

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, March 4, 2019 in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Clark Wooten, Vice Chairperson Sue Lee, and Commissioners Thaddeus Godwin, Jerol Kivett, and Harry Parker.

The Chairman called the meeting to order and acknowledged Vice Chairperson Lee, who then called upon County Manager Ed Causey for the invocation. The Chairman then asked for the Pledge of Allegiance to be postponed until the arrival of special guests who were to lead the pledge.

Approval of Agenda

Upon a motion made by Commissioner Parker and seconded by Commissioner Kivett, the Board voted unanimously to approve the agenda as presented.

Item 1: Planning and Zoning

Public Hearing – Amendment to Section 7.7 of the Sampson County Zoning Ordinance The Chairman opened the hearing and acknowledged County Attorney Joel Starling who presented a proposed amendment to Section 7.7 of the Sampson County Zoning Ordinance regarding expirations of special use permits, which necessitated correcting the wording of “Board of Commissioners” to “Planning Board”. The floor was opened for public comments and none were received. The hearing was closed. Upon a motion made by Commissioner Godwin and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the proposed amendments to Section 7.7 of the Sampson County Zoning Ordinance, as recommended by the Planning Board (Copy filed in Inc. Minute Book ____ Page ____).

Public Hearing – Amendments to Article V, Sections 501 and 502 and Article III, Section 304 of the Sampson County Subdivision Ordinance The Chairman opened the hearing and acknowledged County Attorney Joel Starling, who presented proposed amendments to Article V, Sections 501 and 502 and Article III, Section 304 of the Sampson County Subdivision Ordinance, noting that such amendments bring the Subdivision Ordinance into compliance with changes in the General Statutes adopted by the General Assembly during its 2017-2018 session. The floor was opened for public comments and none were received. The hearing was closed. Upon a motion made by Commissioner Kivett and seconded by Commissioner Parker, the

Board voted unanimously to approve amendments to Article V, Sections 501 and 502 and Article III, Section 304 of the Sampson County Subdivision Ordinance, as recommended by the Planning Board (Copy filed in Inc. Minute Book ____ Page ____).

Item 2: Action Items

Award of Contract for Analysis of Customer Service as it Pertains to Economic Development County Manager Ed Causey noted that the Board that the two critical areas of interest for Sampson County local government are the promotion of economic development and the continued enhancement of our overall customer service, and that staff believes that there could be immediate value in merging the two efforts into a narrowly focused project whose results could subsequently be applied more broadly. To that end, the County solicited RFPs for an analysis of customer service in those departments that most directly impact our economic development activities: Economic Development, County Administration, Inspections and Planning, Environmental Health, the Tax Office and Public Works (as it relates to infrastructure needed for economic development). There were three responses to the RFP received. He then recommended that the contract be awarded to the lowest responsive bidder, Creative Economic Development Consulting, LLC in the amount of \$15,275 (plus additional mileage costs). Upon a motion made by Commissioner Kivett and seconded by Vice Chairperson Lee, the Board voted unanimously to award the contract to Creative Economic Development Consulting, LLC (Copy filed in Inc. Minute Book ____ Page ____).

Approval of Updated Emergency Operations Plan County Manager Ed Causey presented the revised Emergency Operations Plan (EOP), noting that in the aftermath of Hurricane Florence staff undertook a comprehensive evaluation of the County's response to the disaster and identified key strategies for improvements: improving our facilities and equipment; developing a better methodology for deployment of our disaster workforce; and the revision of our EOP. The goals for revisions to the EOP were to strategically empower more people with more responsibility and equip them with detailed guidelines and specific training. He informed the Board that multiple county departments and staff worked diligently to prepare Standard Operating Guidelines (SOGs) which complement this Basic Plan/ESFs. He then noted that the EOP presented for approval consisted of a Basic Plan, which serves as the conceptual and policy framework for any response effort, and the Emergency Support Function (ESF) documents which identify primary and support agencies for each function and assigns to them their responsibilities during an emergency situation, both being subject to approval by the Board of Commissioners. He also noted that the accompanying SOGs were subject to annual review (at a minimum) and frequent changes; thus it was recommended that the Board authorize the County Manager to approve the SOGs. Mr. Bass added that the plan will help make future emergency

response efforts more effective. Mr. Causey acknowledged a database component of the plan that was created with features that will ensure that every employee has an emergency response assignment and provides geographical data that will help staff in making assignments based on location. The EOP meets the requirements of planning guidance promulgated by the Federal Emergency Management Agency (FEMA) and the legal responsibilities identified in Chapter 166-A of the North Carolina General Statutes. It provides all the necessary elements to ensure that the local government can fulfill its legal responsibilities for emergency preparedness. Mr. Causey concluded by lauding the partnership with the school systems during the most recent hurricane events, and then highlighted the efforts all county employees and department heads for their work on the EOP, particularly the efforts of Emergency Management Director Ronald Bass and Assistant County Manager Susan Holder.

The Board lauded the staff for the effort and thought put into the Plan. Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to approve the revised Emergency Operations Plan as presented and authorized the County Manager to approve subsequent revisions to the Standard Operating Guidelines documents. Copies maintained in the office of the Clerk to the Board and at Emergency Services.

Appointment - Local Emergency Planning Committee (LEPC) Upon a motion made by Vice Chairperson Lee and seconded by Chairman Wooten, the Board voted unanimously to appoint Amy Robinson to the Local Emergency Planning Committee.

Appointment - Social Services Advisory Board Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the remaining members of the Board voted unanimously to appoint Commissioner Thaddeus Godwin to the Social Services Advisory Board.

Appointment - Juvenile Justice Advisory Committee (JCPC) Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Kivett, the Board voted unanimously to appoint Jennifer Daughtry (Director of Secondary Education for Sampson County Schools) to the Juvenile Justice Advisory Committee.

Upon a motion made by Vice Chairperson Lee and seconded by Commissioner Parker, the Board voted unanimously to appoint Don Fisher (Clinton Police Department) to the Juvenile Justice Advisory Committee.

Item 3: Consent Agenda

Upon a motion made by Commissioner Kivett and seconded by Vice Chairperson Lee, the Board voted unanimously to approve the Consent Agenda as follows:

- a. Approved the minutes of the February 4, 2019 meeting
- b. Accepted the 2018 Report of the Sampson County Community Child Protection Team
- c. Approved a proposal by Sampson County Public Library System for a “Fine Free Summer” program, waiving overdue fines for juvenile patrons from June - August, 2019 (Copy filed in Inc. Minute Book ____ Page ____.)
- d. Authorized execution of the Memorandum of Agreement between the North Carolina Dept. of Public Safety/NCHP and Sampson County transferring ownership of a microwave tower (Copy filed in Inc. Minute Book ____ Page ____.)
- e. Approved the renewal of the lease between Sampson County and USDA for 5,620 square feet of space at 80 County Complex Road (Copy filed in Inc. Minute Book ____ Page ____.)
- f. Approved tax refunds and releases as submitted:

#8880	Harold Hall, Jr.	\$173.90
#8888	Reagan LLC	\$213.86
#8788	Robert Newton, Jr.	\$480.55
#8899	Charles Dixon	\$168.01

- g. Approved budget amendments as submitted:

<u>EXPENDITURE</u>		<u>Finance</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
29549430	562004	Rehabilitation	\$50,000.00	
29549430	519049	Administrative Costs	\$20,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
29034943	403614	Grant-NC Hosing Finance	\$70,000.00	

<u>EXPENDITURE</u>		<u>Animal Shelter</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
11243800	526200	Department Supplies	\$3,000.00	

<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>	<u>Increase</u>	<u>Decrease</u>
11034380	408401	Donations	\$3,000.00	

<u>EXPENDITURE</u>		<u>Environmental Health</u>		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>	<u>Increase</u>	<u>Decrease</u>
12551810	526200	Department Supplies		\$13,567.00

12551810	531100	Travel		\$4,723.00
12551810	535200	M/R Equipment		\$290.00
12551810	544000	Contract Services		\$42,604.00
12551810	551000	Capital Outlay – Furn & Equipment		\$15,000.00
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u> <u>Decrease</u>
12535181	404000	State Assistance		\$76,184.00
<u>EXPENDITURE</u>				
		Maternal Health		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u> <u>Decrease</u>
12551630	531100	Travel	\$3,000.00	
12551630	544000	Contract Services	\$6,820.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u> <u>Decrease</u>
12535163	404000	State Assistance	\$9,820.00	
<u>EXPENDITURE</u>				
		Clinton City Schools		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u> <u>Decrease</u>
266591000	581001	Transfer to City Schools	\$80,000.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u> <u>Decrease</u>
26031840	412000	Ad-valorem taxes	\$80,000.00	
<u>EXPENDITURE</u>				
		Aging		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u> <u>Decrease</u>
02558620	523800	CAP – Medical Supplies	\$19,500.00	
02558620	526200	CAP – Dept Supplies	\$1,000.00	
02558620	531100	CAP – Travel	\$700.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u> <u>Decrease</u>
02035862	366301	CAP – Medical Supplies	\$21,200.00	
<u>EXPENDITURE</u>				
		Aging		
<u>Code Number</u>		<u>Description (Object of Expenditure)</u>		<u>Increase</u> <u>Decrease</u>
02558670	555000	Home Repairs – Capital Outlay	\$5,000.00	
<u>REVENUE</u>				
<u>Code Number</u>		<u>Source of Revenue</u>		<u>Increase</u> <u>Decrease</u>
02035867	403602	Home Repairs – Grant – United Way	\$5,000.00	

- Approved Clinton City Schools Budget Amendments No. 1 (State); Approved Clinton City Schools Amendment No. 1 (Local).

County Manager's Report

County Manager Ed Causey reminded the Board that the revaluation notices would be mailed to property owners during the week of March 15, 2019. He also reminded the Board of the Equalization and Review hearings scheduled for May 6, 2019; May 14, 2019; May 16, 2019; May 21, 2019; May 23, 2019; and May 30, 2019, each session to convene from 1-6 p.m. He then noted that the department heads had been given a March 15, 2019 deadline to provide budget proposals, which will be followed by a staff preliminary review, with the goal of having a budget presented to the Board mid to late May providing adequate time to have the approval and adoption process completed in early June.

Pledge of Allegiance

The special guests were not present at this time; therefore, Vice Chairperson Lee led the Pledge of Allegiance.

Public Comments

The Vice Chairperson opened the floor for comments and none were received.

Recess to Reconvene

Upon a motion made by Commissioner Parker and seconded by Commissioner Kivett, the Board voted unanimously to adjourn.