	11014	14. Salary Adjustment	-	-	-	0.0%	
\$	-	SUBTOTAL - Compensation	\$	\$	\$ 23,720	\$ 23,720	0.0%
D. ADMINISTRATIVE							
-	12001	1. Advertising	-	-	-	0.0%	
-	12002	2. Bank Charges	-	-	100	0.0%	
-	12003	3. Dues and Subscriptions	-	-	1,341	0.0%	
-	12004	4. Fundraising Expense	-	-	-	0.0%	
-	12005	5. Legal & Prof Fees	-	-	9,149	0.0%	
-	12006	6. Office Equipment	-	-	-	0.0%	
-	12007	7. Office Supplies	-	-	460	0.0%	
-	12008	8. Postage	-	-	-	0.0%	
-	12009	9. Training & Seminars	-	-	1,500	0.0%	
-	12010	10. Uniforms and Laundry	-	-	500	0.0%	
-	12011	11. Rehab Expense	-	-	300	0.0%	
-	12012	12. Flowers, Bereavement, Socials etc.	-	-	-	0.0%	
-	12013	13. Sales Tax Paid & Refundable	-	-	-	0.0%	
-	12014	14. EMS Billing expense	-	-	-	0.0%	
-	12015	15. Fire Prevention expense	-	-	-	0.0%	
-	12016	16. Miscellaneous expense	-	-	525	0.0%	
-	12017	17. Contracted Services	-	-	1,448	0.0%	
-	12018	18. Taxes-other	-	-	-	0.0%	
-	12019	19. Penalties	-	-	-	0.0%	
-	12020	20. Prior period taxes, penalty, interest	-	-	-	0.0%	
\$	-	SUBTOTAL - Administrative	\$	\$	\$ 15,323	\$ 15,323	0.0%

DEPARTMENT:		South River-Merrimon Fire Dept					
		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY					
Rev./Expend. Year to Date As of 12/31/19	Acct. #	Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
E. INSURANCE EXPENSES							
-	13001	1. Insurance	-	-	24,506	0.0%	
-	13002	2. Employee Insurance - Group Health	-	-	-	0.0%	
-	13003	3. Employee Insurance - Accident & Sickness	-	-	2,069	0.0%	
-	13004	4. Employee Insurance - Workmans Comp	-	-	-	0.0%	
-	13005	5. Employee Insurance - Dental	-	-	-	0.0%	
-	13006	6. Employee Insurance - Life	-	-	5,042	0.0%	
-	13007	7. Employee Insurance - Disability	-	-	-	0.0%	
-	13007	8. Insurance-Liability	-	-	-	0.0%	
-	13008	9. Insurance-Property	-	-	-	0.0%	
-	13009	10. Insurance Vehicle (Fire)	-	-	-	0.0%	
-	13010	11. Insurance Vehicle (EMS)	-	-	-	0.0%	
\$	-	SUBTOTAL - Insurance	\$	\$	\$ 31,617	\$ 31,617	0.0%
F. VEHICULAR							
-	14101	1. Motor Fuel & Oil - Fire	-	-	4,000	0.0%	
-	14102	2. R & M - Vehicle-Fire	-	-	5,675	0.0%	
-	14201	3. Motor Fuel & Oil -EMS	-	-	-	0.0%	
-	14202	4. R & M - Vehicle-EMS	-	-	-	0.0%	
-	14002	5. R & M - Rescue-Boat	-	-	-	0.0%	
-	14001	6. Taxes & Licenses	-	-	-	0.0%	
\$	-	SUBTOTAL - Vehicular	\$	\$	\$ 9,675	\$ 9,675	0.0%
G. BUILDINGS & GROUNDS							
-	15001	1. R & M Buildings	-	-	1,500	0.0%	
-	15002	2. Buildings - Supplies	-	-	-	0.0%	
-	15003	3. Buildings - Housekeeping Contract	-	-	1,800	0.0%	
-	15004	4. Grounds Keeping Contract	-	-	1,800	0.0%	
-	15005	5. Grounds Keeping Supplies/Maint.	-	-	200	0.0%	
-	15006	6. R & M Generator and Fuel	-	-	400	0.0%	
-	15007	7. Pest Control	-	-	450	0.0%	
-	15008	8. Small Equipment	-	-	150	0.0%	
\$	-	SUBTOTAL - Buildings & Grounds	\$	\$	\$ 5,100	\$ 5,100	0.0%

DEPARTMENT:		South River-Merrimon Fire Dept						
		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY						
Rev./Expend. Year to Date As of 12/31/19	Acct #		Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
	H. MEDICAL EXPENSES							
-	16201	1. R & M Medical Equipment	-	-	3,600	3,600	0.0%	
-	16202	2. Medical Supplies (incl. drugs)	-	-	1,000	1,000	0.0%	
-	16203	3. Oxygen	-	-	-	-	0.0%	
-	16204	4. Linen Expense	-	-	-	-	0.0%	
-	16205	5. Medical Equip. Purchases (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$ -		SUBTOTAL - Medical Expenses	\$ -	\$ -	\$ 4,600	\$ 4,600	0.0%	
	I. FIRE EXPENSES							
-	17101	1. R & M Fire Equipment	-	-	3,350	3,350	0.0%	
-	17102	2. Fire Supplies	-	-	1,500	1,500	0.0%	
-	17103	3. Fire Equip. Purchases (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$ -		SUBTOTAL - Fire Expenses	\$ -	\$ -	\$ 4,850	\$ 4,850	0.0%	
	J. UTILITIES							
-	18002	1. Heating Fuel-LP Gas	-	-	5,000	5,000	0.0%	
-	18003	2. Electricity	-	-	5,050	5,050	0.0%	
-	18004	3. Water	-	-	-	-	0.0%	
-	18005	4. Cable TV	-	-	450	450	0.0%	
-	18006	5. Refuse Removal	-	-	-	-	0.0%	
-	18001	6. Utilities	-	-	-	-	0.0%	
\$ -		SUBTOTAL -Utilities	\$ -	\$ -	\$ 10,500	\$ 10,500	0.0%	
	K. COMMUNICATIONS							
-	19201	1. Telephone - Station	-	-	2,450	2,450	0.0%	
-	19202	2. Telephone - Cellular	-	-	1,550	1,550	0.0%	
-	19203	3. Internet Service	-	-	1,800	1,800	0.0%	
-	19204	4. R & M Communications Equipment	-	-	750	750	0.0%	
-	19205	5. Comm.Equip. Purchases	-	-	4,000	4,000	0.0%	
\$ -		SUBTOTAL - Communications	\$ -	\$ -	\$ 10,550	\$ 10,550	0.0%	

DEPARTMENT:		South River-Merrimon Fire Dept						
		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY						
Rev./Expend. Year to Date As of 12/31/19	Acct #		Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
	L. CAPITAL PURCHASES (Specify in Section VI)							
-	20001	1. Real Estate	-	-	-	-	0.0%	
-	20002	2. Building	-	-	-	-	0.0%	
-	20003	3. Vehicle-Fire	-	-	-	-	0.0%	
-	20004	4. Vehicle-EMS	-	-	-	-	0.0%	
-	20005	5. Other (specify below)	-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
-			-	-	-	-	0.0%	
\$ -		SUBTOTAL - Capital Purchases	\$ -	\$ -	\$ -	\$ -	0.0%	
	M. CAPITAL RESERVES (Specify in Section VII if applicable)							
-	21001	1. Property fund	-	-	-	-	0.0%	
-	21002	2. Building Fund	-	-	-	-	0.0%	
-	21101	3. Truck Fund	-	-	-	-	0.0%	
-	21201	4. Ambulance fund	-	-	-	-	0.0%	
-	21103	5. Equipment Fund-Fire	-	-	-	-	0.0%	
-	21203	6. Equipment Fund-EMS	-	-	-	-	0.0%	
-	21003	7. Other	-	-	-	-	0.0%	
\$ -		SUBTOTAL - Capital Reserves	\$ -	\$ -	\$ -	\$ -	0.0%	
	N. DEBT SERVICE (Include existing and proposed debt service)							
-	22001	1. Real Estate	-	-	-	-	0.0%	
-	22002	2. Building	-	-	-	-	0.0%	
-	22101	3. Vehicle-Fire	-	-	-	-	0.0%	
-	22201	4. Vehicle-EMS	-	-	-	-	0.0%	
-	22003	5. Other-Interest	-	-	-	-	0.0%	
\$ -		SUBTOTAL - DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	0.0%	
\$ -		TOTAL:	\$ -	\$ -	\$ 115,935	\$ 115,935	0.0%	
Recommendation of Fire & EMS Commission:			Yes	No				
			Date:					
			Ayes:	Nays				

		DEPARTMENT:	FY 2020-2021 BUDGET REQUEST CARTERET COUNTY						
Rev./Expend. Year to Date As of 12/31/19	Acct. #		Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget	
Section 1		REVENUES & EXPENSES							
		A. ESTIMATED REVENUE							
-	10101	1. Fire District Ad Valorem Tax	-	-	-	-	0.0%		
-	10102	2. Fire District Sales Tax	-	-	-	-	0.0%		
-	10201	3. EMS District Ad Valorem Tax	-	-	-	-	0.0%		
-	10202	4. EMS District Sales Tax	-	-	-	-	0.0%		
-	10001	5. Other County Revenue	-	-	-	-	0.0%		
-	10002	6. Lease Revenues	-	-	-	-	0.0%		
-	10003	7. Grant Revenues	-	-	-	-	0.0%		
-	10004	8. Interest Income	-	-	-	-	0.0%		
-	10005	9. Income Fundraisers	-	-	-	-	0.0%		
-	10006	10. Donations	-	-	-	-	0.0%		
-	10007	11. Insurance Proceeds	-	-	-	-	0.0%		
-	10008	12. Income-Sales Tax Refunded	-	-	-	-	0.0%		
-	10009	13. Income-Fuel Tax Refunded	-	-	-	-	0.0%		
-	10010	14. Miscellaneous Income	-	-	-	-	0.0%		
-	10011	15. Transfer from(to) Fund Balance	-	-	-	-	0.0%		
-	10203	16. EMS Billing Proceeds	-	-	-	-	0.0%		
-	10012	17. Loan Proceeds	-	-	-	-	0.0%		
-		18. Sale of Asset	-	-	-	-	0.0%		
-		19. County Reserve Funds	-	-	-	-	0.0%		
-		20. Other	-	-	-	-	0.0%		
\$	-	TOTAL REVENUE	\$	\$	\$	\$	0.0%		
		B. ESTIMATED EXPENDITURE SUMMARY							
		<i>Do not enter any numbers in this section</i>							
-	11000	1. Compensation	-	-	165,021	165,021	0.0%		
-	12000	2. Administration	-	-	2,250	2,250	0.0%		
-	13000	3. Insurance	-	-	44,985	44,985	0.0%		
-	14000	4. Vehicles	-	-	-	-	0.0%		
-	15000	5. Buildings & Grounds	-	-	1,000	1,000	0.0%		
-	16000	6. Medical Expenses	-	-	400	400	0.0%		
-	17000	7. Fire Expenses	-	-	-	-	0.0%		
-	18000	8. Utilities	-	-	4,100	4,100	0.0%		
-	19000	9. Communications	-	-	600	600	0.0%		
-	20000	10. Capital Purchases	-	-	-	-	0.0%		
-	21000	11. Capital Reserves	-	-	-	-	0.0%		
-	22000	12. Debt Service	-	-	-	-	0.0%		
\$	-	TOTAL:	\$	\$	\$ 218,356	\$ 218,356	0.0%		
		Amount needed to balance the budget:					218,356		

		DEPARTMENT:	FY 2020-2021 BUDGET REQUEST CARTERET COUNTY						
Rev./Expend. Year to Date As of 12/31/19	Acct. #		Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget	
		C. COMPENSATION							
-	11001	1. Base Pay	-	-	126,424	126,424	0.0%		
-	11002	2. Scheduled O/T	-	-	19,968	19,968	0.0%		
-	11003	3. Call Back O/T	-	-	-	-	0.0%		
-	11004	4. Overtime @ 1.5	-	-	-	-	0.0%		
-	11005	5. Vac/Sick/Holiday Pay	-	-	1,000	1,000	0.0%		
-	11006	6. PRN Expenses	-	-	2,500	2,500	0.0%		
-	11007	7. Volunteer Compensation	-	-	-	-	0.0%		
-	11008	8. Taxes - Payroll (FICA & Medicare @.0765)	-	-	11,000	11,000	0.0%		
-	11009	9. Taxes - FUTA @.008	-	-	-	-	0.0%		
-	11010	10. Taxes - SUTA	-	-	500	500	0.0%		
-	11011	11. Medical Injury & physicals	-	-	-	-	0.0%		
-	11012	12. IRA Contribution	-	-	2,929	2,929	0.0%		
-	11013	13. NC Firemen's Assn. Pension Program	-	-	480	480	0.0%		
-	11014	14. Salary Adjustment	-	-	220	220	0.0%		
\$	-	SUBTOTAL - Compensation	\$	\$	\$ 165,021	\$ 165,021	0.0%		
		D. ADMINISTRATIVE							
-	12001	1. Advertising	-	-	-	-	0.0%		
-	12002	2. Bank Charges	-	-	-	-	0.0%		
-	12003	3. Dues and Subscriptions	-	-	-	-	0.0%		
-	12004	4. Fundraising Expense	-	-	-	-	0.0%		
-	12005	5. Legal & Prof. Fees	-	-	-	-	0.0%		
-	12006	6. Office Equipment	-	-	-	-	0.0%		
-	12007	7. Office Supplies	-	-	-	-	0.0%		
-	12008	8. Postage	-	-	-	-	0.0%		
-	12009	9. Training & Seminars	-	-	-	-	0.0%		
-	12010	10. Uniforms and Laundry	-	-	2,250	2,250	0.0%		
-	12011	11. Rehab Expense	-	-	-	-	0.0%		
-	12012	12. Flowers, Bereavement, Socials etc.	-	-	-	-	0.0%		
-	12013	13. Sales Tax Paid & Refundable	-	-	-	-	0.0%		
-	12014	14. EMS Billing expense	-	-	-	-	0.0%		
-	12015	15. Fire Prevention expense	-	-	-	-	0.0%		
-	12016	16. Miscellaneous expense	-	-	-	-	0.0%		
-	12017	17. Contracted Services	-	-	-	-	0.0%		
-	12018	18. Taxes-other	-	-	-	-	0.0%		
-	12019	19. Penalties	-	-	-	-	0.0%		
-	12020	20. Prior period taxes, penalty, interest	-	-	-	-	0.0%		
\$	-	SUBTOTAL - Administrative	\$	\$	\$ 2,250	\$ 2,250	0.0%		

DEPARTMENT:		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY					
Rev./Expend. Year to Date As of 12/31/19	Acct. #	Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
E. INSURANCE EXPENSES							
-	13001	1. Insurance	-	-	-	0.0%	
-	13002	2. Employee Insurance - Group Health	-	-	40,985	40,985	0.0%
-	13003	3. Employee Insurance - Accident & Sickness	-	-	-	-	0.0%
-	13004	4. Employee Insurance - Workmans Comp	-	-	4,000	4,000	0.0%
-	13005	5. Employee Insurance - Dental	-	-	-	-	0.0%
-	13006	6. Employee Insurance - Life	-	-	-	-	0.0%
-	13007	7. Employee Insurance - Disability	-	-	-	-	0.0%
-	13008	8. Insurance-Liability	-	-	-	-	0.0%
-	13009	9. Insurance-Property	-	-	-	-	0.0%
-	13009	10. Insurance Vehicle (Fire)	-	-	-	-	0.0%
-	13010	11. Insurance Vehicle (EMS)	-	-	-	-	0.0%
\$	-	SUBTOTAL - Insurance	\$	\$	\$ 44,985	\$ 44,985	0.0%
F. VEHICULAR							
-	14101	1. Motor Fuel & Oil - Fire	-	-	-	-	0.0%
-	14102	2. R & M - Vehicle-Fire	-	-	-	-	0.0%
-	14201	3. Motor Fuel & Oil -EMS	-	-	-	-	0.0%
-	14202	4. R & M - Vehicle-EMS	-	-	-	-	0.0%
-	14002	5. R & M - Rescue-Boat	-	-	-	-	0.0%
-	14001	6. Taxes & Licenses	-	-	-	-	0.0%
\$	-	SUBTOTAL - Vehicular	\$	\$	\$ -	\$ -	0.0%
G. BUILDINGS & GROUNDS							
-	15001	1. R & M Buildings	-	-	-	-	0.0%
-	15002	2. Buildings - Supplies	-	-	1,000	1,000	0.0%
-	15003	3. Buildings - Housekeeping Contract	-	-	-	-	0.0%
-	15004	4. Grounds Keeping Contract	-	-	-	-	0.0%
-	15005	5. Grounds Keeping Supplies/Maint.	-	-	-	-	0.0%
-	15006	6. R & M Generator and Fuel	-	-	-	-	0.0%
-	15007	7. Pest Control	-	-	-	-	0.0%
-	15008	8. Small Equipment	-	-	-	-	0.0%
\$	-	SUBTOTAL - Buildings & Grounds	\$	\$	\$ 1,000	\$ 1,000	0.0%

DEPARTMENT:		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY					
Rev./Expend. Year to Date As of 12/31/19	Acct. #	Actual 7/1/18-6/30/19	Approved 19/20 Budget	Proposed 20/21 Budget	Amt. Change 19/20-20/21	% Change 19/20-20/21	Fire & EMS Comm. Recom. Budget
H. MEDICAL EXPENSES							
-	16201	1. R & M Medical Equipment	-	-	-	-	0.0%
-	16202	2. Medical Supplies (incl. drugs)	-	-	-	-	0.0%
-	16203	3. Oxygen	-	-	400	400	0.0%
-	16204	4. Linen Expense	-	-	-	-	0.0%
-	16205	5. Medical Equip. Purchases (specify below)	-	-	-	-	0.0%
-			-	-	-	-	0.0%
-			-	-	-	-	0.0%
\$	-	SUBTOTAL - Medical Expenses	\$	\$	\$ 400	\$ 400	0.0%
I. FIRE EXPENSES							
-	17101	1. R & M Fire Equipment	-	-	-	-	0.0%
-	17102	2. Fire Supplies	-	-	-	-	0.0%
-	17103	3. Fire Equip. Purchases (specify below)	-	-	-	-	0.0%
-			-	-	-	-	0.0%
-			-	-	-	-	0.0%
\$	-	SUBTOTAL - Fire Expenses	\$	\$	\$ -	\$ -	0.0%
J. UTILITIES							
-	18002	1. Heating Fuel-LP Gas	-	-	1,400	1,400	0.0%
-	18003	2. Electricity	-	-	2,700	2,700	0.0%
-	18004	3. Water	-	-	-	-	0.0%
-	18005	4. Cable TV	-	-	-	-	0.0%
-	18006	5. Refuse Removal	-	-	-	-	0.0%
-	18001	6. Utilities	-	-	-	-	0.0%
\$	-	SUBTOTAL - Utilities	\$	\$	\$ 4,100	\$ 4,100	0.0%
K. COMMUNICATIONS							
-	19201	1. Telephone - Station	-	-	600	600	0.0%
-	19202	2. Telephone - Cellular	-	-	-	-	0.0%
-	19203	3. Internet Service	-	-	-	-	0.0%
-	19204	4. R & M Communications Equipment	-	-	-	-	0.0%
-	19205	5. Comm.Equip. Purchases	-	-	-	-	0.0%
\$	-	SUBTOTAL - Communications	\$	\$	\$ 600	\$ 600	0.0%

DEPARTMENT:		FY 2020-2021 BUDGET REQUEST CARTERET COUNTY						Fire & EMS Comm.
Rev./Expend. Year to Date As of 12/31/19	Acct. #		Actual 7/1/19-9/30/19 (Specify in Section VI)	Approved 19/20 Budget	Proposed 20/21 Budget	Amnt. Change 19/20-20/21	% Change 19/20-20/21	Recom. Budget
	L. CAPITAL PURCHASES							
-	20001	1. Real Estate	-	-	-	-	0.0%	
-	20002	2. Building	-	-	-	-	0.0%	
-	20003	3. Vehicle-Fire	-	-	-	-	0.0%	
-	20004	4. Vehicle-EMS	-	-	-	-	0.0%	
-	20005	5. Other (specify below)	-	-	-	-	0.0%	
\$		SUBTOTAL - Capital Purchases	\$	\$	\$	\$	0.0%	
	M. CAPITAL RESERVES							
-	21001	1. Property fund	-	-	-	-	0.0%	
-	21002	2. Building Fund	-	-	-	-	0.0%	
-	21101	3. Truck Fund	-	-	-	-	0.0%	
-	21201	4. Ambulance fund	-	-	-	-	0.0%	
-	21103	5. Equipment Fund-Fire	-	-	-	-	0.0%	
-	21203	6. Equipment Fund-EMS	-	-	-	-	0.0%	
-	21003	7. Other	-	-	-	-	0.0%	
\$		SUBTOTAL - Capital Reserves	\$	\$	\$	\$	0.0%	
	N. DEBT SERVICE							
-	22001	1. Real Estate	-	-	-	-	0.0%	
-	22002	2. Building	-	-	-	-	0.0%	
-	22101	3. Vehicle-Fire	-	-	-	-	0.0%	
-	22201	4. Vehicle-EMS	-	-	-	-	0.0%	
-	22003	5. Other-Interest	-	-	-	-	0.0%	
\$		SUBTOTAL - DEBT SERVICE	\$	\$	\$	\$	0.0%	
\$		TOTAL:	\$	\$	\$ 218,358	\$ 218,358	0.0%	
Recommendation of Fire & EMS Commission:			Yes	No				
Date:								
Ayes:				Nays				

XIII. MANAGER'S REPORT

County Manager Tommy Burns stated that he was going to give his time to Health Director Stephanie Cannon to provide an update. He shared a few updates as relating to County operations. He stated that they had met several times as a response to COVID-19; some of the changes that you'll see from the County in the next week is that we've decided to follow suit with the recommendations from the CDC by limiting contact. One of the things we're asking folks to do is use online pay sources to pay tax bills, water bills, and so forth. If they have to bring a payment, they can bring it to the drop box outside. We're asking them to call ahead if they have any issues that they feel need to be discussed face to face. We started doing some of that today and have found that the majority of issues, we're able to work out over the phone. If we do have to have them come in, we're going to try and do that by appointment. We're trying to do that to protect not only the citizens, but also the County staff as well. Mr. Burns shared that today, there were no problems at the Senior Center getting the home-delivered meals out – we were able to take individuals from different departments that were impacted by the school closures. For example, CCATS services; they've cut back to just the essential routes for medical dialysis and things like that. We're able to take some of those folks and help the Senior Center getting the home delivered meals out. We've made internal adjustments to make sure all of that's covered. From the operational side, some of the things you will see - limiting access, cancelled programs for Parks & Recreation; the regional library system will be closed tomorrow until further notice. We're trying to educate people about prevention and information about the virus and how it is spread. I wanted to provide Ms. Cannon some time to give a good update from the public health perspective.

Ms. Cannon shared that as of today, there have been 36 cases in North Carolina as of 5 o'clock. She stated that they anticipate these numbers to continue to increase over time. At this time, we do not have any confirmed COVID-19 cases in Carteret County. When this happens, they will make sure the public and the media are aware.

Right now, the State of North Carolina is focusing on containment and mitigation strategies to try and slow the spread of the disease. That's why you've heard the Governor announce a ban on any of the gatherings over 100 people and as of this afternoon, it sounds like he made a recommendation on gatherings over 50, but I don't think that's in the executive order – it's over 100 in the executive order. Right now, they have guidance online, I'll get with Ms. Bev Stone and provide guidance on any type of gatherings under 50. Social distancing, trying to put some space between you and the next person, that's something that's going to be very strongly encouraged and recommended. You've heard the President recommend no more than ten people be in a particular group at any given time. For the State, we have not heard that; that may be something they will be changing going forward. As of today, they are recommending anything over 50 be cancelled or postponed.

As you're out and meeting with people, if someone has a respiratory illness, we're really stressing to them, if they have a fever, cough, or shortness of breath and they think they may need to be seen by their doctor, we're encouraging them to call their doctor before showing up. That allows the doctors to be able to ask them some questions ahead of time. A lot of doctors have been advising patients to call a number and meeting them outside with a mask. Some doctors are screening patients outside before they even come in. By calling your doctor ahead of time, they are able to make sure they put on the appropriate PPE (personal protective equipment) to make sure they're protecting themselves and others. If someone does not have insurance or does not have a healthcare provider, they can call the Health Department and be seen through our Clinic as well. Again, we're going to follow what the State's testing guidance is to be able to determine if that person needs to be tested and then we will do that as appropriate. Again, please give the Health Department the same courtesy as you would your doctor – just give us a heads up and we'll be able to see patients with the need.

We're encouraging the public to continue their preventative measures, such as the handwashing, covering their coughs and sneezes with a tissue and then disposing of it immediately, cleaning and disinfecting of commonly touched surfaces, such as remotes, cell phones, door knobs, and light switches. Also, staying home when ill, that's really important. If you're not feeling well, and especially if you have fever, cough, or shortness of breath – that's really important for people to stay home and that's one of the key things we are stressing. Also, limit the time spent in large groups; that is also something that's very important.

To give an overview of what the Health Department is doing now - we're providing guidance to medical providers on testing criteria, infection prevention, and specimen collection. It seems to be about every two to three days, the State sends down new guidance so we send those out to the medical providers, then field any questions that they may have. We're fielding questions about COVID-19 from the public as well. We are working with the medical providers and Carteret Health Care to obtain specimens to be tested for COVID-19. We're checking State databases so any positive report would come into this one particular data system that we have and so we're checking that numerous times throughout the day to see if we've had any positive results and like I've said, to

date, we have not had any confirmed cases. We are continuing to call the medical providers – a lot of the labs are not required to report negative results so we're calling those providers to see if they've received any of those negative results.

We're maintaining contact with the State and the general public about any return travelers. We're assisting County and municipal agencies with questions related to operations and providing advice for staff.

We're working with the Carteret County Task Force to make plans for Carteret County Response Action, that's something we've been meeting twice a day – over the phone, not in person; we're meeting to discuss the plans that we're making for the upcoming week and the upcoming days. We're providing staff to assist the County with the call center line which is going to be open Monday through Friday from 8 am to 5 pm. We're answering questions from the public on actions they need to take if they've returned from hot spots, areas in the United States and overseas that have sustained transmission and all of this in addition to continuing our normal services.

Ms. Cannon stated that they are one of two O/B providers in the County – so if we don't see those patients, they only have one other place to go. We're still continuing to see our pregnant patients; we're still continuing to see our primary care services. We have tried to limit some of the different appointments that we have going forward to create more space to be able to see some of the sick folks so we're not doing as many physicals, or wellness update checks.

Ms. Cannon responded from questions from Commissioners.

Commissioner Comer asked about expectations of what's going to take place in the next 60-90 days. Ms. Cannon replied that she didn't think anyone has a really good idea of that, that's why they're trying to emphasize on cutting down on large gatherings and shutting down schools. They're trying to contain the spread of the disease. That's what we're hoping will work, but believes time will tell if that's going to be successful.

Commissioner Comer asked if there was an indicator out there where all the professionals are looking for that tells you it's time to start backtracking on everything that's been taking place in the last couple weeks – the ramping down process, when all is well – what tells you that you can start ramping down. Ms. Cannon stated she would think that seeing a decline in the number of new cases in the United States. She thought that would be a good indicator for when we've crossed over that peak. From what she has heard from the Federal and State level, they haven't reached the peak of this yet, so we're just on that little curve going up. She said that she would think, from looking at China and some of the other countries, when they've started to see a decline in the number of new cases, that's when you can tell that you're on the other side of it.

Commissioner Comer stated he's not in the medical field, but one case can turn into exponential cases pretty quickly. Unless it goes down to zero, how do you ever get out of this? Ms. Cannon shared that from what she understands, this isn't a problem that will

completely go away; it could be one of those things that is just simmering in the background. Again, she stated that she does not know how long they will be dealing with this; it is still to be determined from what she has read. Commissioner Comer stated that we should all take it seriously; he doesn't understand how you get out of it. He stated that he understands the curve, but if there are cases out there, why doesn't it just ramp right back up again. Ms. Cannon replied that she thought that's what they were trying to do, by shutting down schools, asking groups of over 100 to not meet, you won't have as much opportunity for it to spread – it will probably simmer in the background. In 2009 with the H1N1 flu pandemic, it was something new; we had a lot of cases, and we are still seeing cases of H1N1. There is still a lot to be discussed.

Commissioner Wheatly asked about our next closest case – is that in Craven County? Ms. Cannon confirmed. Commissioner Wheatly asked if she knew how many cases there are. Ms. Cannon replied that there was one that she was aware of, and then there was one in Camp LeJeune.

Commissioner Wheatly asked about when a person gets COVID-19, from the time that he gets tested – how long of a process is an average person infected by it? Is it five to seven days; is it two weeks? Is there any indication from some of the cases that have been overseas? Ms. Cannon stated the State recently released guidance; if you have somebody that's positive, what are guidelines to release them off of isolation. Ms. Cannon stated that she had not had a chance to review the information. That guidance clearly said if someone has a case, this is how long they have to be without symptoms and the criteria for them to be released off of isolation. Commissioner Wheatly shared that the flu normally lasted from five to seven-days on average, and wondered if it was similar. Ms. Cannon stated that she thought it varied person to person as to how long your symptoms stick around.

Commissioner Farrington asked about markers down the road, or things that are going to trigger things, with the schools... things are happening faster than we even imagined. Things like these places where they're testing people in the parking lots – all that is brought to you by the State – they notify you and say we're going to set this up – do they run that? Do we run that? How does that work? Ms. Cannon replied that this information is within the guidance that the State just sent out. The State right now has been encouraging, very strongly, that medical providers use LabCorp – a commercial lab – to do any testing. There's been a whole lot of talk about this drive-through clinic and drive-through testing. Without going into extreme detail, it's not like we have in the State, a huge amount of those specimen collection kits to do the testing. So, I think you've got to weigh that balance of do you reserve the tests that you have for the ones that meet the criteria, the ones most likely to have that; they do not recommend testing people who are asymptomatic. Commissioner Farrington stated that his main point was, when that trigger comes up, I was just curious as to who actually handles it; I assumed it was the State. They'll set it all up and then we'll just abide by what they tell us to follow. Ms. Cannon replied that one of the things she did see was that they were working with the healthcare coalitions – the closest one to us is in Greenville or Wilmington – so they're working with them to devise a plan for what that might look like if we get to that point.

Commissioner Cavanaugh shared that Commissioner Farrington had addressed his concerns.

Commissioner Mansfield stated that he had a bunch of questions; how many people have we tested so far in Carteret County that you're aware of? Ms. Cannon stated that she is aware of close to 30, and to put that into context, the providers, if they feel like somebody meets that screening/testing criteria, they are then responsible for filling out what is called a Person Under Investigation Form and they're responsible for faxing that over to us. Some are really good about that and some are not. That's what we know of, so there may be more out there. Commissioner Mansfield stated that he was trying to squash some rumors, and that is why he is asking the questions. Commissioner Mansfield asked if there had been adequate testing kits to perform those 30 tests. Ms. Cannon stated that she has not been aware of any situation where the provider had wanted to test, but could not get their hands on a specimen collection kit. Commissioner Mansfield asked about the guidelines as to who we will test – obviously if they're asymptomatic we would not test them? Ms. Cannon confirmed. Commissioner Mansfield inquired, if they're displaying no symptoms of the coronavirus – tightness of the chest, trouble breathing, a dry cough, possibly a runny nose, headache... Ms. Cannon stated that there are two different ways you can look at this. The first option is, if they have fever or cough or shortness of breath and they've had any contact, close contact, which is six feet or less for more than ten minutes, with a lab confirmed COVID-19 case. The State lab and LapCorps use the same type of testing criteria. They have to have fever and cough or shortness of breath and a negative flu test and there's no other likely diagnosis. Anybody who has the symptoms and has a negative flu test technically under the testing criteria, can get tested. Commissioner Mansfield asked if they test positive for influenza Type A, then that rules them out, they would not need to be tested for COVID-19; Ms. Cannon confirmed and explained that they have had that situation and under guidance from the State, they recommend going no further.

Commissioner Mansfield stated that you do not have to be on a ventilator to get tested? Ms. Cannon replied, no. Commissioner Mansfield stated that he asked that because he wanted to make sure everyone understands that is not part of the criteria; there are all kinds of rumors circulating throughout the community. Commissioner Mansfield stated that he wants to address these issues and try to keep people as calm as possible. Commissioner Mansfield asked who was responsible, he didn't know if it was Ms. Cannon's department, but there is a billboard on the old railroad property if you are coming off the Atlantic Beach bridge and going left onto Arendell Street, heading west on the right, it's an electronic billboard and it has a COVID-19 response on it – did we do that, or did they do that out of a Public Service Announcement (“PSA”)? Ms. Cannon replied no; she had not seen it and it was not the Health Department. Commissioner Mansfield thanked the billboard company for doing that.

Commissioner Mansfield asked about the call center being open from 8:00 a.m. – 5:00 p.m., and asked when it will start? Ms. Cannon stated that she believed it started today.

Commissioner Mansfield asked if they will be able to answer any questions from the public for anything that they need? Ms. Cannon confirmed yes; they are using the script that they have, which is basically the Frequently Asked Questions list that the Department of Health & Human Services (“DHHS”) has provided. They are updating it regularly on their website. If there are any medical questions, we’re referring them to the nurses at the Health Department. Commissioner Mansfield asked if the majority of that information – you just mentioned one of them - is on the CDC’s website, is on the State’s health website, and there’s actually a link on the Carteret County Health Department website that’ll take you there to answer those same questions. Ms. Cannon confirmed and stated that from personal experience, the North Carolina Health and Human Services website is much easier to navigate than the CDC’s website - great information and a lot of it. DHHS has done a great job; there’s a little button that says, ‘For Individuals and Families, Click Here’, ‘For Community Gatherings, Click Here’, ‘For Businesses and Employers, Click Here’, so it’s very intuitive; I personally like the DHHS website best.

Mr. Burns clarified that all of these resources and information was sent out today; there are two lines set up. One line is a general information line that you can call in, and you get a recorded message about COVID-19. On the other line, you’re actually talking to a person with this script where they can walk you through these issues.

Commissioner Mansfield stated he had one other question on the guidelines; it doesn’t matter what age they are, if they are displaying any of those symptoms or meet that criteria, doesn’t matter whether they’re under 60 or 20, they’re all being tested. One of the Commissioners asked, what about the over 60. Ms. Cannon confirmed. Commissioner Mansfield stated that Ms. Cannon’s task force group is meeting twice a day in the morning and the afternoon by conference call – Commissioner Mansfield asked Mr. Burns to make sure we are getting twice a day updates on our social media pages and on our website to what the latest numbers are – I know that’s fluid and it’s hard to keep up with – as the public searches for the information, he wants to make sure it’s readily available so that everybody has the most accurate information to not let some of these rumors run so rampant.

Commissioner Mansfield brought up the meals that are being delivered, I know social distancing is good, but no contact is best so we need to request to the State that they exempt us from that requirement or we need to find another way so that when we deliver those meals, if somebody is displaying symptoms and they’re quarantined, that we don’t have them open up the door and even be six feet away; let’s leave it there, leave, and let them open the door so we don’t expose anybody to the virus. Ms. Cannon asked if he was talking about the Senior Center. Ms. Cannon stated that that is what they had discussed yesterday, to make sure that there was some distance between them. Commissioner Mansfield stated that he was not happy with some distance; he preferred no distance. Ms. Cannon stated she would speak with Ms. Lakisha Williams, the Senior Center Director to discuss. Commissioner Mansfield stated if not, we need to call the State; if that is a guideline or a requirement by that meal delivery, under these circumstances, that needs to be waived.

Commissioner Mansfield stated his other item would be about CCATS; I know they're going on essential trips, but making sure these people need to get to the grocery store are still able to get back and forth. Mr. Burns clarified that we're doing essential, medically-necessary trips only. Commissioner Mansfield stated that he would like to go on record that he doesn't agree with that, but will go with what you say.

Commissioner Mansfield stated that school wasn't let out for vacation; it was let out to keep people away from one another. They need to try and keep their children at home as best as they can – I know day care arrangements are tough on people and there are a lot of people facing a lot of challenges and there's a monetary crisis. Commissioner Mansfield stated that things are changing, and everybody's trying to do the best job they can do. On Friday, they recommended that we stay in school, 24 hours later, they cancelled it. Things are changing, things are evolving, but we need to be prudent in stopping the spread of this virus – it's a silent killer.

Commissioner Farrington stated that he watched a lot of TV this week and a lot of the things that are going on. He asked Ms. Cannon about what she said – all of the things that you look for before you actually test somebody – that makes total sense. It is common sense. He thanked Ms. Cannon for all she is doing.

Commissioner Wheatly asked Ms. Cannon about a rumor; if somebody goes and gets tested, then their test comes back negative, is it still mandatory that they continue the 14-day quarantine. Ms. Cannon replied no; it was her understanding that if they are negative, they are released; the State is saying that you can discontinue the rest of that period.

Chairman Smith asked Ms. Cannon to share with her staff that they are all doing a great job.

Commissioner Farrington wanted to make one comment about the Senior Center – when we had the hurricane, that was a big issue when we had to turn the Senior Center into a shelter. We should try to do everything we possibly can to help out anybody. There's a lot of people in the Pine Knoll Shores area and on the beach, and certain areas all through the whole County that are kind of restricted - they're unable to drive and things like that. Commissioner Farrington stated that he appreciates the updates and appreciates the fact that we are able to do the Meals on Wheels program, and if we need to tweak it or whatever we need to do, let's try to figure that out.

XIV. APPOINTMENTS

Beaufort Board of Adjustment (County ETJ)

Commissioner Wheatly nominated Ms. Cynthia Long for appointment for a three-year "alternate" term; nomination carried.

Board of Equalization & Review

Commissioner Mansfield reappointed Mr. Larry Land for an additional one-year term, and also recommended his reappointment as Chairman; nomination carried.

Fireman's Relief Fund Board

Commissioner Robinson nominated Mr. Stuart Gilgo, Mr. Justin Gilgo, Mr. Shelby Freeman, Mr. William Stavenger, Mr. Michael Goodwin, Mr. Al Linden, Mr. Mike Lewis, Mr. Karl Bohmuller, Ms. Juanita Gaskill, and Ms. Margaret Riggs for two-year terms; nominations carried.

Marine Fisheries Advisory Board

Commissioner Robinson nominated Mr. Allyn Powell and Mr. John T. Salter for reappointments for additional three-year terms; nominations carried.

Waterways Management Committee

Commissioner Farrington nominated Mr. Bruce Rogers, Jr. as his Representative for an additional two-year term; nomination carried.

XV. COMMISSIONERS' COMMENTS

Commissioner Robinson encouraged the citizenry to follow the guidelines and directions of Public Health officials; looking at how fast this virus is spreading throughout the world; the world is certainly a smaller place. He shared that he was reminded of his great-grandmother and her brother who died during the Spanish flu epidemic of 1918, and several other people in Atlantic. It dawned on him this week – there wasn't even a highway that went there. So, we live in an area of a smaller world; people are transitioning in and out of here all the time, so I would encourage everybody to follow the guidelines and recommendations of public health officials and try to be as safe as they can be, and keep their families safe.

Commissioner Farrington thanked the employees of Carteret County and all they're doing. We have been updated since this all began; we got a really good update from Ms. Cannon at our Board of Education meeting last week. We're confident with our staff and just trying to make sure we do the right thing; it's all new to us. I am trying to keep my employees employed and everyone that's working for me right now, about 25 people, are all in good spirits and I'm not hearing anything out of the norm. We're trying to follow all of the practices that are being suggested – keeping things wiped down and trying to be smart. I have total faith in our County and where we live; we're very fortunate; there are a lot of people that came to the beach this weekend expecting to come to a festival; they all knew it was cancelled, but they still came to the beach. It was really nice to see families and that type of thing here – we just have got to get through this. I used to tell my daughter every time she left the house – be smart. We have got to be smart; we have got to use our heads and make sure we look after the elderly folks in Carteret County.

Commissioner Cavanaugh asked all the citizens to pray for Carteret County with this coronavirus coming on. We've got a couple of issues here – we're a tourist destination and we're also a retirement destination. With the weather warming, spring is going to be upon us next week, followed soon by Easter; we're going to have a very large transient population coming in and out of Carteret County over these warm weekends and these are folks coming from outside of Carteret County where there's already cases of coronavirus. They're going to be going to our restaurants, going shopping; there's a very

high probability of the contagion getting here. If it gets here, then we have to be really concerned about our retirees. There are a lot of folks in Carteret County – aged, requiring chemotherapy, a lot of heart disease in Carteret County because from all these retirees – just a lot of medical issues. This could become pretty bad. I'm really encouraged by the alertness of our Health Department and plans going forward – I urge everybody to really follow the guidelines – if you don't need to go out, don't go out. Don't travel if you don't need to travel. Again, I ask everybody to pray that this scourge passes us.

Commissioner Wheatly asked everybody to take the coronavirus seriously and follow the guidelines that are being set forth. Everybody knows what we've got to do, some of the habits that we've developed, we have to change. Like President Trump said, it was a habit of shaking hands and he was trying hard to break it and the media was nailing him for shaking hands – those things that are habitual, they are hard to break. I want to mention something that's really not in our wheelhouse – something to do with high school athletics on a tournament level and I wanted to see if we could, at some point in time, enter into a conversation with the school board to see if we could offer them support for trying to get these tournament-play, tournament-time where it would be more of a fair thing. But I don't think it's an appropriate time to bring it up, so I'm going to leave it to another time, another day. He thanked Chairman Smith, and stated that he really wanted to thank Ms. Cannon; I have called her since last Wednesday or Thursday on a daily basis, and she has been very nice and very informed and kept me up-to-date, and I've been able to answer questions from my friends and people that call me – that whole Department's done a great job. It's good to know we have the quality of employees in this County that we have.

Commissioner Mansfield stated it probably is not the appropriate time, but he agreed with Commissioner Wheatly; it is unfair for high school athletics for small schools at the 1A level to compete against schools at the private level that recruit. I think it's four out of the last five, or five out of the last six, that one of these charters or private schools that recruits individuals and provides scholarships, has won the State Championship at the 1A Level. It's inexplicable. If they're not going to abide by the same rules, they ought to have to play under the 4A classification in sports. I think East Carteret has been cheated out of several opportunities to advance far into possibly winning a State Championship; quite frankly, they've been robbed. Right now, I'm kind of in mourning. There are no sports. I've watched about every *30 for 30* I can watch right now because as I watch all the other news about the COVID-19. Like Commissioner Wheatly, I watch TV trying to learn as much as I can about this virus and at first, I thought it was some type of overreaction, but the more and more I research it, I think we need to overreact more. I think we need to take the guidance and the warnings of the Federal Government, the State Government, and we as a County try to disseminate that information down to our local populace. I wish we could put a dome around Carteret County and not let anybody out and not let anybody in, but as Commissioner Cavanaugh pointed out, we are a recreation resort, and retirement community and people move freely and often out of here. Our population of over 50 is probably about 65%, so the majority of our population is in that high-risk category. I told my children to curtail their travel, and not because they're younger. It's not going to necessarily affect them, but they could kill somebody's grandmother or

grandfather. It's not about you; it's about the other people. We are so used to having our way and doing what we want to do, and the rules apply to other people, not us; we need to be mindful and try to curtail the spread of this virus. It has been classified as a pandemic because it is spreading faster than most things. It will not kill most people, but if it spreads throughout the whole world, it's going to kill a lot of people. I do encourage you to use a restaurant, but get take-out, go through a drive-through, avoid the people; abide by social distancing. I'm learning a lot of new terms between Hurricane Florence and COVID-19 and I don't like them. Just when I thought we got out of the water, here we go again. This isn't just Eastern North Carolina, this is the whole world. Be patient with your State and Federal leaders; they're seeing things that they've never seen before. You can not hold someone responsible for a pandemic or a virus. I think now is a time we should come together and work as a nation and a world to try and prevent the spread of this virus to save as many people as we can. Be patient; it's not if we get it, it's when it comes. And we've got to manage that community spread, and that's going to be done by practicing social distancing and staying home as much as possible and trying to avoid large groups. Please be mindful.

Commissioner Comer stated that everyone had said a lot about it; one thing that hasn't been mentioned enough is overreaction and panic and anxiety. The things they're asking you to do are not that hard with the social distancing and staying out of crowds; keeping to yourself and in small groups. The hard part about that are the effects on local businesses; help where you can – the community is going to need the community to help out in any way they can. Another thing that hasn't been mentioned is – I'm with Commissioner Cavanaugh, I think we need to pray for the world because it is a pandemic; I'd really like a blessing to go out to all the medical personnel who sit on the front lines right now; they're basically the ones in the trenches standing ready to guard against what they can to prevent, what they can to treat, save; they're going to have some long, hard times ahead if this thing evolves like some of the predictions; say a prayer over your medical community. We really appreciate that you're there; we really appreciate the service you do all the time, but really the fact that you've been thrown on the front lines, we appreciate that, and extra prayers for that.

Chairman Smith shared his appreciation for all the employees and the fantastic job they're doing.

XVI. ADJOURNMENT

Motion: Commissioner Robinson made a motion to adjourn; seconded by Commissioner Farrington; **motion carried.**

Bill Smith, Chairman

Rachel Hammer, Clerk to the Board

- IV. Consent Agenda
 - 1. Approval of Minutes
 - c. March 24, 2020

**COUNTY OF CARTERET
BOARD OF COMMISSIONERS
SPECIAL-CALLED MEETING
SUPERIOR COURTROOM, BEAUFORT
MARCH 24, 2020**

The Honorable Carteret County Board of Commissioners held a special-called meeting on Tuesday, March 24, 2020 at 11:00 a.m. in the Superior Courtroom in Beaufort, North Carolina. Commissioners present were: Chairman Bill Smith, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Mark Mansfield, Jonathan Robinson, and Ed Wheatly.

I. MEETING CALLED TO ORDER

Chairman Smith called the meeting to order.

II. AWARD OF CONTRACT FOR ATLANTIC HARBOR DREDGING & WHITE POINT MATERIAL PLACEMENT FACILITY IMPROVEMENTS & APPROVAL OF CORRESPONDING BUDGET AMENDMENT

Assistant County Manager Gene Foxworth shared that this is the second round of bids for Atlantic Harbor which also stabilizes the shoreline. \$2.1M in total cost with the County's cost at \$205K. Mr. Foxworth stated that the County is looking for approval to award the contract and approval for the Manager to execute the contract.

Commissioner Wheatly asked what the estimated completion date was; Mr. Foxworth shared that they were able to extend the dredging window to May 15th; the dredge will be out of the water by May 15th.

Commissioner Comer inquired if it was a marked channel; response was that it was marked. Commissioner Comer suggested that Mr. Foxworth ask that the Waterways Committee determine the feasibility of a project to get to the inlet from the channel. Mr. Foxworth stated that he would place the item on an agenda for the Waterways Committee.

Commissioner Robinson stated that it is a culmination of a project that has been on-going for two years and stated that Mr. Foxworth and Mr. Rudolph have gotten the project to this point.

MOTION: Commissioner Robinson made a motion to award the contract to TD Eure Marine Construction; seconded by Commissioner Farrington. **Motion carried unanimously.**

MOTION: Commissioner Mansfield made a motion to approve the \$1,910,000 budget amendment; seconded by Commissioner Wheatly. **Motion carried unanimously.**

Shore Protection Manager

Greg L. Rudolph
 Tel: (252) 222.5835
 Fax: (252) 222.5826
 grudolph@carteretcountync.gov



Memorandum

To: Carteret County Board of Commissioners (CBOC)
 From: Greg "rudl" Rudolph
 Date: March 24, 2020
 Re: **Atlantic Harbor Dredging and White Point Material Placement Facility Improvements**
 (1) **Construction Contract (\$1,949,188.00).**
 (2) **Authorization of Budget Amendments consistent with NCDEQ Grant #8037**

The CBOC is respectfully requested to consider and approve two matters regarding the Atlantic Harbor Dredging and White Point Material Placement Facility Improvement Project we have been formulating since early 2018.

Construction

We have been working to find an upland dredge disposal area for muddy and sandy sediments shoaling the reach of Atlantic Harbor encompassing the Harbor of Refuge itself and part of the Entrance Channel - this has been a long-term effort with respect to sediment sampling, design, and environmental coordination. Our proposed project includes the removal of approximately 13,200 cubic yards from the Harbor and Entrance Channel, in addition to the construction of 1,720 linear feet of living shoreline around the entire periphery of the White Point Dredged Material Placement Facility (see attached site map). This latter scope of work will help stabilize the White Point shoreline by supporting the placement of the dredged material while promoting the growth of intertidal vegetation along this historically dynamic shoreline.

A State Grant via the Shallow Draft Fund for the planning phase of the project was acquired for these efforts (NCDEQ #7448), and we secured a CAMA Major Permit (#27-20) and other authorizations last month, including permissions to dredge until May 15th. This provides us ~45 additional days to complete dredging work in the harbor beyond the April 1st dredging moratorium date. The living shoreline phase of the project can be constructed throughout the year.

To these ends, we're pleased to report we had successful bid opening yesterday (March 23, 2020) with the apparent low bidder TD Eure furnishing a bid of \$1,949,188.00. A total of two bids were received as summarized in the accompanying bid abstract. We are in the process of certifying the bid (i.e., ensuring the contractor has the equipment necessary for the job, has the proper insurance, etc.) and formulating the final contract in accordance with the specifications contained in the bid package. Our engineers at Moffatt & Nichol have also prepared a bid recommendation to this effect (attached) and our goal is to issue a Notice to Proceed as soon as possible so TD Eure can take advantage of the extended dredging window we are providing. **Accordingly, we are asking the CBOC to authorize the County Manager to execute the requisite contracting documents including the Notice of Award, the Contract itself, and the Notice to proceed.**

Shore Protection Office • P.O. Box 4297 • Emerald Isle, North Carolina 28594
 www . protect the beach . com

Funding

We have applied for and have been awarded a \$1,410,000 State reimbursement grant for the project (NCDEQ #8037) utilizing the "2 State dollar for 1 non-State dollar" formula associated with the Shallow Draft Fund the CBOC is familiar with. Ideally this equates to a \$705,000 non-State cost. However thanks to the N.C. Coastal Federation's (NCCF's) proactive involvement, we are partnering with the NCCF who are furnishing a very significant portion of the project budget for the White Point Dredged Material Facility shoreline stabilization effort (\$500,000) - these funds are all emanating from the National Fish & Wildlife Foundation's National Coastal Resilience Fund (non-State source). Thus when the NCCF's \$500,000 participation is taken into account, the County's true anticipated exposure should be \$205,000 (see below). Again this was purely from a grant estimate standpoint and fortunately the apparent low bid is within our budget estimate. **Thus the CBOC is also requested to approve budget amendments consistent to the grant amounts to accommodate any potential contingencies that could arise.** In essence, the budget amendments would enable the County accept up to the \$1,410,000 and \$500,000 that would be provided as reimbursements by the State and NCCF, respectively while also paving the way to pay our contractors.

TASK	TOTAL	NON-STATE		STATE
		County	NCCF	
Atlantic Harbor Dredging & Disposal	\$540,000	\$180,000		\$360,000
White Point Improvements & Living Shoreline	\$1,500,000		\$500,000	\$1,000,000
Construction Admin. (bid, award, oversight)	\$75,000	\$25,000		\$50,000
Subtotals	\$2,115,000	\$205,000	\$500,000	\$1,410,000
TOTAL	\$2,115,000	\$705,000		\$1,410,000

And lastly it is important to note that we divided the total dredging volume (13,200 cubic yards) as a base including 8,000 cubic yards that is required to be dredged by May 15th, and the remaining cubic yardage (5,200) to be awarded as an option. The optional cubic yardage can be dredged either before May 15th or after the dredging window re-opens in November. This optional task totals \$361,000 - this is not part of the base bid the CBOC is authorizing, but we can (and will) request NCDEQ to add this amount to our Grant using the "2 State dollar for 1 non-State dollar" formula. This should result in a \$120,333 County - \$240,667 State cost share, and possibly less because we are slightly under budget for the base contract.

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www.protectthebeach.com



March 23, 2020

Carteret County
 302 Courthouse Square
 Beaufort, NC 28516

Attn: Mr. Tommy Burns
 County Manager

Re: **Atlantic Harbor Maintenance Dredging & Living Shoreline
 Bid Recommendation Letter**

Dear Mr. Burns,

Moffatt & Nichol (M&N) has reviewed the bids received for the above referenced project and recommends award to the apparent low bidder, TD Eure Marine Construction LLC. M&N recommends the award based on review of the bids submitted on March 23rd and in consideration of the reputation established by TD Eure. Carteret County received two (2) bids for the project, with both being provided from qualified and well-established contractors. The list below shows a brief summary of the respective company and bid price from each of the nine (9) contractors contacted with the two (2) bids received. Below is a synopsis of the bids received and attached is a certified bid summary.

▪ TD Eure Marine Construction LLC –	\$1,949,188.00
▪ Carolina Marine Structures –	\$2,288,475.00
▪ Cashman Dredging –	No bid received
▪ DOT Construction –	No bid received
▪ King Dredging Company –	No bid received
▪ Resource Environmental Solutions –	No bid received
▪ SJ Hamill –	No bid received
▪ SumCo Eco Contracting –	No bid received
▪ Total Marine –	No bid received

The project entails removal of approximately 8,000 cubic yards (CY) of shoaled material to clear the entrance channel into Atlantic Harbor and placement of approximately 9,000 tons of granite rock around White Point peninsula. The granite rock will create a living shoreline designed to stabilize the shoreline and support the dredge material placement site on White Point peninsula. Atlantic Harbor serves the local shrimping fleet and the access is currently impeded by sediment shoaling. This project provides a long-term management solution to maintaining the harbor entrance. The project entails an August 1, 2020 completion date for the living shoreline; however, additional dredging may be conducted at the County's discretion, in November 2020.

Sincerely,

MOFFATT & NICHOL

Robert Neal, P.E.
 Project Manager

Cc: Rudi Rudolph, Carteret County Shore Protection Office
 File

272 N. Front Street
 Suite 204
 Wilmington, NC 28401

(910) 218-7100 (t)
 (919) 781-4869 (f)

BID OPENING - BID TABULATION WORKSHEET

PROJECT NAME: Atlantic Harbor Maintenance Dredging & Living Shoreline												CARTERET COUNTY CLERK OF SUPERIOR COURT									
OWNER: Carteret County																					
DESIGNER: Mott & Hoyle (HAM)																					
DATE BIDS RECEIVED: 3/23/2020 (4:00 pm)																					
SUBJECT: Bid Opening - Bid Tabulation Worksheet																					
BIDDER'S NAME	BIDDER'S NORTH CAROLINA GENERAL CONTRACTORS LICENSE NO.	BASE BID ITEM 1 MODERATOR LUMP SUM PRICE (E)	BASE BID ITEM 2 ENGINEERING & MATERIAL PLACEMENT LUMP SUM PRICE (E)	BASE BID ITEM 3 EXCAVATION FOR GRANITE ROCK SILL LUMP SUM PRICE (E)	BASE BID ITEM 4 CLASS A RIPRAP LUMP SUM PRICE (E)	BASE BID ITEM 5 NORMAL 300-LB GRANITE ANCHOR STONE LUMP SUM PRICE (E)	BASE BID ITEM 6 NORMAL 900-LB GRANITE ANCHOR STONE LUMP SUM PRICE (E)	BASE BID ITEM 7 FILTER FABRIC LUMP SUM PRICE (E)	BASE BID ITEM 8 WAVE ATTENUATOR LUMP SUM PRICE (E)	BASE BID ITEM 9 NAVIGATION LIGHTS LUMP SUM PRICE (E)	APPARENT LOW BID (TOTAL BASE BID ITEMS 1-9) (E)	BID FROM SCALED TO BID BASIS PROVIDED	PROVIDENCE CERTIFICATES	REINFORCEMENT AFFIDAVIT	LIST OF PROPOSED SUBCONTRACTORS	LIST OF PROPOSED EQUIPMENT	LIST OF PROPOSED PERSONNEL	ARE APPROPRIATE PROVISIONS	PERCENTAGE OF LIABILITY TO BE BORNE BY MC	ADDITIONAL ACHIEVEMENTS	
1	Carolina Marine Structures	8779	\$400,000.00	\$128,000.00	\$58,400.00	\$189,400.00	\$144,375.00	\$202,250.00	\$40,000.00	\$510,000.00	\$8,100.00	\$2,288,475.00	X	X	X	X	X	X	X	X	X
2	TD Euro	7948	\$125,000.00	\$504,000.00	\$40,100.00	\$123,200.00	\$118,213.00	\$951,375.00	\$70,250.00	\$342,000.00	\$18,000.00	\$1,849,188.00	X	X	X	X	X	X	X	X	X
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AVERAGE OF 1 LOWEST BID:		\$262,500.00	\$316,000.00	\$49,275.00	\$148,900.00	\$130,269.00	\$740,812.50	\$34,635.00	\$48,000.00	\$13,050.00	\$2,118,881.50										
DESIGNER'S ESTIMATE:		\$100,000.00	\$280,000.00	\$18,200.00	\$138,800.00	\$115,400.00	\$641,250.00	\$13,750.00	\$303,649.80	\$108.00	\$1,841,067.80										

DATE: 3/24/20
 Workers Comp
 Public Liability
 Property Damage

Carteret County
Budget Amendment
Fiscal Year 2019-2020
Department: Capital Improvement Fund
Date: 3/24/2020
Justification: State matching funds for Atlantic Harbor dredging project

Fund	Description	Account Number	Increase
Capital Improvement	Revenues		
	NCDEQ State Matching funds	400.20.3811.300	1,410,000
	NC Coastal Federation Grant Match funds	440.20.3811.303	500,000
	Total Increase in Revenues		1,910,000
Capital Improvement	Expenditures		
	Salter's Creek Dredging	400.80.8110.83200	1,910,000
	Total Increase Expenditures		1,910,000

Approval Chairman, Board of Commissioners _____

Date: _____

III. COVID-19 UPDATE

Ms. Stephanie Cannon, Health Director, shared that there have been significant changes to provider information; the State is recommending that mild symptoms of the virus not be tested, but encouraged that the person stay home. The Centers for Disease Control ("CDC") has the same recommendation and is suggesting that those concerned call their Health

Department for additional information. Ms. Cannon shared that there is a Personal Protective Equipment (“PPE”) shortage.

Commissioner Cavanaugh stated that it makes sense if you are young, but how about if you are older. Ms. Cannon stated that the advice was to monitor your symptoms and call your healthcare provider if you have additional questions or concerns; you have to have a physician’s order in order to be tested.

Commissioner Wheatly questioned if we were in good shape as to the quantity of testing kits and supplies. Ms. Cannon shared that at the Health Department, they have 22 kits available; the hospital also has some. Ms. Cannon shared that they are not aware of anyone who wanted to get tested, but was not able to be tested due to a lack of testing kits.

Chairman Smith asked for an update on the potential 45-minute return result test; Ms. Cannon shared that it has been approved by the FDA and may be shipped out soon – probably to hospital settings.

Ms. Cannon shared that there have been a lot of questions about why we are not releasing more information on those that have tested positive for the virus; we have been told legally not to release that information. Ms. Cannon shared that if there is a public health threat where citizens may have gone to a gathering and they were symptomatic, we can release information that if you were there, to call the Health Department or your provider for more information. Ms. Cannon stated that she is recommending social distancing; it can slow or reduce the likelihood of getting infected.

Commissioner Wheatly asked about the positive case that was not associated with international travel. Ms. Cannon shared that there were not able to determine any travel history or any contact with a known positive case.

Mr. Burns questioned as the confirmed cases progress during isolation, what happens. Mr. Cannon responded that they are now able to contact them daily to see how they are doing and if they have any questions.

Commissioner Farrington asked if the international cases were tested once they arrived back here. Ms. Cannon confirmed that they were tested in our County.

Ms. Cannon stated that we will be seeing more positive cases both in the County and in the State, sharing that she receives the positive notifications from the State, but not necessarily always from the providers. Ms. Cannon shared that there are 95 tests currently pending and we should anticipate more positive cases.

Commissioner Farrington thanked Ms. Cannon and her staff.

Chairman Smith noted that he was reading an article that specifically addressed gas pumps; citizens should treat every service as if it could be an issue.

Commissioner Cavanaugh asked on the international travelers, can Ms. Cannon share where they came from. Ms. Cannon shared that she does not know the specifics. Commissioner Cavanaugh asked the turnaround time for test results. Ms. Cannon shared that LabCorp is generally seven to eight days; the State Lab is generally 24-36 hours.

Commissioner Wheatly stated that Commissioners appreciate the work that she and her staff are doing; you have done a great job.

Mr. Stephen Rea, Emergency Services Director, provided an update:

- There is a task force call every day; members include County staff, the hospital, and the Sheriff;
- The communications center is receiving approximately 75-80 calls in an 8-hour day;
- Protocols are in place that we give out to first responders on the positive calls; telecommunicators do not know the address;
- Provided an update on resources; masks are being distributed one per patient; we are not recommending reuse;
- The Fire Departments are working to try to get hand sanitizer; we will be distributing them to the different departments;

Chairman Smith thanked Mr. Rea and his staff for all that they are doing.

Mr. Burns shared that he appreciates the support from Commissioners; the staff has been very methodical; the issue is being approached with common sense. Mr. Burns shared that he is asking employees to remain calm and stated that he is very proud of them.

Commissioner Mansfield stated that the County immediately issued a State of Emergency; we closed the beaches; we issued a moratorium to request vacation rentals be stopped for two weeks; we are trying to stop the spread. Commissioner Mansfield shared that we depend on the Governor for support as well as there are hopeful things being discussed at the Federal level. Commissioner Mansfield shared that Commissioner Farrington did a lot of work to talk to a lot of the rental agencies; he and Mr. Jim Browder, Director of the Tourism Development Authority, did a great job; he is estimating that 80-85% of the agencies have complied with the booking restriction.

Commissioner Farrington stated that the two largest rental companies in the County, Emerald Isle Realty and Bluewater Rentals, are discouraging vacationers from coming to the County; a lot of the people here are here because they have second homes. Commissioner Farrington stated that he appreciates everyone working together.

Commissioner Wheatly shared that we want to restrict travel as much as we can; we are not at the point that we need to restrict the roads for those going to and from work. We need to

be very careful; we want to think about the impact that it has on people when we put those restrictions on them. With one exception, he feels that we have done well.

Commissioner Mansfield thanked the School System for running the bus routes and feeding the children; they are also checking on them. It has been a big team effort.

Commissioner Cavanaugh stated that the County has some Economic Development funds; is any of that available if we have a County business that might need a jumpstart. Mr. Burns shared that the Small Business Administration is opening up funds and stated that Mr. Don Kirkman, Economic Development Director, has done a great job communicating the information to the local businesses. Commissioner Farrington shared that he has spoken with Representative McElraft and they are working on that issue.

VI. ADJOURNMENT

Motion: Commissioner Robinson made a motion to adjourn; seconded by Commissioner Mansfield. **Motion carried unanimously.**

Bill Smith, Chairman

Rachel Hammer, Clerk to the Board

- IV. Consent Agenda
 - 1. Approval of Minutes
 - d. March 31, 2020

**COUNTY OF CARTERET
BOARD OF COMMISSIONERS
SPECIAL-CALLED MEETING
CONFERENCE CALL
MARCH 31, 2020**

The Honorable Carteret County Board of Commissioners held a telephonic special-called meeting on Tuesday, March 31, 2020 at 12:00 noon. Participants included: Chairman Bill Smith, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Mark Mansfield, Jonathan Robinson, and Ed Wheatly.

I. MEETING CALLED TO ORDER

Chairman Smith called the meeting to order.

II. ADOPTION OF AGENDA

Chairman Smith called for a motion to adopt the agenda.

Motion: Commissioner Comer made a motion to adopt the agenda; Commissioner Wheatly seconded. **Motion carried unanimously.**

The agenda was as follows:

**CARTERET COUNTY BOARD OF COMMISSIONERS
SPECIAL-CALLED MEETING
CONFERENCE CALL
Dial-in Number: 1-929-205-6099; Access Code: 754730586
MARCH 31, 2020
12:00 NOON**

- | | |
|--|-------------|
| I. Meeting Called to Order | Chairman |
| II. Adoption of Agenda | Board |
| III. Capital Project Request/Carteret County Schools | Tommy Burns |
| IV. Adjournment | |

III. CAPITAL PROJECT REQUEST/CARTERET COUNTY SCHOOLS

Mr. Burns shared that Commissioners had been provided with a list of Capital Projects that the School System would like to have approved and noted that Mr. Paylor, Interim Superintendent of Carteret County Schools, is also on the line. Mr. Burns stated that the goal is to have the projects completed prior to the proposed May 15, 2020 return to schools

by the students. Mr. Burns shared that if approved, it would enable the schools to properly bid on the projects and once completed, the County would remit the amounts to the respective entity. Mr. Burns confirmed that the requested capital project amount would be taken off next year's capital appropriation.

Mr. Paylor stated that he had nothing to add, but would entertain any questions from Commissioners.

Commissioner Comer shared that he has no problem with the issues; the budget amendment shows the money will be appropriated from the General Fund Balance.

Commissioner Cavanaugh noted that he thought the money was already appropriated, but now understands that it will come off of next year's budget. Mr. Burns confirmed that these were additional projects.

Commissioner Farrington noted that he agrees with the projects; wanted to bring up the topic of the bathrooms and questioned if they could be added to a list.

Commissioner Mansfield shared that he is good with the projects as shown. Typically, we would pass the budget in June and the schools would work over the summer, but since students are not in school, they could work on them now. Commissioner Mansfield confirmed that most of the work would be done by contractors.

Commissioner Robinson stated that he had no questions and shared that it felt it would be prudent for the schools to do the work now.

Commissioner Wheatly agreed that Commissioners should approve them to seek the bid, but confirmed with Mr. Burns that the County would pay the actual costs.

MOTION: Commissioner Robinson made a motion to approve the capital projects; seconded by Commissioner Farrington. **Motion carried unanimously.**

MOTION: Commissioner Cavanaugh made a motion to approve the budget amendment; seconded by Commissioner Wheatly. **Motion carried unanimously.**

Mr. Paylor thanked the Commissioners for their partnership and stated that it made sense to complete the projects now and thanked Commissioners. Mr. Paylor shared that the bathrooms will remain on the list for the future, but confirmed that all the bathrooms were currently working.

(INTENTIONALLY LEFT BLANK)

CAPITAL PROJECTS TO BE COMPLETED PRIOR TO MAY 15

PAINTING

ATLANTIC ELEMENTARY	\$85,707
HARKERS ISLAND ELEMENTARY	\$61,785
BRIDGES SCHOOL	<u>\$34,020</u>
TOTAL	\$181,512

FLOORING

BROAD CREEK MIDDLE DINING & BAND ROOM	\$35,000
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GYM FLOORS

BEAUFORT ELEMENTARY	\$20,000
NEWPORT ELEMENTARY	\$20,000
BOGUE SOUND ELEMENTARY	<u>\$20,000</u>
TOTAL	\$60,000

PAVING

MOREHEAD CITY MIDDLE EXIT	\$16,000
NEWPORT ELEMENTARY PARKING LOT	<u>\$8,000</u>
TOTAL	\$24,000

DOORS

NEWPORT MIDDLE ADA DOOR UPGRADE	\$43,000
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TOTAL \$343,512

HVAC PROJECTS

HARKERS ISLAND CAFÉ AHU	\$40,000
NEWPORT ELEMENTARY GYM	\$95,000
SMYRNA ELEMENTARY 300 BLDG	\$83,000
BEAUFORT MIDDLE PE ROOM	\$24,000
MOREHEAD CITY PRIMARY CAFÉ AHU	<u>\$16,000</u>
TOTAL	\$258,000

GRAND TOTAL \$601,512

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: School Capital Fund

Date: 03/31/20

Justification: To transfer and appropriate funds for School capital project improvements

Fund	Description	Account Number	Increase
General Fund	Revenues	Appropriated Fund Balance	110.00.3990.990
			<u>600,000</u>
	Total Increase in Revenues		<u>600,000</u>
	Expenditures	Transfer School Capital Fund	110.98.9800.90005
			<u>600,000</u>
Total Increase in Expenditures			<u>600,000</u>
School Capital Fund	Revenues	Transfer from General Fund	421.98.3980.900
		Appropriated Fund Balance	421.70.3990.991
			<u>600,000</u>
	Total Increase in Revenues		<u>601,512</u>
Expenses	Category I	421.70.8168.85200	<u>601,512</u>
Total Increase in Expenditures			<u>601,512</u>

Chairman Board of Commissioners _____

Date: 03/31/20 _____

IV. ADJOURNMENT

Motion: Commissioner Wheatly made a motion to adjourn; Commissioner Farrington seconded. **Motion carried unanimously.**

Bill Smith, Chairman

Rachel Hammer, Clerk

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - a. Tax Releases Under \$100

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2016	P	56353	P	525171	DAVID NEWSOM	94.16
2018	P	201387	P	494836	LEE BERTLEY MERRION	1.80
2018	P	201387	P	494836	LEE BERTLEY MERRION	3.16
2017	P	112159	P	494836	LEE BERTLEY MERRION	1.70
2017	P	112159	P	494836	LEE BERTLEY MERRION	2.89
2018	P	211588	P	528648	MATT OCONNELL	65.66
2017	P	124701	P	528648	MATT OCONNELL	65.66
2015	P	111260	P	205080	WILLIAM J SR ETUX TERESA ORTON	65.90
2016	P	54116	P	205080	WILLIAM J SR ETUX TERESA ORTON	67.47
2017	P	118719	P	205080	WILLIAM J SR ETUX TERESA ORTON	66.33
2015	P	118150	P	521815	DRAGONFLY PARASAIL CONSULTATIO	29.97
2015	P	118150	P	521815	DRAGONFLY PARASAIL CONSULTATIO	25.23
2018	P	215170	P	147234	DAVID ETUX PATRICIA HORTON	25.03
2017	P	126242	P	147234	DAVID ETUX PATRICIA HORTON	27.60
2016	P	59280	P	147234	DAVID ETUX PATRICIA HORTON	30.20
2018	P	215170	P	147234	DAVID ETUX PATRICIA HORTON	15.00
2017	P	126242	P	147234	DAVID ETUX PATRICIA HORTON	15.00
2016	P	59280	P	147234	DAVID ETUX PATRICIA HORTON	15.00
2018	P	200115	P	333687	GREGORY SCOTT VOSS	9.64
2017	P	110711	P	333687	GREGORY SCOTT VOSS	9.47
2018	P	214145	P	49395	FRANCES ETVIR JAMES MEYERHOLTZ	17.29
2018	P	214145	P	49395	FRANCES ETVIR JAMES MEYERHOLTZ	15.00
2009	P	24752	P	278008	RITA JANE RIGGS TAYLOR	5.00
2009	P	24752	P	278008	RITA JANE RIGGS TAYLOR	10.00
2009	P	24752	P	278008	RITA JANE RIGGS TAYLOR	10.00
2018	P	201744	P	517093	CHARLIE LYNN HONEYCUTT	49.21
2015	P	108686	P	70876	DAVID KELLY ROBINSON	75.45
2015	P	108686	P	70876	DAVID KELLY ROBINSON	1.52
2015	P	108686	P	70876	DAVID KELLY ROBINSON	1.06
2014	R	631636	P	10521	ALWYN H ETUX BONNIE KING	19.37
2015	R	631632	P	10521	ALWYN H ETUX BONNIE KING	12.18
2016	R	134992	P	10521	ALWYN H ETUX BONNIE KING	13.22
2017	R	251937	P	10521	ALWYN H ETUX BONNIE KING	13.22
2018	R	429222	P	203743	BONNIE JEAN KING	13.20
2015	P	112997	P	502903	JENNIFER M WILLIAMS	25.12
2014	P	98617	P	502903	JENNIFER M WILLIAMS	39.22
2013	P	89424	P	502903	JENNIFER M WILLIAMS	39.42
2012	P	93462	P	502903	JENNIFER M WILLIAMS	40.71
2011	P	64467	P	502903	JENNIFER M WILLIAMS	43.96
2010	P	55748	P	502903	JENNIFER M WILLIAMS	37.20
2009	P	28453	P	502903	JENNIFER M WILLIAMS	39.05
2015	P	112997	P	502903	JENNIFER M WILLIAMS	15.00
2014	P	98617	P	502903	JENNIFER M WILLIAMS	15.00
2013	P	89424	P	502903	JENNIFER M WILLIAMS	15.00
2012	P	93462	P	502903	JENNIFER M WILLIAMS	10.00
2011	P	64467	P	502903	JENNIFER M WILLIAMS	10.00
2010	P	55748	P	502903	JENNIFER M WILLIAMS	10.00
2009	P	28453	P	502903	JENNIFER M WILLIAMS	10.00
2008	P	63848	P	502903	JENNIFER M WILLIAMS	43.83

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RELEASE LESS THAN 100.00

PAGE 2

Year	Roll Typ	Taxbill Number	Parc Roll	Name Id Number	Name	Total Adjustment
2008	P	63848	P	502903	JENNIFER M WILLIAMS	10.00
2018	P	204047	P	519558	JOSEPH TODD FORTIN	28.57
2017	P	115202	P	519558	JOSEPH TODD FORTIN	27.46
2016	P	50106	P	519558	JOSEPH TODD FORTIN	31.36
2017	R	292470	R	458281	PONTIAC PLYWOOD INC	42.94
2017	R	292470	R	458281	PONTIAC PLYWOOD INC	133.69-
2018	R	469861	R	458281	PONTIAC PLYWOOD INC	133.69-
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	9.00
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	2.34
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	.45
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	25.20
2012	P	85656	P	54087	RICHARD L BROADSTREET D/B/A	2.07

FINAL TOTALS
TOTAL

1,178.11

* * * END OF REPORT * * *

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - b. Tax Releases Over \$100

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RELEASE OVER 100.00

PAGE 1

Name Id
Number Name

Total Adjustment Comment

No records in query report.

* * * E N D O F R E P O R T * * *

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - c. Tax Refunds Under \$100

04/01/20 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
BALFANZ, CAROL	137 MANN BLVD ALREADY PAID	NEWPORT	NC 28557	0	2018 P 0000057
94.28					
BECK, JOHN A ETUX JUDY	1637 SMITH FARM RD OVER PAYMENT CHECK 4931	LEXINGTON	NC 27292	2262222	2019 P 0016971
3.06					
BORDEN, RICHARD W JR ETAL	222 CLAYTON DR ALREADY PAID	NEWPORT	NC 28570	0	2018 R 741504923896000
85.71					
CALLIE G DANIELS	130 GOODWIN RIDGE ROAD OVERPAYMENT CHECK 791300	CEDAR ISLAND	NC 28520	2262616	2019 R 8405.02.89.3069000
15.71					
CANNON, ADAM GRAY	3619 MEADOW DRIVE OVERPAYMENT DEBT SETOFF	MOREHEAD CITY	NC 28557	2262701	2019 R 7317.01.15.6861000
7.38					
CARLYLE, MARY	303 SNOW GOOSE LANE ALREADY PAID	NEWPORT	NC 28570	0	2018 R 630503013128000
62.00					
CERNE, ROGER JETUS ETUX CONNI	2258 WATERFORD DR S/W ERROR	WINTERVILLE	NC 28590	2263636	2019 R 5395.04.80.7208000
15.00					
COASTAL MULCH & MATERIALS	LL 5516 HWY 24 OVER PAYMENT CHECK 22360	NEWPORT	NC 28570	2263475	2019 R 5385.20.70.9884000
7.81					
COLBERT, MICHAEL LYNN	112 GREEN TREE LN BOAT SOLD	NEWPORT	NC 28570	2262345	2019 P 0048494
88.50					
CONNOR, DAVID MARION	2219 OXFORD ROAD OVERPAYMENT REFUND	RALEIGH	NC 27608	2263333	2019 P 0029279
10.48					
CURTIS SHEAFFER	306 LEJEUNE RD OVER PAYMENT CHECK 4497	CAPE CARTERET	NC 28584	2263672	2019 R 6348.10.25.5977000
30.59					
DEBRA WHALEY ATTORNEY AT LAW	301 COMMERCE AVE STE 102 Over Payment check 89797	MOREHEAD CITY	NC 28557	2262630	2019 R 5383.07.79.27320A2
6.73					
EDWARD L JONES	120 LUTHER ROAD OVER PAYMENT CHECK 5399	MOREHEAD CITY	NC 28557	2263678	2019 R 6366.01.49.0888000
27.38					
FISHEL, SIDNEY AUSTON	4010 LESLIE LANE OVER PAYMENR CHECK 3367	EMERALD ISLE	NC 28594	2262647	2019 R 6304.16.93.6285000
24.94					
FREEDOM MORTGAGE	907 PLEASANT VALLEY AVE STE 3 OVERPAYMENT CHECK 10306958	MT LAUREL	NJ 08054	2262513	2019 R 7315.05.09.1076000
19.15					
FREY, CRAIG MATTHEW	1915 CHAMPION DR ALREADY PAID	MOREHEAD CITY	NC 28557	0	2015 P 0036009
67.63					
GARCIA, TIMOTHY RYAN L/T	225 COTTONTAIL RUN OVERPAYMENT STURGIS	NEWPORT	NC 28570	2263447	2019 R 6316.04.92.3969000
7.40					
HAMM, TIMOTHY J	116 PEBBLE DR PAYS IN JOHNSTON COUNTY	CLAYTON	NC 27520	2262878	2019 P 0013880
87.26					

04/01/20 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
Refund					
HARVICK, ANDREW RAY 20.58	1016 MIZELLE LANE OVERPAYMENT STURGIS	RALEIGH	NC 27614	2263583 2019 P	0042048
HENDERSON, JERRY L ETUX TERRY 4.21	675 BROADVIEW CIRCLE OVER PAYMENT CHECK 1051	EAST LIVERPOOL	OH 439204276	2262891 2019 R	7348.02.88.6932000
HONEYCUTT, CHARLIE LYNN 50.56	12491 BUFFALO RD OVERPAYMENT DEBT SETOFF	CLAYTON	NC 27527	2263307 2017 P	0027527
HORTON, DAVID ETUX PATRICIA 37.43	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262879 2019 P	9066197
HORTON, DAVID ETUX PATRICIA 40.03	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262880 2018 P	9066197
HORTON, DAVID ETUX PATRICIA 42.60	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262881 2017 P	9066197
HORTON, DAVID ETUX PATRICIA 45.20	314 SNOW GOOSE LN M/H DOUBLE BILLED	NEWPORT	NC 285708071	2262883 2016 P	9066197
HUDOCK, DAVID NICHOLAS 63.92	412 CAPE EMERALD LOOP OVERPAYMENT DEBT SETOFF	EMERALD ISLE	NC 28594	2262741 2018 P	0033669
JONES, FRED D ETUX ELLA MAE 2.66	267 CANTON ST OVERPAYMENT CHECK 19053843340	NEWPORT	NC 28570	2263546 2019 R	6346.01.46.5623000
KENWORTHY, WILLIAM JUDSON 13.00	109 HOLLY LANE BOAT DOUBLE BILLED	BEAUFORT	NC 28516	2263192 2019 P	0046218
KING, ALWYN H ETUX BONNIE 19.37	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263193 2014 R	6305.04.52.1564000
KING, ALWYN H ETUX BONNIE 12.18	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263194 2015 R	6305.04.52.1564000
KING, ALWYN H ETUX BONNIE 13.22	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263195 2016 R	6305.04.52.1564000
KING, ALWYN H ETUX BONNIE 13.22	121 S HANOVERS ST M/H DOUBLE BILLED	CARLISLE	PA 17013	2263196 2017 R	6305.04.52.1564000
KING, BONNIE JEAN 13.20	4075 LINGLESTOWN RD #342 M/H DOUBLE BILLED	HARRISBURG	PA 171121020	2263197 2018 R	6305.04.52.1564000
KING, BONNIE JEAN 13.22	4075 LINGLESTOWN RD #342 M/H DOUBLE BILLED	HARRISBURG	PA 171121020	2263198 2019 R	6305.04.52.1564000
KNOTT, ARCHIE LEE JR 1.94	304 REECE AVE APT C OVER PAYMENT CHECK 1360	RANDLEMAN	NC 27317	2263385 2019 P	0038091
LANCASTER, BONNIE 1.11	388 LANCASTER RD OVERPAYMENT CHECK 14226	PIKEVILLE	NC 27863	2262615 2013 P	0021640

04/01/20 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
LEWIS, WILLIE F	2283 MILL CREEK RD OVER PAYMENT CHECK 2082	NEWPORT	NC 28570	2262743	2019 R 6378.00.40.9147000
LYNCG & EATMAN, L.L.P	PO BOX 30515 OVER PAYMENT CHECK 3316	RALEIGH	NC 27622	2262410	2019 R 6385.16.82.1708000
LYNCH & EATMAN, L.L.P	PO BAX 30515 OVER PAYMENT CHECK 3312	RALEIGH	NC 27622	2262413	2019 R 6385.16.72.9689000
MALONE, GERALD	1243 QUAKER WAY AVE M/H SOLD	KERNERSVILLE	NC 27284	2263337	2019 P 0530276
MASSITA, STEVEN ROBERT	2230 MILL CREEK ROAD ALREADY PAID	NEWPORT	NC 28570	0	2016 P 0944511
MESSER, MARTY A ETUX ANGELA	M 512 PEARSON CIRCLE OVERPAYMENT CHECK 0006947744	NEWPORT	NC 28570	2262505	2019 R 6339.16.72.9848000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262339	2019 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262341	2018 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262342	2017 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262343	2016 R 6334.06.28.6506000
PACE, ELDRIDGE V ETUX LINDA	233 TRACEWAY DOUBLE BILLED	SANFORD	NC 27330	2262344	2015 R 6334.06.28.6506000
PEDNEAU, MICHAEL ALEXANDER	4804 FAIRFIELD RD OVER PAYMENT CHECK 1041	NEW HILL	NC 27562	2262765	2019 P 0046380
POWELL CHRISTOPHER SHAWN	106 OSPREY CT ALREADY PAID	NEWPORT	NC 28570	0	2017 P 0036475
RICHARD A BAULCH	PO BOX 246 OVER PAYMENT CHECK 1777	SPEONK	NY 119720246	2263663	2019 R 5385.00.73.6966000
ROSE, CLARENCE T ETUX REGINA	112 WILD MAGNOLIA DRIVE PERSONAL PROPERTY DOUBLE BILL	BEAUFORT	NC 28516	2262877	2019 R 7315.11.57.2319000
ROSE, LESLIE R	293 BAYVIEW DRIVE OVER PAYMENT CHECK 11807	HARKERS ISLAND	NC 28531	2262228	2019 R 7335.15.63.7696000
SIMPSON, LILA H ETAL SWANN	2668 BROAD STREET OVERPAYMENT STURGIS	BEAUFORT	SC 299026343	2263582	2019 R 6376.15.72.0581000
SMITH, THOMAS ALAN	6308 WINDY RIDGE CT DOUBLE BILLED	RALEIGH	NC 27606	2263191	2019 P 0530846

04/01/20 01:30:00

Refunds to be Issued by Finance Office - \$100.00 and Under

Remit To:	Address	City	St Zip Code	TransNo	Reference
	Refund				
STUBBS & PERDUE PA	PO BOX 1654 OVERPAYMENT CHECK 52800	NEW BERN	NC 28563	2262214	2019 R 6375.08.87.4673000
T.CHAD WOODALL	2000 SHAW RD OVER PAYMENT CHECK 2222	DURHAM	NC 27704	2263523	2019 R 7305.07.68.3671000
TAYLOR,JOSEPH ELLIOT	PO BOX 31 ALREADY PAID	SEA LEVEL	NC 28577	0	2017 P 0034963
WILLIAMS,DIANA	3308 BLENHEIM PL NW PAID TWICE STURGIS	WILSON	NC 27896	0	2019 P0041887
WILLIAMS,HAROLD	3308 BYENHEIM PLACE OVERPAYMENT STURGIS	WILSON	NC 27896	2263357	2019 P 0040199
WILSON,DONALD W ETUX	8317 CROWDER RD OVER PAYMENT CHECK 1012	RALEIGH	NC 276038728	2262230	2019 R 6385.16.92.0690126
FINAL TOTALS					
TOTAL	1,864.07				
* * * E N D O F R E P O R T * * *					

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - d. Tax Refunds Over \$100

04/01/20 00:30:00

Refunds to be Issued by Finance Office - Over \$100.00

PAGE

Remit To:	Address	City	St	Zip Code	Reference
Refund					
DAUGHETY, ALLYSON 118.26	ALREADY PAID 1760 JOSHUA MEWBORN RD	SNOW HILL	NC	28580	2018 P 0043122
FLORES, MARK D ETUX TARA E 139.50	VA EXEMPTION 616 EDGEWOOD AVENUE	NEWPORT	NC	28570	2019 R 6347.02.66.4826
FLORES, MARK D ETUX TARA E 139.50	VA EXEMPTION 616 EDGEWOOD AVENUE	NEWPORT	NC	28570	2018 R 6347.02.66.4826
GILLIKIN LAND DEVELOPMENT LL 180.00	S/W ADJUSTMENT/VACANT LAND 107 GLOUCESTER COURT	NEWPORT	NC	28570	2019 R 6326.04.92.9723
JANECKE, DAVID A 232.86	PAID TWICE STURGIS 788 STAPLEFORD TRACE	PRATTVILLE	AL	36066	2019 R 649402697311000
JONES, TERESA DIANE 109.00	ALREADY PAID 1804 CALICO DR	MOREHEAD CITY	NC	28557	2017 P 0023692
MADES, ROBERT KEITH ETAL WILL 111.00	ALREADY PAID 1471 MERRIMON ROAD	BEAUFORT	NC	28516	2018 R 730506390922000
MORAN, JAMES S ETUX PEGGY E 165.00	S/W ADJUSTMENT 3201 COUNTRY CLUB ROAD	MOREHEAD CITY	NC	28557	2019 R 6376.07.67.1753
NET RETAIL PARTNERS LLC 175.53	SOLD BOAT 4409 CITY OF OAKS WYND	RALEIGH	NC	27612	2019 P 0048563
RIGGS, MARGARET TAYLOR 312.00	ALREADY PAID PO BOX 323	SMYRNA	NC	28579	2017 R 734702575981000
ROSS, JAMES 196.51	ALREADY PAID 2316 SHORE DRIVE	MOREHEAD CITY	NC	28557	2018 R 638709253264000
WASTERVAL, JOHN R ETUX SANDRA 165.00	S/W ADJUSTMENT/ONLY DOCK 604 TRACE DRIVE	WILMINGTON	NC	284117326	2019 R 6490.01.37.2609

FINAL TOTALS
TOTAL 2,044.16

* * * E N D O F R E P O R T * * *

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - e. Tax Collector's Monthly Report

Carteret County Tax Department

Appraisal: (252) 728-8485
Personal Property: (252) 728-8535
Business Personal: (252) 728-8483
Collections: (252) 728-8525
Mapping/GIS: (252) 728-8490



Sarah T. Davis
Tax Administrator
Tel: (252) 728-8535
Fax: (252) 728-8588
CC Payments Online or by Phone
www.carteretcountytax.com
1-888-544-9433

Memorandum

To: Board of Commissioners
Tommy Burns

From: Sarah Davis
Tax Administrator

Re: BOC monthly collections report

Date: April 1, 2020

Attached is the monthly collection's report to the Board of Commissioners as required by North Carolina General Statute 105-350. No action is required by the Board. It is presented for information purposes only. The collection report shows the total levy, collection, and unpaid balance for each year of the past ten years, beginning with 2009 and coming forward to 2019. This report is presented each month in your agenda package. The total collections for the ten years are \$667,154,100.82. The unpaid balance outstanding for the 10 year period is \$8,081,692.50 including deferred taxes. The Tax Department will continue to pursue collection of unpaid taxes as authorized by North Carolina Statutes.

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts										User Codes										Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9					
* * * *		Totals for Tax year		2008																								
* * * *		# of Properties Processed		144,222																								
		Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																				
Original Balances	54,275,640.20	51,222,930.51	2,363,295.00	198,232.09	.00	458,426.17	32,756.43																					
Total Adjustments	681,403.98-	456,084.73-	39,564.24-	198,232.09-	.00	.00	12,477.08																					
Total Collections	53,584,881.58	50,764,121.83	2,322,316.78	.00	.00	453,674.16	44,768.81																					
Unpaid Balances	9,354.64	2,723.95	1,413.98	.00	.00	4,752.01	464.70																					
* * * *		Totals for Tax year		2009																								
* * * *		# of Properties Processed		143,265																								
		Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																				
Original Balances	54,948,854.30	51,809,907.51	2,372,968.00	193,267.34	.00	548,922.60	23,788.85																					
Total Adjustments	393,467.70-	184,904.70-	27,687.41-	193,267.34-	.00	.00	12,391.75																					
Total Collections	54,459,889.27	51,582,351.52	2,339,909.44	.00	.00	502,598.67	35,029.64																					
Unpaid Balances	95,497.33	42,651.29	5,371.15	.00	.00	46,323.93	1,150.96																					
* * * *		Totals for Tax year		2010																								
* * * *		# of Properties Processed		143,838																								
		Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																				
Original Balances	55,564,673.04	52,424,638.58	2,351,053.00	229,599.63	.00	534,956.07	24,425.76																					
Total Adjustments	311,349.72-	70,438.27-	22,747.25-	227,888.51-	.00	.00	9,724.31																					
Total Collections	55,144,067.65	52,303,075.58	2,321,405.88	1,711.12	.00	484,722.73	33,152.34																					
Unpaid Balances	109,255.67	51,124.73	6,899.87	.00	.00	50,233.34	997.73																					
* * * *		Totals for Tax year		2011																								
* * * *		# of Properties Processed		144,282																								
		Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																				
Original Balances	56,054,751.56	52,936,189.46	2,320,555.00	225,239.96	.00	547,674.55	25,092.59																					
Total Adjustments	375,176.51-	150,326.09-	14,210.73-	224,660.27-	.00	.00	14,020.58																					
Total Collections	55,432,656.27	52,658,610.21	2,295,616.99	579.69	.00	440,339.33	37,510.05																					
Unpaid Balances	246,918.78	127,253.16	10,727.28	.00	.00	107,335.22	1,603.12																					
* * * *		Totals for Tax year		2012																								
* * * *		# of Properties Processed		144,824																								
		Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																				
Original Balances	55,148,220.72	51,997,993.51	2,359,242.00	218,866.12	.00	544,175.99	27,943.10																					
Total Adjustments	359,898.79-	117,067.36-	31,579.38-	217,258.56-	.00	.00	6,006.51																					

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			
Total Collections	54,481,007.12	51,719,069.87	2,309,362.07	944.57									.00									419,886.38	31,744.23			
Unpaid Balances	307,314.81	161,856.28	18,300.55	662.99									.00									124,289.61	2,205.38			
* * * Totals for Tax year			2013																							
# of Properties Processed			112,175																							
Original Balances	Total 54,020,293.57	TAX 50,733,057.05	Spec Asmt 2,554,465.00	Deferred 226,999.79	CB Deferred .00	Interest 481,921.65	Fees 23,850.08																			
Total Adjustments	124,110.30	91,908.21	31,867.86	3,189.77	.00	.00	2,855.54																			
Total Collections	53,365,181.42	50,475,399.68	2,496,374.52	1,464.92	.00	367,317.68	24,624.62																			
Unpaid Balances	531,001.85	165,749.16	26,222.62	222,345.10	.00	114,603.97	2,081.00																			
* * * Totals for Tax year			2014																							
# of Properties Processed			68,381																							
Original Balances	Total 56,614,246.59	TAX 53,325,792.31	Spec Asmt 2,585,290.00	Deferred 234,870.44	CB Deferred .00	Interest 443,985.96	Fees 24,307.88																			
Total Adjustments	261,720.81	2,748.04	30,265.99	232,015.25	.00	.00	3,308.47																			
Total Collections	56,012,949.23	53,136,024.95	2,517,907.17	2,272.98	.00	331,960.83	24,783.30																			
Unpaid Balances	339,576.55	187,019.32	37,116.84	582.21	.00	112,025.13	2,833.05																			
* * * Totals for Tax year			2015																							
# of Properties Processed			74,037																							
Original Balances	Total 55,843,717.68	TAX 51,122,449.39	Spec Asmt 3,841,944.00	Deferred 423,473.95	CB Deferred .00	Interest 411,153.23	Fees 44,697.11																			
Total Adjustments	819,564.43	128,320.23	267,897.83	418,713.18	.00	.00	4,633.19																			
Total Collections	54,605,101.46	50,757,576.86	3,516,886.29	4,760.77	.00	290,955.30	34,922.24																			
Unpaid Balances	419,051.79	236,552.30	57,159.88	.00	.00	120,197.93	5,141.68																			
* * * Totals for Tax year			2016																							
# of Properties Processed			78,522																							
Original Balances	Total 57,566,530.45	TAX 52,998,419.93	Spec Asmt 3,626,613.00	Deferred 450,647.88	CB Deferred .00	Interest 417,203.91	Fees 73,645.73																			
Total Adjustments	384,704.63	295,389.00	81,611.00	9,455.86	.00	.00	17,160.49																			
Total Collections	56,149,135.90	52,343,964.15	3,474,201.32	4,809.49	.00	279,489.45	46,671.49																			
Unpaid Balances	1,032,689.92	359,066.78	70,800.68	455,294.25	.00	137,714.46	9,813.75																			
* * * Totals for Tax year			2017																							
# of Properties Processed			79,452																							
		Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees																		

Typ Bill	Year	Property Number	Dist Code	Twn	Sch	Special Districts									User Codes									Deferred Flag	Defer Inelig	MV Batch
						1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9			

* * * * Totals for FINAL TOTALS

of Properties Processed 1,291,522

	Total	TAX	Spec Asmt	Deferred	CB Deferred	Interest	Fees
Original Balances	679,880,023.87	634,483,197.35	35,960,753.00	3,839,593.47	.00	5,178,382.45	418,097.60
Total Adjustments	4,644,230.55-	2,180,474.49-	755,176.37-	1,709,299.06-	.00	.00	719.37
Total Collections	667,154,100.82	628,210,941.34	34,499,593.40	21,364.89	.00	4,043,504.60	378,696.59
Unpaid Balances	8,081,692.50	4,091,781.52	705,983.23	2,108,929.52	.00	1,134,877.85	40,120.38

- IV. Consent Agenda
 - 2. Tax Releases/Refunds/Collector's Report
 - f. NCVTS Motor Vehicle Refund Report



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 4/1/2020 11:27:39 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
ALLEN, GREGORY GERALD	ALLEN, GREGORY GERALD	ALLEN, MARCIA WEEKS	8918 CHERRYS FORD CT		HARRISBURG, NC 28075	Adjustment >= \$100	0052023608	EJF4477	Refund Generated due to adjustment on Bill #0052023608-2019-2019-0000	Situs error	03/27/2020	9010	Tax	\$0.00	\$0.00	\$0.00	
												1460	Tax	(\$179.89)	\$0.00	(\$179.89)	
												31	Tax	\$20.16	\$0.00	\$20.16	
												48	Tax	\$20.16	\$0.00	\$20.16	
																Refund	\$139.57
BEACHAM, THOMAS NEAL	BEACHAM, THOMAS NEAL		PO BOX 213		GLOUCESTER, NC 28528	Adjustment < \$100	0046439212	KMA1	Refund Generated due to adjustment on Bill #0046439212-2019-2019-0000-00	Over Assessment	03/11/2020	9010	Tax	(\$19.86)	\$0.00	(\$19.86)	
												25	Tax	(\$5.77)	\$0.00	(\$5.77)	
												17	Tax	(\$4.48)	\$0.00	(\$4.48)	
				Refund	\$30.11												
BEASLEY, WALTER KENNETH	BEASLEY, WALTER KENNETH	BEASLEY, MARY MATTHEWS	201 HURST RD		EMERALD ISLE, NC 28594	Adjustment < \$100	0052293965	PER5729	Refund Generated due to adjustment on Bill #0052293965-2019-2019-0000	Situs error	03/09/2020	9010	Tax	\$0.00	\$0.00	\$0.00	
												1460	Tax	(\$19.46)	\$0.00	(\$19.46)	
												37	Tax	\$3.27	\$0.00	\$3.27	
												19	Tax	\$2.73	\$0.00	\$2.73	
				Refund	\$13.46												
BENNETT, HALEY CHRISTINA	BENNETT, HALEY CHRISTINA		261 OAKLEAF DR		PINE KNOLL SHORES, NC 28512	Proration	0047196851	FFW4527	Refund Generated due to proration on Bill #0047196851-2018-2018-0000-00	Tag Surrender	03/09/2020	9010	Tax	(\$22.86)	\$0.00	(\$22.86)	
												1353	Tax	(\$14.53)	\$0.00	(\$14.53)	
												94	Tax	(\$1.18)	\$0.00	(\$1.18)	
				Refund	\$38.57												
BRINSON, MEGAN ANNE	BRINSON, MEGAN ANNE	BRINSON, WILLIAM BARTLING	215 PALOMINO LN		SWANSBORO, NC 28584	Adjustment < \$100	0046370540	FLN3091	Refund Generated due to adjustment on Bill #0046370540-2019-2019-0000-00	Over Assessment	03/13/2020	9010	Tax	(\$26.36)	\$0.00	(\$26.36)	
												40	Tax	(\$8.50)	\$0.00	(\$8.50)	
												19	Tax	(\$4.26)	\$0.00	(\$4.26)	
				Refund	\$39.12												
CARR, BRUCE MARTIN	CARR, BRUCE MARTIN		210 PANAMATER		MOREHEAD CITY, NC 28557	Proration	0014396251	WWN7130	Refund Generated due to proration on Bill #0014396251-2018-2018-0000-00	Tag Surrender	03/16/2020	9010	Tax	(\$3.82)	\$0.00	(\$3.82)	
												1351	Tax	(\$4.32)	\$0.00	(\$4.32)	
																Refund	\$8.14
DAIL, ABBEY MICHELE	DAIL, ABBEY MICHELE		5422 HWY 258N		FARMVILLE, NC 27828	Proration	0044723100	U620P	Refund Generated due to proration on Bill #0044723100-2019-2019-0000-00	Tag Surrender	03/03/2020	9010	Tax	(\$88.97)	\$0.00	(\$88.97)	
												25	Tax	(\$25.83)	\$0.00	(\$25.83)	
												17	Tax	(\$20.09)	\$0.00	(\$20.09)	
																Refund	\$134.89
DAVIS, JASMINE NICOLE	DAVIS, JASMINE NICOLE		143 GIBBS CREEK RD		BEAUFORT, NC 28516	Proration	0045249440	FKT7525	Refund Generated due to proration on Bill #0045249440-2019-2019-0000-00	Tag Surrender	03/16/2020	9010	Tax	(\$33.88)	\$0.00	(\$33.88)	
												42	Tax	(\$6.83)	\$0.00	(\$6.83)	
												46	Tax	(\$6.55)	\$0.00	(\$6.55)	
																Refund	\$47.26



North Carolina Vehicle Tax System

NCVTS Pending Refund report

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Owner Name	Address	City	Proration	Proration Amount	Vehicle ID	Refund Reason	Tag Status	Effective Date	Tag No	Tax Type	Tax Amount	Refund Amount	Net Amount
DERRICKSON, NANCY FRAZIER	4307 WARD DR	MOREHEAD CITY, NC 28557	Proration	0020160081	CHB4027	Refund Generated due to proration on Bill #0020160081-2018-2018-0000-00	Tag Surrender	03/09/2020	9010	Tax	(\$1.62)	\$0.00	(\$1.62)
									25	Tax	(\$0.47)	\$0.00	(\$0.47)
									17	Tax	(\$0.34)	\$0.00	(\$0.34)
											Refund	\$2.43	
DUNN, PEGGY COX	6027 WATERS EDGE DR	GRIFTON, NC 28530	Proration	0042420250	FAB7118	Refund Generated due to proration on Bill #0042420250-2018-2018-0000-00	Tag Surrender	03/10/2020	9010	Tax	(\$54.67)	\$0.00	(\$54.67)
									1354	Tax	(\$39.68)	\$0.00	(\$39.68)
									99	Tax	(\$1.76)	\$0.00	(\$1.76)
											Refund	\$96.11	
EHRESMAN, ALBERT	818 SAND HILLS DR	NEWPORT, NC 28570	Proration	0047125483	PH247F	Refund Generated due to proration on Bill #0047125483-2018-2018-0000-00	Vehicle Sold	03/25/2020	9010	Tax	(\$5.14)	\$0.00	(\$5.14)
									1460	Tax	(\$6.21)	\$0.00	(\$6.21)
											Refund	\$11.35	
ELLIOTT, DAVID DENVER	301 DEER TRL	EMERALD ISLE, NC 28594	Proration	0028456468	3A3979	Refund Generated due to proration on Bill #0028456468-2019-2019-0000-00	Tag Surrender	03/16/2020	9010	Tax	(\$4.24)	\$0.00	(\$4.24)
									1556	Tax	(\$2.12)	\$0.00	(\$2.12)
											Refund	\$6.36	
ENGELHARD, DAVID EDWARD	215 ROCHELLE DR	MOREHEAD CITY, NC 28557	Proration	0049972267	TAV7217	Refund Generated due to proration on Bill #0049972267-2019-2019-0000-00	Tag Surrender	03/13/2020	9010	Tax	(\$8.17)	\$0.00	(\$8.17)
									1351	Tax	(\$10.01)	\$0.00	(\$10.01)
											Refund	\$18.18	
FERTALL, WILLIAM MICHAEL	801 LORD GRANVILLE DR	MOREHEAD CITY, NC 28557	Adjustment < \$100	0052454280	CM14452	Refund Generated due to adjustment on Bill #0052454280-2019-2019-0000-00	Over Assessment	03/19/2020	9010	Tax	(\$44.21)	\$0.00	(\$44.21)
									32	Tax	(\$9.62)	\$0.00	(\$9.62)
											Refund	\$53.83	
FETTEROLF, ROBERT WILLIAM	5331 HIGHWAY 24 E	NEWPORT, NC 28570	Proration	0018789486	NYZ9433	Refund Generated due to proration on Bill #0018789486-2018-2018-0000-00	Tag Surrender	03/20/2020	9010	Tax	(\$2.35)	\$0.00	(\$2.35)
									1558	Tax	(\$0.38)	\$0.00	(\$0.38)
									37	Tax	(\$0.45)	\$0.00	(\$0.45)
									19	Tax	(\$0.38)	\$0.00	(\$0.38)
											Refund	\$3.56	
FINDEISEN, RANDY WEST	112 ASH ST	CEDAR POINT, NC 28584	Proration	0051608921	RAK2680	Refund Generated due to proration on Bill #0051608921-2019-2019-0000-00	Tag Surrender	03/10/2020	9010	Tax	(\$52.12)	\$0.00	(\$52.12)
									1561	Tax	(\$15.55)	\$0.00	(\$15.55)
									37	Tax	(\$10.08)	\$0.00	(\$10.08)
									19	Tax	(\$8.41)	\$0.00	(\$8.41)
		Refund	\$86.16										
HARTMAN, ANGELA RAE	350 RED BARN RD LOT 112	NEWPORT, NC 28570	Proration	0036887054	DHH5689	Refund Generated due to proration on Bill #0036887054-2018-2018-0000-00	Tag Surrender	03/19/2020	9010	Tax	(\$4.55)	\$0.00	(\$4.55)
									31	Tax	(\$0.59)	\$0.00	(\$0.59)
									48	Tax	(\$0.59)	\$0.00	(\$0.59)
		Refund	\$5.73										



North Carolina Vehicle Tax System

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Owner 1	Owner 2	Owner 3	Address 1	Address 2	City/State	Proration	Proration Amt	Tag No	Reason	Tag Type	Refund Date	Tag No	Tag Type	Amount	Refund Amt	Net Refund
HINSON, CONRAD CONLEY JR	HINSON, CONRAD CONLEY JR	VICK, RICHARD DEAN	311 ARENDELL ST	APT 204	MOREHEAD CITY, NC 28557	Proration	0041648145	FCZ9462	Refund Generated due to proration on Bill #0041648145-2018-2018-0000-00	Tag Surrender	03/06/2020	9010	Tax	(\$8.83)	\$0.00	(\$8.83)
												1351	Tax	(\$9.97)	\$0.00	(\$9.97)
															Refund	\$18.80
HORNER, RICHARD PAUL	HORNER, RICHARD PAUL		1909 WESTBROOK DR		WILSON, NC 27896	Proration	0051990387	PMZ1869	Refund Generated due to proration on Bill #0051990387-2019-2019-0000-00	Tag Surrender	03/04/2020	9010	Tax	(\$40.78)	\$0.00	(\$40.78)
												1556	Tax	(\$20.39)	\$0.00	(\$20.39)
															Refund	\$61.17
HOWARD, BARRY EUGENE	HOWARD, BARRY EUGENE		PO BOX 5479	APT 512	EMERALD ISLE, NC 28594	Proration	0039286682	0221CF	Refund Generated due to proration on Bill #0039286682-2018-2018-0000-00	Tag Surrender	03/05/2020	9010	Tax	(\$25.08)	\$0.00	(\$25.08)
												1556	Tax	(\$12.54)	\$0.00	(\$12.54)
															Refund	\$37.62
JOINER, WILLIAM CARL III	JOINER, WILLIAM CARL III		233 WINDJAMMER W		EMERALD ISLE, NC 28594	Adjustment < \$100	0050434745	HDY5278	Refund Generated due to adjustment on Bill #0050434745-2019-2019-0000-00	Military	03/03/2020	9010	Tax	(\$22.26)	\$0.00	(\$22.26)
												1556	Tax	(\$11.13)	\$0.00	(\$11.13)
															Refund	\$33.39
LAWSON, HEATHER MICHELLE	LAWSON, HEATHER MICHELLE		601 ATLANTIC BEACH CAUSEWAY UNIT 106		ATLANTIC BEACH, NC 28512	Proration	0042151573	XXR8415	Refund Generated due to proration on Bill #0042151573-2018-2018-0000-00	Tag Surrender	03/02/2020	9010	Tax	(\$5.79)	\$0.00	(\$5.79)
												1352	Tax	(\$3.08)	\$0.00	(\$3.08)
															Refund	\$8.87
LEYLAND, THOMAS CHARLES	LEYLAND, THOMAS CHARLES		2206 EMERALD DR		EMERALD ISLE, NC 28594	Proration	0044703063	FHK9583	Refund Generated due to proration on Bill #0044703063-2019-2019-0000-00	Tag Surrender	03/05/2020	9010	Tax	(\$43.87)	\$0.00	(\$43.87)
												1556	Tax	(\$21.94)	\$0.00	(\$21.94)
															Refund	\$65.81
LIVENGOOD, NORMAN BLACKWELL JR	LIVENGOOD, NORMAN BLACKWELL JR		PO BOX 2826		ATLANTIC BEACH, NC 28512	Proration	0001081654	ALF1443	Refund Generated due to proration on Bill #0001081654-2019-2019-0000-00	Tag Surrender	03/12/2020	9010	Tax	(\$13.27)	\$0.00	(\$13.27)
												1352	Tax	(\$7.71)	\$0.00	(\$7.71)
															Refund	\$20.98
MAHONEY, WILLIAM ANGUS	MAHONEY, WILLIAM ANGUS		505 PINE VALLEY DR		MOREHEAD CITY, NC 28557	Adjustment < \$100	0040521781	PHR9736	Refund Generated due to adjustment on Bill #0040521781-2019-2019-0000-00	Military	03/06/2020	9010	Tax	(\$75.45)	\$0.00	(\$75.45)
												32	Tax	(\$16.43)	\$0.00	(\$16.43)
															Refund	\$91.88
MAYS, ROGER WILLIS	MAYS, ROGER WILLIS	MAYS, VIRGINIA LUTHER	216 ROCHELLE DR		MOREHEAD CITY, NC 28557	Proration	0010773281	CDF2825	Refund Generated due to proration on Bill #0010773281-2019-2019-0000-00	Tag Surrender	03/16/2020	9010	Tax	(\$34.58)	\$0.00	(\$34.58)
												1351	Tax	(\$42.39)	\$0.00	(\$42.39)
															Refund	\$76.97
MORRIS, PHILLIP DARYL	POTEAT, KEITH EDWARD		204 GREEN DOLPHIN ST		MOREHEAD CITY, NC 28557	Proration	0036673424	EKB1609	Refund Generated due to proration on Bill #0052000556-2019-2019-0000-00	Tag Surrender	03/02/2020	9010	Tax	(\$9.76)	\$0.00	(\$9.76)
												1556	Tax	(\$4.88)	\$0.00	(\$4.88)
															Refund	\$14.64
MORRIS, PHILLIP DARYL	MORRIS, PHILLIP DARYL		204 GREEN DOLPHIN ST		MOREHEAD CITY, NC 28557	Proration	0052000556	HHE9079	Refund Generated due to proration on Bill #0052000556-2019-2019-0000-00	Tag Surrender	03/02/2020	9010	Tax	(\$136.39)	\$0.00	(\$136.39)
												30	Tax	(\$22.00)	\$0.00	(\$22.00)
												50	Tax	(\$8.80)	\$0.00	(\$8.80)
															Refund	\$167.19



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NCVTS Pending Refund report

Report Date 4/1/2020 11:27:39 AM

TANNER, CATHERINE FAYE	TANNER, CATHERINE FAYE	148 MUNDEN FARM RD	NEWPORT, NC 28570	Proration	0041316641	FDE1038	2019-0000-00 Refund Generated due to proration on Bill #0041316641-2018- 2018-0000-00	Vehicle Sold	03/26/2020	9010	Tax	(\$3.09)	\$0.00	Refund	\$11.21
										32	Tax	(\$0.67)	\$0.00		(\$3.09)
														Refund	\$3.76
														Refund Total	\$1488.90

IV. Consent Agenda

3. Approval of Budget Amendment for Hurricanes Florence & Dorian: \$81,940

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager Finance
Date: April 20, 2020
Subject: Hurricanes Florence and Dorian Budget Amendment

Attached for your consideration is an \$81,590 budget amendment appropriating FEMA revenue and insurance proceeds related to Hurricanes Florence and Dorian. The related expenses are debris and buildings maintenance. Approval of the attached budget amendment is recommended.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: Solid Waste

Date: 4/20/2020

Justification: Appropriate funding for Hurricanes Dorian and Florence expenses

Fund		Description	Account Number	Increase
General Fund	Revenues	FEMA Hurricane Dorian	110.30.3472.302	3,040
		FEMA Hurricane Florence	110.30.3472.301	60,000
		Insurance Proceeds Dorian	110.00.3472.851	<u>18,550</u>
	Total Increase in Revenues			<u>81,590</u>
	Expenditures	Hurricane Dorian Debris	110.30.4724.44004	60,000
		Hurricane Florence Debris	110.30.4724.44003	3,040
		Hurricane Dorian Supplies	110.10.4330.21000	350
		Buidling Maintenance	110.00.4260.35000	<u>18,550</u>
Total Increase Expenditures			<u>81,940</u>	

Approval Chairman, Board of Commissioners _____

Date: _____

IV. Consent Agenda

4. Approval of Addition to Rules of Procedure for Commissioner Meetings
Outlining Electronic Method Procedures

**ADDENDUM TO RULES OF PROCEDURE
FOR ELECTRONIC MEETINGS OF
CARTERET COUNTY BOARD OF COMMISSIONERS**

The Carteret County Board of Commissioners recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Carteret County Board of Commissioners may take place by electronic means. §143-318.10(d) of the North Carolina General Statutes states that an official meeting “means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.”

The Rules of Procedure of the Carteret County Board of Commissioners are hereby amended as may be necessary to provide for such remote participation.

1. Meetings to Which These Rules Apply

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply only to meetings of the Carteret County Board of Commissioners, and not to any other public bodies existing under the authority of Carteret County. The Electronic Rules are supplemental to any Rules of Procedure approved by the Carteret County Board of Commissioners for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the Carteret County Board of Commissioners, subject to the conditions governing the use of Electronic Meetings.

2. Conditions Necessary for Electronic Meetings

The Carteret County Board of Commissioners agrees that Electronic Meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including Carteret County: the Federal Government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; or the Carteret County Board of Commissioners or the Chairman thereof. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the County of Carteret.

3. Definition of an Electronic Meeting

An Electronic Meeting is any meeting where one or more members of the Carteret County Board of Commissioners participates through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allows the members of the Carteret County Board of Commissioners to hold a meeting without all members being physically present in the same room.

4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the Electronic Meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

- a. The location of the physical meeting; and
- b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with § 143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the Carteret County Board of Commissioners, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the County of Carteret's bulletin board, website and social media accounts, if possible.

5. Quorum

Commissioners present in person or electronically, shall be included in the calculation for determining if a quorum exists of the Carteret County Board of Commissioners. If a County Commissioner who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the Carteret County Board of Commissioners present either in person or electronically. Any Commissioner withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

6. Process of Opening Meeting

Immediately prior to opening the meeting, the Chairman or Vice Chairman, or other presiding officer shall communicate with the Commissioner(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Chairman or Vice Chairman, or presiding official shall state which Commissioners are participating electronically.

7. Voting and Discussion

Commissioners present for the meeting through electronic means are eligible to vote for all items considered by the Carteret County Board of Commissioners during the meeting. Also, a Commissioner voting must indicate verbally with a "yes," "no," "yea," "nay," such that the Clerk to the Board or her designee may record the vote. Prior to taking a vote on any issue, the Chairman, or other presiding officer shall inquire of the Commissioners participating electronically if he or she has been able to adequately monitor the discussion,

including comments from the public, if any, and shall allow those Commissioners to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the Commissioner to gain the attention of the Chairman or the presiding officer in order to be recognized for discussion. A Commissioner attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before the Board of Commissioners. If a Commissioner attending through electronic means becomes disconnected from the meeting, the Commissioner will not be counted as an affirmative or negative vote.

8. Minutes

The minutes of the meeting shall designate the name of each Commissioner who participated electronically, the nature of the electronic communication, and the duration of the Commissioner's participation.

ADOPTED this the 20th day of April 2020.

William H. Smith, Chairman

Rachel Hammer
Clerk to the Board

IV. Consent Agenda

5. Approval of COVID-19 FEMA Resolution for Request of Reimbursement

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager Finance
Date: April 20, 2020
Subject: COVID-19 FEMA Resolution

Attached for your consideration is a resolution required by FEMA for the County to request reimbursement from FEMA for COVID-19 expenses. Approval of the attached resolution is recommended.

**DESIGNATION OF APPLICANT'S AGENT
AND APPLICANT ASSURANCES
FOR PUBLIC ASSISTANCE**

ORGANIZATION NAME (HEREAFTER NAMED ORGANIZATION)

Carteret County, NC

PRIMARY AGENT	SECONDARY AGENT
AGENT'S NAME Kelly Woodruff	AGENT'S NAME Ashley Bennett
ORGANIZATION Carteret County	ORGANIZATION Carteret County
OFFICIAL POSITION Accounting Services Supervisor	OFFICIAL POSITION Purchasing Agent
MAILING ADDRESS 302 Courthouse Square Attn: Finance Dept	MAILING ADDRESS 302 Courthouse Square Attn: Finance Dept
CITY ,STATE, ZIP Beaufort, NC, 28516	CITY ,STATE, ZIP Beaufort, NC, 28516
DAYTIME TELEPHONE (252)728-8410	DAYTIME TELEPHONE (252)728-8410
FACSIMILE NUMBER (252)728-0133	FACSIMILE NUMBER (252)728-0133
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER

THE ABOVE PRIMARY AND SECONDARY AGENTS ARE HEREBY AUTHORIZED TO EXECUTE AND FILE APPLICATION FOR PUBLIC ASSISTANCE ON BEHALF OF THE ORGANIZATION FOR THE PURPOSE OF OBTAINING CERTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, (PUBLIC LAW 93-288 AS AMENDED) OR OTHERWISE AVAILABLE. THIS AGENT IS AUTHORIZED TO REPRESENT AND ACT FOR THE ORGANIZATION IN ALL DEALINGS WITH THE STATE OF NORTH CAROLINA AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR MATTER PERTAINING TO SUCH DISASTER ASSISTANCE REQUIRED BY THE AGREEMENTS AND ASSURANCES PRINTED ON THE REVERSE SIDE HEREOF.

CHIEF FINANCIAL OFFICER	CERTIFYING OFFICIAL
NAME Dee Meshaw	OFFICIAL'S NAME Rachel Hammer
ORGANIZATION Carteret County	ORGANIZATION Carteret County
OFFICIAL POSITION Finance Director/Assistant County Manager	OFFICIAL POSITION Clerk to County Commissioners
MAILING ADDRESS 302 Courthouse Square Attn: Finance Dept	MAILING ADDRESS 302 Courthouse Square
CITY ,STATE, ZIP Beaufort, NC, 28516	CITY ,STATE, ZIP Beaufort, NC, 28516
DAYTIME TELEPHONE (252)728-8410	DAYTIME TELEPHONE (252)728-8450
FACSIMILE NUMBER (252)728-0133	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER

APPLICANT'S STATE COGNIZANT AGENCY FOR SINGLE AUDIT PURPOSES (IF A COGNIZANT AGENCY IS NOT ASSIGNED, PLEASE INDICATE):

APPLICANT'S FISCAL YEAR (FY) START

MONTH: 7 DAY: 01

APPLICANT'S FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

56 - 6001522

APPLICANT'S STATE PAYEE IDENTIFICATION NUMBER

- -

CERTIFYING OFFICIAL'S SIGNATURE

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

IV. Consent Agenda

6. Approval of Proclamation Declaring April 19-25 as National Library Week

Board of Commissioners

Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

**PROCLAMATION
NATIONAL LIBRARY WEEK 2020**

WHEREAS, today's libraries are less about what they have on the shelves and more about what they can do with and for their communities; and

WHEREAS, libraries have long served as trusted and treasured institutions where people of all ages, interests, and backgrounds can come together and learn alongside one another; and

WHEREAS, libraries of all types are at the heart of their cities, towns, schools and campuses; and

WHEREAS, libraries offer members of the community a welcoming space and opportunities to explore new passions through technology, programs and services; and

WHEREAS, libraries and librarians help patrons find tools to help improve the quality of their life; and

WHEREAS, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve; and

WHEREAS, libraries and librarians work to create an equitable society by providing free access to accurate information to all people; and

WHEREAS, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status, by offering services and educational programming that transform lives and strengthen communities; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that the Carteret County Board of Commissioners proclaim April 19 – 25, 2020 as National Library Week. During this time, we encourage all residents to visit the library, a place where we can all belong and discover who we are. Because of you, libraries transform.

ADOPTED, this the 20th day of April 2020.

Bill Smith, Chairman
Carteret County Board of Commissioners

Attest:

Rachel Hammer, Clerk to the Board

IV. Consent Agenda

7. Request to Accept Funding – Agreement Addendum #619 COVID-19 Crisis Response & Approval of Corresponding Budget Amendment: \$83,161

CARTERET COUNTY DEPARTMENT OF HUMAN SERVICES

Cindy P. Holman
Consolidated Human Services Director
cindy.holman@carteretcountync.gov



Clinton W. Lewis
DSS Director
Consolidated Human Services Deputy Director
clint.lewis@carteretcountync.gov

Stephanie M. Cannon, MPA
Health Director
Consolidated Human Services Deputy Director
stephanie.cannon@carteretcountync.gov

To: Carteret County Board of Commissioners
Carteret County Human Services Board

From: Stephanie Cannon
Health Director

Date: April 13, 2020

Subject: Request to Accept Funding – Agreement Addendum #619 COVID-19 Crisis Response
\$83,161

The Division of Public Health, Public Health Preparedness & Response Branch, is allocating funds made available by the Centers for Disease Control and Prevention to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. Agreement Addendum 619 will provide funding in the amount of \$83,161.

We request the Board's approval to accept this funding. A copy of the budget amendment and Agreement Addendum are attached. Should you have any questions, please contact me.



Department of Social Services — 210 Craven Street • PO Box 779 • Beaufort, NC 28516
Tel (252) 728-3181 / Main Fax (252) 648-7462 / Legal Unit Fax (252) 648-7463

Public Health Department — 3820-A Bridges Street • Morehead City, NC 28557
Tel (252) 728-8550 / Fax (252) 222-7739



Division of Public Health Agreement Addendum FY 19-20

Carteret County Health Department
Local Health Department Legal Name

Epidemiology / PH Preparedness & Response
DPH Section / Branch Name

619 COVID-19 Crisis Response
Activity Number and Description

Wayne Mixon, (919) 546-1831
wayne.mixon@dhhs.nc.gov
DPH Program Contact
(name, phone number, and email)

01/20/2020 – 05/31/2020
Service Period

DPH Program Signature **Date**
(only required for a negotiable agreement addendum)

02/01/2020 – 06/30/2020
Payment Period

- Original Agreement Addendum**
 Agreement Addendum Revision # _____

I. Background:

On March 6, 2020, the President of the United States signed into law the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123) (Coronavirus Supplemental). This Act provides funding to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19).

To support governmental public health emergency response to COVID-19, the Centers for Disease Control and Prevention (CDC) has activated CDC-RFA-TP18-1802 Cooperative Agreement for Emergency Response: Public Health Crisis Response (www.cdc.gov/phpr/readiness/funding-crisis.htm). CDC is awarding funding, totaling \$569,822,380, under Components A and B to eligible jurisdictions that are on the approved but unfunded (ABU) list for CDC-RFA-TP18-1802 to provide resources to prevent, prepare for, and respond to COVID-19. This funding is intended for state, local, territorial, and tribal health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. These funds are in addition to funds CDC previously awarded to select jurisdictions for COVID-19 response activities.

The Division of Public Health (DPH), Public Health Preparedness & Response (PHP&R) Branch, is making an allocation of these funds available to all local health departments through the “CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding” to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

Stephanie
Health Director Signature (use blue ink)

04/13/2020
Date

Local Health Department to complete: (If follow-up information is needed by DPH)	LHD program contact name: <u>Kim Davis</u> Phone number with area code: <u>252-728-8550 x 5744</u> Email address: <u>kimd@carteretcounty.nc.gov</u>
---	---

Signature on this page signifies you have read and accepted all pages of this document.

II. Purpose:

This Activity is for the Local Health Department to work to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19) by carrying out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities.

III. Scope of Work and Deliverables:

All of the activities the Local Health Department performs under this Agreement Addenda shall be informed by the NC DHHS COVID-19 Guidance for Health Care Providers and Local Health Departments.¹ The Local Health Department (LHD) shall:

1. Implement and scale-up **laboratory testing and data collection to enable identification and tracking of COVID-19 cases** in the community with emphasis placed on priority populations as defined in NC DHHS guidance² to include health care workers, first responders, persons in high-risk congregate settings, and persons at a higher risk of severe illness, and immediate implementation of real-time reporting to PHP&R. This shall be accomplished by conducting one or more of the following activities:
 - a. Expand testing access in the community with a focus on persons who may expose vulnerable people.
 - b. Conducting surveillance to identify cases, report case data in a timely manner, identify contacts, characterize disease transmission, and track relevant epidemiologic characteristics including hospitalization and death.
 - c. Conducting surveillance to monitor virologic and disease activity in the community and healthcare settings, with emphasis on expanding contact tracing for high risk populations using traditional and non-traditional methods.
 - d. Implementing routine and enhanced surveillance to support the science base that informs public health interventions that mitigate the impact of COVID-19, including understanding of clinical characteristics; infection prevention and control practices; and other mitigation requirements.
 - e. Establishing or enhancing core epidemiological activities to support response such as risk assessment, case classification, analysis, visualization, and reporting.
 - f. Conduct surveillance to monitor disruption in the community caused by COVID-19 and related mitigation activities (e.g., school closures and cancellation of mass gatherings).
 - g. Conduct surveillance to monitor disruption in healthcare systems caused by COVID-19 (e.g., shortages of personal protective equipment).
2. Write a brief **COVID-19 community intervention implementation plan** and upload it by May 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this plan shall be, "CountyName-Community Plan" (for example: Wake-Community Plan).

This plan shall describe how the LHD will achieve the response's three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts. The LHD shall use its

¹ <https://www.ncdhhs.gov/divisions/public-health/covid19/covid-19-guidance#all-guidance-for-health-care-providers-and-local-health-departments>

² <https://files.nc.gov/ncdhhs/documents/files/covid-19/COVID-19-Provider-Guidance-Final.pdf>

current Pan Flu Plan as a template and create a COVID-19 Community Intervention Implementation Plan that shall address how the LHD will accomplish the following tasks, with emphasis on addressing high-risk congregate settings such as long-term care facilities, homeless shelters, correctional facilities, and migrant farmworker camps:

- a. Minimize potential spread and reduce morbidity and mortality of COVID-19 in communities.
 - b. Plan and adapt for disruption caused by community spread and implement interventions to prevent further spread.
 - c. Ensure healthcare system response is an integrated part of community interventions.
 - d. Ensure integration of community mitigation interventions with health system preparedness and response plans and interventions.
3. Summarize the LHD's COVID-19 community intervention implementation plan into a **COVID-19 community intervention executive summary** and upload it by May 31, 2020 to the COVID-19/Agreement Addendum/County Submissions/CountyName folder at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>. The naming convention for this executive summary shall be, "CountyName-Executive Summary" (For example: Wake-Executive Summary).

This executive summary shall describe a brief statement of the problems or proposals covered, background information, analysis and conclusions regarding how the LHD will meet the response's three mitigation goals: 1) Slow transmission of disease, 2) Minimize morbidity and mortality, and 3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts.

4. **Identify and address additional response needs through one or more of the allowable activities** from the list of Domains and Categories below, with examples of such activities provided in Appendix 2 of the attached "CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding Interim Guidance" document dated March 15, 2020 ("CDC Interim Guidance document"):
- a. Domain 1: Incident Management for Early Crisis Response.
 - i. Emergency Operations and Coordination
 - ii. Responder Safety and Health
 - iii. Identification of Vulnerable Populations
 - b. Domain 2: Jurisdictional Recovery.
 - c. Domain 3: Information Management.
 - i. Information Sharing, with emphasis on infection control policies and proper use of personal protective equipment (PPE)
 - ii. Emergency Public Information and Warning and Risk Communication, with emphasis on expanding communications and public education campaigns including digital platforms and call lines
 - d. Domain 4: Countermeasures and Mitigation.
 - i. Nonpharmaceutical Interventions
 - ii. Quarantine and Isolation Support, with emphasis on isolation and quarantine of identified cases in high risk populations
 - iii. Distribution and Use of Medical Materiel

- e. Domain 5: Surge Management.
 - i. Surge Staffing
 - ii. Public Health Coordination with Healthcare Systems
 - iii. Infection Control
- f. Domain 6: Biosurveillance.
 - i. Public Health Surveillance and Real-time Reporting
 - ii. Public Health Laboratory Testing, Equipment, Supplies and Shipping
 - iii. Data Management

IV. Performance Measures/Reporting Requirements:

The Local Health Department shall:

1. Provide data as requested by PHP&R that supports reporting the performance measures and deliverables from the CDC-RFA-TP18-1802, Cooperative Agreement for Emergency Response: Public Health Crisis Response, COVID-19 Crisis Response Cooperative Agreement - Components A and B Supplemental Funding. The CDC will determine the essential data elements by April 15, 2020. Upon receiving this information from the CDC, PHP&R will communicate it to the LHDs via email with delivery/read verification.
2. Submit the following updates and reports to PHP&R:
 - a. Monthly updates to the COVID TP18-1802 Awardee Spend Plan (Excel spreadsheet).
 - i. These updates are to be uploaded in the COVID-19/Agreement Addendum/County Submissions/CountyName folder, located at <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx> at no later than thirty days after each month ends. The naming convention for these files shall be, "CountyName-MonthOfReport Spend Plan" (for example: Wake-April Spend Plan).
 - ii. This spreadsheet is available for download and it resides in the COVID-19/Agreement Addendum folder of the Preparedness Coordinator forum, located at: <https://ncconnect.sharepoint.com/sites/phpr/SitePages/PCForums.aspx>
 - b. Monthly Expenditure Monitoring Reports (EMRs) are due via email (phpr.sgm@dhhs.nc.gov) to the PHP&R Program Manager no later than thirty days after the month ends.
3. Provide all plans and documents for review by PHP&R staff when requested. Plans and other documents must be consistent with state and federal requirements and must be specific to your local public health area.

V. Performance Monitoring and Quality Assurance:

PHP&R will provide technical support to the Local Health Department to meet the required and allowable activities defined in the CDC Interim Guidance document. Templates and best practices will be provided as needed on an ongoing basis. PHP&R staff will maintain open communication with the Local Health Department and will therefore, receive and respond to all questions related to the COVID-19 Crisis Response Cooperative Agreement.

PHP&R's Subrecipient Grants Monitor or PHP&R Program Manager's designee will review reports and may schedule and conduct on-site visits with the Local Health Department to assess compliance with CDC grant and Agreement Addendum requirements, financials, and/or provide consultative assistance.

Inadequate performance on the part of the Local Health Department directly impacts the capacity of North Carolina's ability in overall preparedness. In the event that performance is deemed inadequate or non-compliant, PHP&R reserves the right to identify the county as "high risk," which may result in a reduction or suspension of funds.

While not necessarily an indicator of inadequate performance, a Local Health Department's inability to spend allocated funds will result in an assessment and potential recall of funds for re-allocation to other local health departments.

VI. **Funding Guidelines or Restrictions:**

1. Requirements for pass-through entities: In compliance with 2 CFR §200.331 – *Requirements for pass-through entities*, the Division provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
 - a. Definition: A Supplement discloses the required elements of a single federal award. Supplements address elements of federal funding sources only; state funding elements will not be included in the Supplement. Agreement Addenda (AAs) funded by more than one federal award will receive a disclosure Supplement for each federal award.
 - b. Frequency: Supplements will be generated as the Division receives information for federal grants. Supplements will be issued to the Local Health Department throughout the state fiscal year. For federally funded AAs, Supplements will accompany the original AA. If AAs are revised and if the revision affects federal funds, the AA Revisions will include Supplements. Supplements can also be sent to the Local Health Department even if no change is needed to the AA. In those instances, the Supplements will be sent to provide newly received federal grant information for funds already allocated in the existing AA.
2. Unallowable costs:
 - a. Research
 - b. Clinical care except as provided above in connection with Domain 4 activities.
 - c. Publicity and propaganda (lobbying). Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - i. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - ii. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body

Detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients can be found under Additional Requirement 12: https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
 - d. All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in the CDC Interim Guidance document, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.
3. PHP&R will distribute funds to the Local Health Department in amounts based on a formula developed to maximize COVID-19 prevention and mitigation actions to protect the citizens of North Carolina. Funds will be distributed through the Controller's Office based on standard DPH procedures. It is anticipated that the level of funding provided through this Agreement Addendum

will not be enough to support all of the activities that a Local Health Department will undertake and that other resources may be necessary to meet the requirements.

4. Overlap in Projects, Budget Items, or Commitment of Effort
 - a. Funds cannot be used to supplant existing federal funds awarded by other federal sources.
 - b. Funds cannot be used to match funding on other federal awards.
5. PHP&R reserves the right to review any expenditure that is not in line with the purpose and scope of the funding source. After review of the expenditure PHP&R may reject the expenditure and then require the Local Health Department to further justify or to pay back the expense.

FY20 Activity: 619 COVID-19 Crisis Response

Supplement 1

Supplement reason: In AA+BE or AA+BE Rev -OR- -

CFDA #: 93.354 Federal awd date: 3/16/20 Is award R&D? no FAIN: NU90TP922104 Total amount of fed awd: \$ 13,820,515

CFDA name: Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	Fed award project description: North Carolina's Cooperative Agreement for Emergency Response: Public Health Crisis Response	Fed award agency: DHHS, Centers for Disease Control and Prevention	Federal award indirect cost rate: n/a	%
				%

Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity	Subrecipient	Subrecipient DUNS	Fed funds for This Supplement	Total of All Fed Funds for This Activity
Alamance	965194483	128,163	128,163	Jackson	019728518	70,554	70,554
Albemarle	130537822	125,566	125,566	Johnston	097599104	143,714	143,714
Alexander	030495105	67,966	67,966	Jones	095116935	54,783	54,783
Anson	847163029	61,862	61,862	Lee	067439703	78,555	78,555
Appalachian	780131541	95,074	95,074	Lenoir	042789748	76,669	76,669
Beaufort	091567776	72,269	72,269	Lincoln	086869336	89,753	89,753
Bladen	084171628	66,214	66,214	Macon	070626825	66,934	66,934
Brunswick	091571349	114,310	114,310	Madison	831052873	60,489	60,489
Buncombe	879203560	172,455	172,455	MTW	087204173	68,611	68,611
Burke	883321205	92,873	92,873	Mecklenburg	074498353	560,503	560,503
Cabarrus	143408289	148,104	148,104	Montgomery	025384603	62,956	62,956
Caldwell	948113402	89,069	89,069	Moore	050988146	96,620	96,620
Carteret	058735804	83,161	83,161	Nash	050425677	97,714	97,714
Caswell	077846053	61,107	61,107	New Hanover	040029563	158,938	158,938
Catawba	083677138	124,338	124,338	Northampton	097594477	59,671	59,671
Chatham	131356607	84,834	84,834	Onslow	172663270	143,221	143,221
Cherokee	130705072	63,732	63,732	Orange	139209659	118,283	118,283
Clay	145058231	55,468	55,468	Pamlico	097600456	56,266	56,266
Cleveland	879924850	96,503	96,503	Pender	100955413	79,161	79,161
Columbus	040040016	76,466	76,466	Person	091563718	68,860	68,860
Craven	091564294	98,592	98,592	Pitt	080889694	133,699	133,699
Cumberland	123914376	205,618	205,618	Polk	079067930	60,101	60,101
Dare	082358631	67,354	67,354	Randolph	027873132	117,585	117,585
Davidson	077839744	128,846	128,846	Richmond	070621339	71,201	71,201
Davie	076526651	70,158	70,158	Robeson	082367871	111,728	111,728
Duplin	095124798	78,037	78,037	Rockingham	077847143	93,034	93,034
Durham	088564075	195,954	195,954	Rowan	074494014	116,514	116,514
Edgecombe	093125375	74,731	74,731	RPM	782359004	0	0
Foothills	782359004	103,846	103,846	Sampson	825573975	80,061	80,061
Forsyth	105316439	226,512	226,512	Scotland	091564146	66,766	66,766
Franklin	084168632	81,902	81,902	Stanly	131060829	79,705	79,705
Gaston	071062186	153,665	153,665	Stokes	085442705	71,798	71,798
Graham	020952383	54,074	54,074	Surry	077821858	84,350	84,350
Granville-Vance	063347626	99,938	99,938	Swain	146437553	56,774	56,774
Greene	091564591	59,862	59,862	Toe River	113345201	74,267	74,267
Guilford	071563613	300,641	300,641	Transylvania	030494215	66,471	66,471
Halifax	014305957	74,181	74,181	Union	079051637	159,040	159,040
Harnett	091565986	112,466	112,466	Wake	019625961	551,988	551,988
Haywood	070620232	79,475	79,475	Warren	030239953	59,512	59,512
Henderson	085021470	104,813	104,813	Wayne	040036170	108,493	108,493
Hoke	091563643	75,326	75,326	Wilkes	067439950	82,793	82,793
Hyde	832526243	52,439	52,439	Wilson	075585695	88,439	88,439
Iredell	074504507	133,835	133,835	Yadkin	089910624	67,871	67,871

DPH-Aid-To-Counties

For Fiscal Year: 19/20

Budgetary Estimate Number : 0

Activity 619	AA	1264 2680 CP	Proposed Total	New Total
Service Period		01/20-06/30		
Payment Period		02/20-07/31		
01 Alamance	* 1	128,163	128,163	128,163
D1 Albemarle	* 1	125,566	125,566	125,566
02 Alexander	* 1	67,966	67,966	67,966
04 Anson	* 1	61,862	61,862	61,862
D2 Appalachian	* 1	95,074	95,074	95,074
07 Beaufort	* 1	72,269	72,269	72,269
09 Bladen	* 1	66,214	66,214	66,214
10 Brunswick	* 1	114,310	114,310	114,310
11 Buncombe	* 1	172,455	172,455	172,455
12 Burke	* 1	92,873	92,873	92,873
13 Cabarrus	* 1	148,104	148,104	148,104
14 Caldwell	* 1	89,069	89,069	89,069
16 Carteret	* 1	83,161	83,161	83,161
17 Caswell	* 1	61,107	61,107	61,107
18 Catawba	* 1	124,338	124,338	124,338
19 Chatham	* 1	84,834	84,834	84,834
20 Cherokee	* 1	63,732	63,732	63,732
22 Clay	* 1	55,468	55,468	55,468
23 Cleveland	* 1	96,503	96,503	96,503
24 Columbus	* 1	76,466	76,466	76,466
25 Craven	* 1	98,592	98,592	98,592
26 Cumberland	* 1	205,618	205,618	205,618
28 Dare	* 1	67,354	67,354	67,354
29 Davidson	* 1	128,846	128,846	128,846
30 Davie	* 1	70,158	70,158	70,158
31 Duplin	* 1	78,037	78,037	78,037
32 Durham	* 1	195,954	195,954	195,954
33 Edgecombe	* 1	74,731	74,731	74,731
D7 Foothills	* 1	103,846	103,846	103,846
34 Forsyth	* 1	226,512	226,512	226,512
35 Franklin	* 1	81,902	81,902	81,902
36 Gaston	* 1	153,665	153,665	153,665
38 Graham	* 1	54,074	54,074	54,074
D3 Gran-Vance	* 1	99,938	99,938	99,938
40 Greene	* 1	59,862	59,862	59,862
41 Guilford	* 1	300,641	300,641	300,641
42 Halifax	* 1	74,181	74,181	74,181
43 Harnett	* 1	112,466	112,466	112,466
44 Haywood	* 1	79,475	79,475	79,475
45 Henderson	* 1	104,813	104,813	104,813
46 Hertford	* 1	0	0	0
47 Hoke	* 1	75,326	75,326	75,326
48 Hyde	* 1	52,439	52,439	52,439
49 Iredell	* 1	133,835	133,835	133,835
50 Jackson	* 1	70,554	70,554	70,554

51 Johnston	* 1	143,714	143,714	143,714
52 Jones	* 1	54,783	54,783	54,783
53 Lee	* 1	78,555	78,555	78,555
54 Lenoir	* 1	76,669	76,669	76,669
55 Lincoln	* 1	89,753	89,753	89,753
56 Macon	* 1	66,934	66,934	66,934
57 Madison	* 1	60,489	60,489	60,489
D4 M-T-W	* 1	68,611	68,611	68,611
60 Mecklenburg	* 1	560,503	560,503	560,503
62 Montgomery	* 1	62,956	62,956	62,956
63 Moore	* 1	96,620	96,620	96,620
64 Nash	* 1	94,714	94,714	94,714
65 New Hanover	* 1	158,938	158,938	158,938
66 Northampton	* 1	59,671	59,671	59,671
67 Onslow	* 1	143,221	143,221	143,221
68 Orange	* 1	118,283	118,283	118,283
69 Pamlico	* 1	56,266	56,266	56,266
71 Pender	* 1	79,161	79,161	79,161
73 Person	* 1	68,860	68,860	68,860
74 Pitt	* 1	133,699	133,699	133,699
75 Polk	* 1	60,101	60,101	60,101
76 Randolph	* 1	117,585	117,585	117,585
77 Richmond	* 1	71,201	71,201	71,201
78 Robeson	* 1	111,728	111,728	111,728
79 Rockingham	* 1	93,034	93,034	93,034
80 Rowan	* 1	116,514	116,514	116,514
D5 R-P-M	* 1	0	0	0
82 Sampson	* 1	80,061	80,061	80,061
83 Scotland	* 1	66,766	66,766	66,766
84 Stanly	* 1	79,705	79,705	79,705
85 Stokes	* 1	71,798	71,798	71,798
86 Surry	* 1	84,350	84,350	84,350
87 Swain	* 1	56,774	56,774	56,774
D6 Toe River	* 1	74,267	74,267	74,267
88 Transylvania	* 1	66,471	66,471	66,471
90 Union	* 1	159,040	159,040	159,040
92 Wake	* 1	551,988	551,988	551,988
93 Warren	* 1	59,412	59,412	59,412
96 Wayne	* 1	108,493	108,493	108,493
97 Wilkes	* 1	82,793	82,793	82,793
98 Wilson	* 1	88,439	88,439	88,439
99 Yadkin	* 1	67,871	67,871	67,871
Totals		9,123,144	9,123,144	9,123,144

Sign and Date - DPH Program Administrator <i>Wign M... 4.6.2020</i>	Sign and Date - DPH Section Chief <i>JMK 4/6/20</i>
Sign and Date - DPH Contracts Officer <i>[Signature] 4/6/2020</i>	Sign and Date - DPH Budget Officer <i>[Signature] 04/06/2020</i>

IV. Consent Agenda

8. Approval of Budget Amendment in Support of the Community College for Repairs to Joslyn Hall Roof: \$97,600

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Date: April 20, 2020
Subject: Community College Capital Budget Amendment

Attached for your consideration is a \$97,600 budget amendment appropriating funds for roof improvements. The Community College has capital funding to replace the McGee Building roof. In addition, the Community College request the funding to replace the Joslyn Hall roof. Staff recommends approving the budget amendment and reducing the Community College FY21 capital funding by the same amount. County staff and Community College staff agree with the recommendation. The Community College request and budget amendment are attached. .

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Department: General Fund

Date: 4/20/2020

Justification: Appropriate funding for Community College roof improvements

Fund		Description	Account Number	Increase
General Fund	Revenues	Fund Balance	110.00.3990.990	<u>97,600</u>
	Total Increase in Revenues			<u><u>97,600</u></u>
	Expenditures	CCC Capital	110.70.5900.69903	<u>97,600</u>
	Total Increase Expenditures			<u><u>97,600</u></u>

Approval Chairman, Board of Commissioners _____

Date: _____

IV. Consent Agenda

9. Approval of \$82,000 Budget Amendment Releasing Otway Fire & EMS Reserve Funds for Repairs to the Building Caused by Hurricane Florence

CARTERET COUNTY FINANCE

Denise H. Meshaw, CPA
Assistant County Manager
Finance Department



Tel: (252) 728-8410
Fax: (252) 728-0133
deem@carteretcountync.gov
www.carteretcountync.gov

To: Board of Commissioners
From: Dee Meshaw, Assistant County Manager
Stephen Rea, Emergency Management Director
Date: April 20, 2020
Subject: Otway Fire and EMS Hurricanes Florence Budget Amendment

Attached for your consideration is an \$82,000 budget amendment appropriating and releasing Otway Fire and EMS reserve funds. Otway Fire and EMS building was damaged by Hurricane Florence, and the building repair contract is approximately \$123,000. The contractor has completed two thirds of the repairs. Otway paid the first \$41,000 contractor invoice. The second \$41,000 invoice is due. Due to FEMA's and the State's required process, Otway must upfront the expense. Because of cash flow, Otway is requesting the County release the second and final invoice payments from the County held reserve funds. The Fire and EMS reserve balance is \$212,540. The reserves will be replenished when the FEMA funding is received. Staff recommends releasing the \$82,000 to Otway Fire and EMS, approving the attached budget amendment, and replenishing the \$82,000 in reserves when FEMA funding is received.

Carteret County

Budget Amendment

Fiscal Year 2019-2020

Fund: Fire and EMS

Date: 04/20/2020

Justification: To appropriate Otway Fire and EMS reserve funds for building repairs until FEMA reimburses

Fund	Description	Account Number	Increase
County Capital			
Fund	Revenues		
	Appr. Fund Balance: Otway Fire Res	280.10.3990.990	41,000
	Appr. Fund Balance: Otway EMS Res	270.10.3990.990	<u>41,000</u>
	Total Increase in Revenues		<u><u>82,000</u></u>
	Expenditures		
	Otway Fire Reserves	280.10.4390.69960	41,000
	Otway EMS Reserves	270.10.4390.69920	<u>41,000</u>
	Total Increase in Expenditures		<u><u>82,000</u></u>

Chairman Board of Commissioners _____

Date: _____

CARTERET COUNTY
Board of Commissioners



Agenda Item
V.

Meeting Date:
20-Apr-20

Presenter:

ITEM TO BE CONSIDERED

Title: Public Comment

Brief Summary:

Since the April 20th meeting is being held remotely, citizens wishing to share have been asked to provide their comments electronically to the Clerk; comments are held to three minutes. The County Manager will read those comments received during the April 20, 2020 meeting.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department _____

Attachments:

- 1 N/A _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact: _____

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:
20-Apr-20

Presenter:
Stephanie Cannon, Health Director



Agenda Item
VI.

ITEM TO BE CONSIDERED

Title: Update from Health Department

Brief Summary:
Health Director Stephanie Cannon will provide an update on the COVID-19 pandemic.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

BACKGROUND

Originating Department	Attachments:
_____	1 N/A _____
	2 _____
	3 _____
Staff Contact:	4 _____
_____	5 _____

REVIEWED BY

County Manager	_____	County Attorney	_____
Clerk to the Board	_____	ACM/Finance Director	_____

CARTERET COUNTY
Board of Commissioners

Meeting Date:

20-Apr-20



Agenda Item VII.

Presenter:

Stephen Rea

ITEM TO BE CONSIDERED

Title: Special Tax for South River EMS District

Brief Summary:

Presentation by Stephen Rea on a Special Tax for South River EMS District

Should the Commissioners determine the finding of "demonstrable demand" for EMS services to the South River District, the map of the district, a statement that the proposed district meets the standards and the plan for providing EMS services to the district should be provided to the Clerk to the Board for four weeks. If agreed, a public hearing will be held at the Commissioners' next regular meeting.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

MOTION: Finding of 'demonstrable demand' for EMS services to the South River District.

BACKGROUND

Originating Department

Emergency Services

Attachments:

1 Memo

2 Cost Estimates

3 South River EMS District Map

4

5

Staff Contact:

Stephen Rea Emergency Services Director

REVIEWED BY

County Manager

Clerk to the Board

County Attorney

ACM/Finance Director

COUNTY OF CARTERET
DEPARTMENT OF EMERGENCY SERVICES



Stephen Rea
Emergency Services Director

Office 252-222-5841
Mobile 252-241-1630
stephen.rea@carteretcountync.gov

DATE: Monday April 20, 2020
TO: Board Commissioners
FROM: Stephen Rea, Emergency Services Director
SUBJECT: South River-Merrimon EMS

At the November 18, 2019 Board of Commissioners meeting, I presented to you that South River-Merrimon Fire and EMS decided that they would no longer provide EMS coverage for the South River-Merrimon EMS district. During that presentation, I provided three solutions to providing service to the district they are as follows:

1. Remove the County Medic at Davis and hire three (3) EMTs.
2. Continue with the County Medic at Davis. Hire three (3) Paramedics and three (3) EMTs.
3. Contract with Beaufort EMS.

Each of these are viable options with pros and cons as stated during my presentation.

At this time, my recommendation to the Board of Commissioners would be to contract with Beaufort EMS as this is the most economical means. Beaufort EMS has provided a budget of \$218,356 to provide EMS to the South River District. Carteret County EMS can provide EMS to the South River District for \$393,130 per year. With both options, Carteret County will need to spend \$75,000 to renovate the South River Fire/EMS station for 24-hour personnel. Along with this recommendation of contracting with Beaufort EMS, there needs to be a Special Tax District identified for South River EMS district.

PERSONNEL COST WITHOUT REMOVAL

PERSONNEL COST WITH REMOVAL

EQUIPMENT COSTS

<u>Equipment</u>	<u>Cost</u>
Monitor	\$30,000.00
IV Supplies	\$400.00
Airway Supplies	\$2,500.00
Cpap	\$200.00
ACS	\$25.00
EtCo2 Devices	\$100.00
Medications	\$1,800.00
Misc. Supplies	\$400.00
Total	\$35,425.00

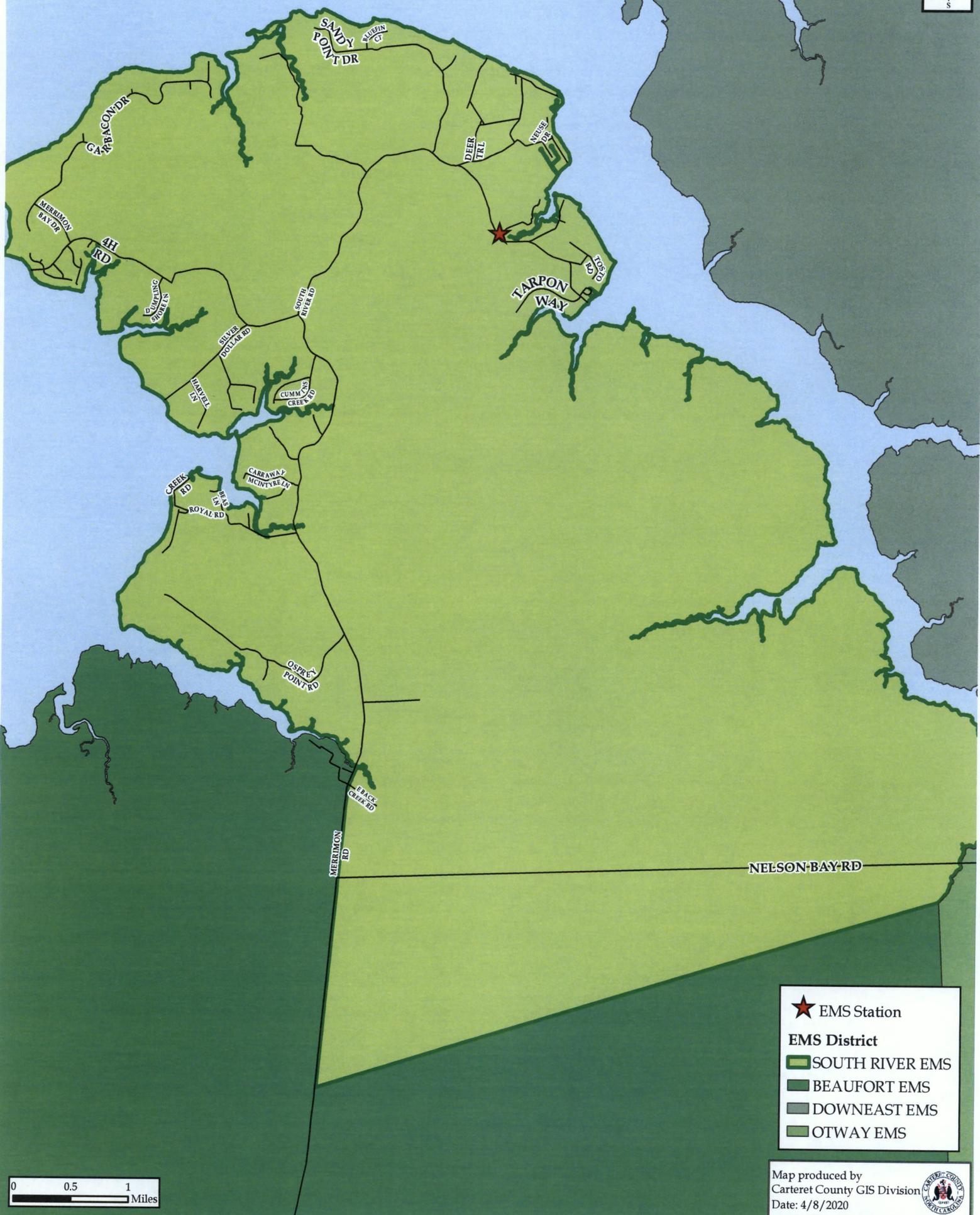
INCREASE WITHOUT REMOVAL

Personnel	\$585,834.64
Building	\$75,000.00
Equipment	\$35,425.00
Total	\$696,259.64

INCREASE WITH REMOVAL

Personnel	\$393,130.09
Building	\$75,000.00
Equipment	\$0.00
Total	\$468,130.09

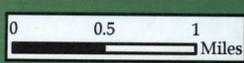
South River EMS District



★ EMS Station

EMS District

- SOUTH RIVER EMS
- BEAUFORT EMS
- DOWNEAST EMS
- OTWAY EMS



**CARTERET COUNTY
Board of Commissioners**

Meeting Date:
20-Apr-20

Presenter:
Tommy Burns



Agenda Item VIII.

ITEM TO BE CONSIDERED

Title: Manager's Report

Brief Summary:

Mr. Burns will provide a manager's report.

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

N/A

BACKGROUND

Originating Department

County Manager's Office

Attachments:

- 1 N/A
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

Tommy Burns

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

Board of Commissioners

Bill Smith, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Mark Mansfield
Jonathan Robinson
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

TO: Board of Commissioners
FROM: Rachel Hammer
SUBJECT: Appointments
DATE: April 20, 2020

The following appointments are noted for discussion at the April 20, 2020 meeting:

Juvenile Crime Prevention Council ("JCPC")

Vacant two-year "At-Large" Term

- *Christopher Yeomans; application and letter of recommendation from Bill Taylor attached*

No other active applications

Juvenile Crime Prevention Council ("JCPC")

Vacant two-year "At-Large" Term

- *Christopher Yeomans; application and letter of recommendation from Bill Taylor attached*

No other active applications

Received 03-05-20
Expires 09-05-21

Rachel Hammer

From: noreply@civicplus.com
Sent: Thursday, March 5, 2020 4:32 PM
To: Ray Hall; Rachel Hammer
Subject: Online Form Submittal: Boards & Commissions Appointment Application

Boards & Commissions Appointment Application

First Name	Christopher
Last Name	Yeomans
Address	4675 Merrimon Road
City	Beaufort
State	NC
Zip	28516
Home Number	252-838-1802
Cell Number	252-723-7149
Fax Number	<i>Field not completed.</i>
Work Number	<i>Field not completed.</i>
E-Mail Address	<u>cyeomans001@ec.rr.com</u>
Committees of Interest	Juvenile Crime Prevention Council
Committees of Interest (Second Choice)	N/A
Experience	<p>I was born and raised in Carteret County. I have lived here for my entire life. I grew up on Harkers Island and currently live in Jonaquans Landing since 1997. I have been involved with the youth of Carteret County for over 30 years. I have a BA degree in 6-12 education, as well as a Masters Degree in supervision and administration. I taught school and coached in Carteret County for 11 years, and was then involved in administration for the remaining 19 years of my career. I have worked with the youth in this county from PreK to high school. I am currently retired. I have been married to my wife Kathy for 26 years. I have a daughter Caroline who is currently in the Physical Therapy program at ECU.</p>

Occupation	Retired
Employer	Carteret County School System
Are you currently serving or have you ever served on a public board or commission?	No
If so, please list below:	N/A
Please explain any anticipated conflict of interest or scheduling difficulties you may have, if appointed:	I can not think of any conflicts of interest or scheduling difficulties at this time.
Number of Years Living in Carteret County:	55
Are you a registered voter in Carteret County?	Yes
Applicants may attach a resume' or additional information about your interests for the Board of Commissioners to consider. Also, note that this document is considered a public document.)	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

March 11, 2020

Mr. Bill Smith, Chairman

Carteret County Board of Commissioners

Courthouse Square

Beaufort, NC 28557

Dear Chairman Smith:

Attached is a copy of Chris Yeomans application to join the Juvenile Crime Prevention Council as an At Large candidate.

Chris is well known in our community as an educational professional serving in a number of capacities. He is a valued member of the community collaborative working to reduce juvenile issues in the school and our community. He brings 30 years of experience and has been personally involved with our program leads dedicated to this task. We recommend approval of his application and look forward to utilizing his skills and advice to further the goals of the JCPC Council

If additional information is needed, please call me at 252.725.3585.

Bill Taylor

Administrative Assistant

Carteret County Juvenile Crime Prevention Council

Cc: Bob Cavanaugh, Chairman of the JCPC Council

OTHER OUTSTANDING VACANCIES

ADULT HOME COMMUNITY ADVISORY COMMITTEE

Two vacant (initial one-year) terms

AGING PLANNING BOARD

Vacant three-year at-large (60+) representative

BOARD OF EQUALIZATION & REVIEW

Two vacant alternate one-year terms

CARTERET COUNTY AREA TRANSPORTATION ADVISORY BOARD (“CCATS”)

Vacant two-year “General Public” term

CEDAR POINT PLANNING AND ZONING BOARD (COUNTY ETJ)

Vacant three-year term

CONSOLIDATED HUMAN SERVICES BOARD

Two vacant four-year Consumer/Human Services terms

One vacant four-year Psychiatrist term

One vacant four-year Optometrist term

One vacant four-year General Public term

CULTURAL & RECREATIONAL ADVISORY BOARD

Vacant three-year term (Commissioner Farrington’s District)

Vacant three-year term (Commissioner Mansfield’s District)

Vacant three-year term (Commissioner Cavanaugh’s District)

JUVENILE CRIME PREVENTION COUNCIL (“JCPC”)

One two-year “Juvenile Defense Attorney” term

One two-year “Business Community” term

One two-year “At-Large” term

RURAL TRANSPORTATION ADVISORY COMMITTEE

Vacant two-year “Municipal Elected Official” term

TOWN OF PELETIER PLANNING BOARD

One vacant three-year term

ZONING BOARD OF ADJUSTMENT

One vacant three-year term

Two vacant alternate three-year terms

MAY

CARTERET COUNTY NURSING HOME ADVISORY COMMITTEE

RURAL TRANSPORTATION ADVISORY COMMITTEE (“RTAC”)

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:
20-Apr-20

Presenter:
Commissioners



Agenda
X.

ITEM TO BE CONSIDERED

Title: Commissioners' Comments

Brief Summary:

N/A

BACKGROUND

Originating Department

Attachments:

- 1 N/A
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____

**CARTERET COUNTY
Board of Commissioners**

Meeting Date:
20-Apr-20

Presenter:
Board



Agenda Item XI.

ITEM TO BE CONSIDERED

Title: Adjournment

Brief Summary:

If the Board of Commissioners approves of the agenda item as presented, the following motion(s) is (are) suggested:

Motion to adjourn.

BACKGROUND

Originating Department

- Attachments:**
- 1 N/A
 - 2 _____
 - 3 _____
 - 4 _____
 - 5 _____

Staff Contact:

REVIEWED BY

County Manager _____
Clerk to the Board _____

County Attorney _____
ACM/Finance Director _____