

**OXFORD, NORTH CAROLINA**  
**July 10, 2017**

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, July 10, 2017 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

***Present were:***

***Chairman:*** Timothy Karan

***Commissioners:*** Tony W. Cozart                      Sue Hinman  
Zelodis Jay                                      Owen T. Roberts, Jr.  
David T. Smith                                 Edgar Smoak

***County Manager:*** Michael S. Felts

***County Attorney:*** James C. Wrenn, Jr.

***Assistant County Attorney:*** Gerald T. Koinis

***News Reporters:*** Chris L. Harris – *Butner-Creedmoor News*  
David Murray – *Oxford Public Ledger*

**MEETING CALLED TO ORDER**

Chairman Timothy Karan called the meeting to order and recognized Commissioner Edgar Smoak for the invocation and led the Pledge of Allegiance.

**CONSENT AGENDA APPROVED**

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the consent agenda as follows:

(A) Approved the Summary of Contingency and Use of Fund Balance report which showed the following balances:

General Contingency Balance	\$ 190,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 386,385

(B) Approved Minutes of the May 15, 2017 regular meeting and the April 18 and June 5, 2017 Board of E & R meetings as recorded.

(C) Approved the Capital Project Ordinance – 2018 Law Enforcement Center Construction as follows:

**CAPITAL PROJECT ORDINANCE**  
**2018 Law Enforcement Center Construction**

***Be it Ordained*** by the Governing Board of Granville County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

***Section 1.*** The project authorized is the construction of a Law Enforcement, financed by funds from the General Operating fund and the issuance of debt instruments. This Law Enforcement Center may include; Sheriff Office, Detention Center, Animal Shelter, and/or other related public safety facilities.

**Section 2.** The officers of this unit are hereby directed to proceed with the capital project within the terms of the order authorizing debt issuance, debt instrument, and the budget contained herein.

**Section 3.** The following amounts are appropriated for the project:

<b>Project Description</b>	
<u>Component</u>	<u>Amount of Proceeds To Be Used</u>
Building Construction	\$19,321,800
Contingency Reserve	\$1,980,485
Design Fee	\$1,772,882
Furniture, Fixtures, Testing and Other	\$1,082,967
Land	\$750,000
Financing and Legal Fees	\$91,866
<b>Total</b>	<b>\$25,000,000</b>

**Section 4.** The following revenues are anticipated to be available to complete this project:

Transfer from the General Fund	5,000,000
Debt Proceeds	<u>20,000,000</u>
Total	25,000,000

**Section 5.** The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the debt instrument and federal regulations.

**Section 6.** Funds may be advanced from the General Operating Fund for the purpose of making payments as due. Reimbursement request should be made in an orderly and timely manner.

**Section 7.** The County intends that any funds advanced (or previously advanced) from the County's General Operating Fund for project costs may be reimbursed from proceeds of the 2018 Debt Issuance, in accordance with the adopted project reimbursement resolution.

**Section 8.** The Finance Director is directed to report, on a periodic basis, on the financial status of each project elements in Section 3 and on the total revenues received or claimed.

**Section 9.** The Budget Officer is directed to include a detail analysis of past and future cost and revenues on this capital project periodically to this Board.

**Section 10.** Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project.

**Adopted** this 10<sup>th</sup> day of July, 2017

- (D) Approved the Reimbursement Resolution for Granville County Law Enforcement Center Project as follows:

**REIMBURSEMENT RESOLUTION FOR GRANVILLE COUNTY LAW ENFORCEMENT CENTER  
PROJECT --  
authorizing the County to reimburse itself for early Project expenditures from later  
financing proceeds**

**WHEREAS –**

The County intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from financing proceeds for these early expenditures. The Manager has advised the Board that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with certain federal tax rules relating to reimbursement from financing proceeds.

**BE IT RESOLVED by the Board of Commissioners of Granville County, North Carolina, as follows:**

1. The Project is the acquisition and construction of a new Law Enforcement Center which includes Sheriff's office and Detention Facilities, including the acquisition of a site.
2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected primary type of financing for the Project (which is subject to change) is installment financing under Section 160A-20, including the possible use of limited obligation bonds. The expected maximum amount of bonds or other obligations to be issued or contracted for the Project (including allowances for reserves and financing costs) is approximately \$25,000,000.
3. Funds for the early Project expenditures may come from the County's General Fund, or any specified capital or reserve fund.
4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

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I certify as follows: that the foregoing resolution was properly adopted at a meeting of the Board of Commissioners of Granville County, North Carolina; that this meeting was properly called and held on July 10th, 2017; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

**BOARD HEARD PRESENTATION ON EXPERIENCES IN 4-H YOUTH PROGRAMS**

Chairman Karan introduced Abby Holsomback and she did a presentation about her experiences in 4-H youth programs.

Miss Holsomback stated that she is the president of the 4-H chapter, treasurer of Creedmoor 4-H, and an officer of the Granville Central FFA. She thanked the Board and staff for their support. She also thanked Granville County 4-H and Mayor Darryl Moss for positively impacting her life, as well as for their support. She then talked about the things she has learned from her participation in 4-H, including biology, chemistry, and sewing. She stated that 4-H believes in learning by doing and is a hands-on organization that encourages its members to interact with their projects. She noted that she had been able to do things she never thought possible such as visiting Washington, D.C., Kentucky and Virginia on 4-H trips. She informed the Board that those trips would not have been possible without the support of the commissioners and community leaders. She stated that 4-H teaches members to always give

back and to perform community service. She stated that she was grateful for the opportunity to work with 4-H leaders and discussed her role as the youth representative, and stated that youth deserve to have a voice. She proposed a youth community day involving the community coming together that would include a day of activities, food, and fun.

**BOARD HEARD UPDATE ON THE MCCLANAHAN STREET PROPERTY – NATIONAL MARY POTTER CLUB**

Rosalyn Green, President of the National Mary Potter Club, Inc., spoke from the following presentation to update the Board on the project at the corner of East McClanahan and New College Street. She also presented a letter of request asking for an extension on the project completion date. The letter noted that they had fulfilled the \$25,000 in renovation obligations required in the first year. The Board requested updates every six months on the progress of the renovations.



- ▶ Project Goals
- ▶ Capital Campaign Committee
- ▶ Project Architects and Renderings
- ▶ Timeline of Activities
- ▶ Partnerships
- ▶ Lessons Learned
- ▶ Request

## Project Goals

- ▶ Provide a state of the arts multi-purpose facility to be used by the greater community to improve the lives of the citizens of Granville County
- ▶ Invest \$25,000 into Mary Potter Shop Building by August 2017
- ▶ Complete roof restoration in the near term
- ▶ Restore the outside as shown in the architectural renderings
- ▶ Provide state of the arts improvements in the interior.

## Capital Campaign Committee

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|---|---|
| <ul style="list-style-type: none"> <li>▶ <b>Irene Nichols, Chairperson</b><br/>Retired Director of Secondary Education<br/>High School Principal<br/>East Orange, NJ</li> </ul> | <ul style="list-style-type: none"> <li>▶ <b>Rosalyn Green</b><br/>Retired Computer Analyst/Project Manager<br/>Bureau of the Census, Washington, DC</li> </ul>  |
| <ul style="list-style-type: none"> <li>▶ <b>Elarine Alston</b><br/>Retired Immigration Officer<br/>Department of Homeland Security<br/>Washington, DC</li> </ul>                | <ul style="list-style-type: none"> <li>▶ <b>Wilma Moore</b><br/>Retired Wake County Clerk of Superior Court<br/>Former Assistant Clerk of Court &amp; Department Head of the Estate Division<br/>Raleigh, NC</li> </ul> |

## Capital Campaign Committee

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|---|--|
| <ul style="list-style-type: none"> <li>▶ <b>Lauretta Holloway</b><br/>Retired Middle School Principal<br/>St. Louis, MO</li> </ul>              | <ul style="list-style-type: none"> <li>▶ <b>James H. Speed, Jr. CPA</b><br/>Retired President &amp; CEO<br/>North Carolina Mutual Life Insurance Co.<br/>Durham, NC</li> </ul> |
| <ul style="list-style-type: none"> <li>▶ <b>Kevin Holloway</b><br/>Retired Vice President<br/>Monsanto Corporation<br/>St. Louis, MO</li> </ul> | <ul style="list-style-type: none"> <li>▶ <b>Ronnie Puryear</b><br/>Retired<br/>United States Navy</li> </ul>   |

**Achievement:** Successfully raised over \$25,000 for the purpose of complying with Granville County Commissioner's request.

## Project Architects and Renderings

- ▶ Obtained competitive bids
- ▶ Hired EVOKE Architectural Firm
- ▶ All personnel NC State University Graduates
  - ▶ Edwin Harris, AIA, LED AP, NOMA
  - ▶ Teri Canada, AIA, LED AP, NOMA
  - ▶ Billy Askey, AIA, LED AP

## Project Architects and Renderings - Continued

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- ▶ Worked closely with county staff
  - ▶ Cheryl Hart, Scott Phillips & Dale Evans
- ▶ Received approval from National Mary Potter Club Board of Directors and Membership
- ▶ Completed renderings and cost estimates  
March 31, 2017

## Mary Potter Shop Building Rendering

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## Mary Potter Shop Building Rendering

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## Mary Potter Community and Literacy Center

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- ▶ Continuing Education Courses
- ▶ Life Skills Enrichment Seminars
- ▶ Conference for Business Meetings
- ▶ Exposure to the Arts
- ▶ Auditorium for Culture and Business Events
- ▶ Special Events and Community Affairs
- ▶ Job Training

## Partnerships

- ▶ Vance Granville Community College
- ▶ Boys and Girls Club
- ▶ Granville County Police Chief
- ▶ Granville County Fire Chief
- ▶ The Oxford Housing Authority
- ▶ Congressman Butterfield and Staff
- ▶ Granville County N. C. Tourism Development Authority, Civic Clubs
- ▶ Hopefully, County and City Commissioners

## Timeline of Activities

- ▶ **August 2016** - Deed was recorded
- ▶ **September 2016** - Alumni Phone-a-Thon by capital campaign
- ▶ **October 2016** - Met with Mitch Wilds of the State Historic Preservation
- ▶ **November 2016** - Hired EVOKE
- ▶ **January 2017** - Met with Brick Capital Community Development Corporation of Sanford, N. C. regarding their restoration of E. B. Wicker School, a historic African American school.

## Timeline of Activities - Continued

- ▶ **April 2017** - Completed pre-design architectural, engineering and cost analysis services
- ▶ **April 2017** - Received \$15,000 grant from Covington Foundation
- ▶ **May 2017** - Solicited partnership opportunities with various organizations
- ▶ **June 2017** - Investigated and acquired estimates for the roof restoration.
- ▶ **July 2017** - Submitted Certificate of Appropriateness to Historic Preservation Board - Cheryl Hart

## Lessons Learned

- ▶ The process can't be rushed, it's complex.
- ▶ Grants are awarded 6 months to years out.
- ▶ Contractors are booked out 6 months or more.
- ▶ We were naïve to think we could do this in three years. Currently, only 2 years left.
- ▶ Projects of this magnitude take longer than planned and cost more than planned.

## Requests

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- ▶ The opportunity to provide project updates at least semi-annual until project is completed and
- ▶ Enlist the Granville County Commissioners as one of our key stakeholders and partner
- ▶ More time to complete the restoration of this grand and historic building for the Granville County residents.

## Contacts

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- ▶ More Historical Info: [marypotter.org](http://marypotter.org)
- ▶ Architecture Firm: [Evokestudio.com](http://Evokestudio.com)
  
- ▶ Rosalyn Green, Project Manager
- ▶ (301) 351-4850 or [rmarie7312@gmail.com](mailto:rmarie7312@gmail.com)
  
- ▶ Irene Nichols, Capital Campaign Chairperson
- ▶ (919) 793-0346

Commissioner Roberts made comments about the historical significance of Mary Potter School to the community in the past as well as now. He also congratulated Bessye McGhee on her literary successes as he worked with her at G.C. Hawley School.

Ms. Green reminded everyone of the National Mary Potter parade this Saturday.

### **BOARD TABLED PUBLIC HEALTH NUISANCE HEARING CONCERNING PROPERTY LOCATED AT 3142 DAVIS CHAPEL ROAD, OXFORD, NC**

County Attorney Wrenn informed the Board that the property located at 3142 Davis Chapel Road, Oxford has been transferred to another owner. He asked that the item be tabled so that the new owner could be contacted.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved tabling the public health nuisance hearing concerning property located at 3142 Davis Chapel Road, Oxford, North Carolina.

### **AFTER HOLDING PUBLIC HEARING, BOARD TOOK NO ACTION CONCERNING THE GRANVILLE COUNTY LAND DEVELOPMENT CODE TEXT AMENDMENT REGARDING SOLAR FARM STANDARDS**

Chairman Karan stated that the public hearing was to hear public comments on a Granville County Land Development Code Text Amendment petition. He then declared the public hearing open and recognized Barry Baker, Planning Director, for a brief overview.



**Barry Baker, Planning Director, 122 Williamsboro Street, Oxford, NC**, stated that all public notices as required by local and state law had been accomplished. He noted that included in the agenda were the following: (1) Copy of proposed text amendment petition and language; (2) Copy of Planning Board recommended text amendment; (3) Copy of Planning Board Written Consistency Statement regarding the proposed amendment; (4) Approved minute excerpts for agenda item from the May 18, 2017 Planning Board meeting; (5) Unapproved minute excerpts for agenda item from the June 15, 2017 Planning Board meeting; and, (6) Copy of Section 32-264 of the LDC. He stated that the Granville County Planning Board (7-0) has recommended the text amendment petition with additional clarifying language regarding the amendment petition. The additional clarifying language includes: (1) Plantings shall reach a height of at maturity of at least 10 feet and shall reach maturity in a reasonable amount of time; (2) Maximum height of solar structures changed from 25 feet to 15 feet; (3) Fencing shall be constructed around entire perimeter that is at least 10 feet tall and shall be constructed with chain-link that has dark green slats intended to blend into the natural environment and which are intended to screen direct viewing of the solar farm through the fence (other fencing materials may be approved during the rezoning process that provide at least as much screening and safety as the chain-link fence with slats); and, (4) Remove the word “similar” from text amendment language that seeks to establish that solar farms shall not allow the sites to be overgrown with grass or other similar vegetation.

He explained that this is an amendment to the LDC (Land Development Code) that would include the following changes: (1) replace the existing requirement that the solar farm buffer be a 25 foot existing vegetative buffer and/or berm with a 25 foot existing or planted vegetative buffer that meets the buffer standards in section 32-264 of the LDC; (2) remove the requirement that solar farms not be visible from any adjacent property; (3) establish that the setback for solar farms shall be 50 feet inclusive of the buffer from all non-residential zones; (4) remove the certificate of insurance provisions for solar farms from the LDC; (5) remove the solar farm requirements that all employees, leased employees and subcontractors have properly completed an I-9 form and have successfully passed a nine panel drug test; and, (6) establish that solar farms shall not allow the sites to be overgrown with grass or other similar vegetation. He said that the solar farm ordinance does preserve the ability for the Board to hold conditional zoning/rezoning district processes and the ability to make decisions on

proposals on a site by site basis. He noted that the amendment preserves the existing standards in regard to not loading and unloading materials in the right-of-way and preserves the ability that any night work must be lighted and meet any local, state and federal requirements.

Chairman Karan asked that anyone wishing to speak to come to the podium and state their name and address for the record.

**Jon Davis, Capital Solar, 35 Derado Drive, High Point, NC,** stated that he had been before the Board the last few years regarding solar farms he had worked on in the area and was present to talk about the new proposed standards. He said that building berms and keeping the plants alive has been difficult, troubling, and expensive. He said not being able to see a site from an adjacent property is a “gray area” and he would like sites to be looked at individually. He said that the requirement to put slats in fences is very expensive, in some areas not necessary around the entire site, and that slats also hold back the wind velocity. He noted that he is willing to put slats or screening where needed. He said there is already a requirement of a 100 foot buffer to the fence on the site, another 25 foot buffer of plantings, and then there has to be slats in the fence. He talked about the decommissioning process and said they had no problem doing an irrevocable letter of credit. He said he would like a registered engineer to look at each site and determine the salvageability and that be incorporated in the decommissioning plan. He noted that he did not think there will be many solar farms in the near future because of the changing rules and regulations with Duke Energy.

**Rob Lease, Capital Solar, 11920 Soco Court, Raleigh, NC,** said he is Mr. Davis’ partner and they are working on a project on Peake Road. He talked about the decommission plan and said they wanted to make sure the intent was that the salvage value be included. He asked if the intent is that they get credit for the salvage value.

County Attorney Wrenn stated this is a legal issue and that he understands that they are looking for 1.25 times the decommissioning costs. The ownership of the materials on site may be something that could be in dispute at the time of the decommission and would be sorted out by owners of the property. He said they want to be sure there is a pool of money to clean up the property if the solar company does not do what it is supposed to do. He said he did not believe the salvage value would be credited against the decommissioning costs, but only to be used in the event the solar company fails to decommission the project.

**R. David “Dave” Currin, Jr., 2578 Joe Pruitt Road, Oxford, NC,** thanked the Board for the opportunity to speak on the proposed changes for the text amendments to solar farms. He said that when he was a commissioner and had input, he worked to protect the people of Granville County from things that were going on with solar farm construction. He said he had pictures on his cell phone of solar farms in the County that do not meet standards. He pointed out that Sempris in Vance County that made solar panels has gone out of business and that James Goodnight, the owner of SAS, says that solar farms that are used in production and in his facilities are being replaced because they are inefficient. He noted that Duke Energy has the right to be concerned by what has been forced upon them as they can make energy in any of their facilities for less than it costs to buy the energy from these solar farms. He said that people think solar energy is free because it is generated from the sun, but that you can only store solar energy in batteries and it is lost after a period of time if it is not used. He said that maybe there are better ways than building berms and the slated fences may be a better way. He says you have to anticipate how this affects adjacent property owners that have no interest in the site. He said solar farms are temporary and people need to be protected from them as the Board is addressing concerns today with subdivisions with improper roads. He voiced concerns about the certificate of insurance being removed, the I-9 requirement and drug testing, and decommissioning provision. He expressed that neighbors had concerns that drug dealers were visiting the solar farm site on Highway 158 and his concerns of the cost to taxpayers if companies do not carry worker’s comp and employees end up in the local hospital. He said Austin Kiplinger warns rural counties not to destroy the natural beauty as industries will not want to locate where there is not curb appeal. He said that Granville County is a beautiful county and somewhere to be proud of. He urged the Board to keep these provisions in the text amendment and protect the local hospital.

**Annette Myers, 6587 Alvis Brooks Road, Oxford, NC,** thanked the Board for being able to speak about solar farm issue and said she would adopt many of the things Mr. Currin said. She said it was the Board’s responsibility not only to consider the issue before them but that they have to be aware of information in the market about solar farms at this time. She said you have to consider what will be in the future and what has been projected by those in the field that have expertise. She said she understands that fine tuning of ordinances that apply to land uses is sometimes required by only after careful consideration of the facets of its impact.

She said as a Granville County citizen she would appreciate it if the Planning Board and Board would share how deleting standard #6 regarding the certificate of insurance would benefit the citizens. She said she believes it serves as a threshold to weed out companies which do not have the financial wherewithal to be working in the County and may expose any County citizen who may work on or visit the site no redress if they are injured or damaged if it is removed. She urged the Board to keep standard #6 in the ordinance. She said she appreciated that the decommissioning standard was not changed and that she hoped it would be left as it is currently. She noted concerns of removing the I-9 requirement which is a federal employment law.

With no one else wishing to speak, Chairman Karan declared the public hearing closed.

He asked if the Board needed further clarification and there were not any questions. He then asked what was the pleasure of the Board.

Commissioner Smoak said that after looking at this matter as well the Planning Board, many of the issues mentioned were addressed such as the standards of insurance which goes with the contractor and not the individual. He commended the Planning Board, Mr. Baker and staff for their work on the text amendment.

Commissioner Edgar Smoak made a motion to adopt the Planning Board recommendation for the Granville County Land Development Text Amendment regarding solar farms.

The motion died for a lack of a second.

Chairman Karan asked if there was an alternate motion that the matter go back to the Planning Board. There was not an alternate motion at this time.

**BOARD APPROVED COMPREHENSIVE LAND USE FIRM SELECTION**

County Manager Felts stated that the County issued a request for qualifications (RFQ) for firms interested in assisting the County with the preparation of a Comprehensive Land Use Plan. He explained that five firms responded and noted that two of the five firms failed to respond in the manner required by the RFQ and were eliminated prior to interviews. The remaining three firms were interviewed by a panel consisting of Commissioners Smoak and Roberts, County Manager Mike Felts, County Attorney Jim Wrenn and Planning Director Barry Baker. Based on the interviews, two firms were ranked based on the six criteria that were listed in the RFQ, with each criteria being scored on a 1 to 5 scale (1 being the lowest

score and 5 being the highest score). Based on the panel's rankings, the Stewart firm's average score was 4.516 and Holland Consulting Planners' average score was 3.934.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the Comprehensive Plan Selection Committee's recommendation for the Comprehensive Land Plan firm selection as follows: that Stewart be the 1<sup>st</sup> priority in negotiating a scope of services and price, and that Holland Consulting Planners be the 2<sup>nd</sup> priority to negotiate a scope of services and price if a contract cannot be negotiated with Stewart at a reasonable price; and the negotiating team will be the County Attorney and County Planning Director.

**BOARD APPROVED ADDENDUM TO THE MASTER SERVICES AGREEMENT FOR CONSULTING SERVICES WITH JOYCE ENGINEERING**

County Manager Felts stated that a professional consulting services agreement addendum (Number 0670-13) with Joyce Engineering for services at the County's landfills for fiscal year 2017-2018 was included in the agenda packet. It is an addendum to the Master Services Agreement No. 0670 dated June 28, 2007 between the County and Joyce Engineering and amended with Addendum 0610-11R dated November 30, 2016. Services this upcoming year are the normal general landfill consulting, water quality sampling, landfill gas monitoring, and groundwater reporting which is required by NCDENR. He noted that there were no price increases from fiscal year 2016-2017 and funding for the services is included in the fiscal year 2017-2018 Solid Waste Enterprise Fund approved budget.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the Consulting Services Agreement with Joyce Engineering for services at the County's landfills for FY 2017-2018, known as addendum # 0670-13 to the Master Services Agreement No. 0670 dated June 28, 2007, that was amended with addendum 0610-11R dated November 30, 2016, to be paid from the Solid Waste Enterprise Fund.

**BOARD APPROVED THE 911 MAIN CENTER COMPUTER AND MONITOR REPLACEMENTS**

County Manager Felts stated that the Granville County Sheriff's Office Emergency Communications Center operates with five (5) answering and dispatching positions. The main 911 center computers and monitors were replaced in the 2011 upgrade and are now experiencing problems. He explained that the Sheriff was requesting that four (4) computers

and fifteen (15) monitors be replaced in order to ensure proper working conditions. A memorandum from the Sheriff's Office providing more information and a copy of the State contract pricing quote from our County IT Department was included in the agenda packet.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the purchase of four (4) computers and fifteen (15) monitors for the 911 Main Center from SHI State contract pricing, for an amount not to exceed \$11,060, with \$9,189.90 from restricted E-911 funds and \$1,869.94 from the general 911 Emergency Communications equipment replacement funding

**BOARD APPROVED BOARD OF ELECTIONS LEKTRIEVER UNIT MOVE AND INSTALLATION**

County Manager Felts stated that in anticipation of moving the Board of Elections office later this summer, a quote has been provided by our equipment service contract provider, Patterson-Pope, to disassemble, move, and reassemble the Lektriever Unit. The Lektriever Unit is the voter registration filing system used by the Granville County Board of Elections to maintain the required paper voter registration information. Patterson-Pope is the County's existing vendor and the only known vendor who provides service on this filing system. He noted that the date of the move for the Board of Elections has not been set and clarified that this is just for moving and reassembling the equipment and not any voting materials.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved authorizing the Granville County Board of Elections to work with Patterson-Pope to disassemble, move, and reinstall the Lektriever unit in accordance with the provided quote of \$5,950.

**BOARD REAPPOINTED JONATHAN CARVER TO THE AERONAUTICS AUTHORITY**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Jonathan Carver to the Aeronautics Authority of the City of Henderson, City of Oxford, County of Granville and County of Vance as the Granville County representative.

**BOARD APPROVED RECREATION ALLOCATIONS**

County Manager Felts explained that during their regular meeting held on May 16, 2017, the Recreation Advisory Board (RAB) approved recommendations for funding Granville County municipalities. The Recreation Advisory Board's plan uses a 20/40/40 formula to

allocate available recreation funding. Twenty percent (20%) of the available funds are earmarked for unincorporated areas, 40% are earmarked for municipalities, and 40% are earmarked for organizations providing recreation services and/or facilities. The recommended funding amounts, if approved by the County Commissioners, would be provided annually until 2020 at which time they will be reevaluated. The funding allocations, based on population estimates, total \$71,804 and represent 38.3% of the budgeted recreation funding.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the following recreation allocation for municipalities:

<b>Agency</b>	<b>Approved Funding</b>
Butner Recreation	\$25,885
Creedmoor Recreation	\$14,063
Oxford Recreation	\$28,852
Stem Recreation	\$1,579
Stovall Recreation	\$1,425

**BOARD APPROVED CONTINUATION OF PAID TIME FOR SHERIFF'S OFFICE NON-EXEMPT STAFF**

County Manager Felts stated that during a regular meeting on December 5, 2016, the Granville County Board of Commissioners approved allowing the Sheriff to offer his deputies the opportunity to cover part or full shifts when coverage cannot be secured with telecommunicators. As part of this option, Sheriff's non-exempt staff were paid time rather than earning compensatory time until June 30, 2017. County Administration and Human Resources staff reviewed the pilot program and believe it is beneficial to continue. He noted that existing salary and overtime budgeted funds appear to be sufficient to continue the program and that the Human Resources Director recommended approval.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved continuing to utilize deputies as needed and continuing to pay time for Sheriff's non-exempt staff rather than earning compensatory time effective July 1, 2017.

**BOARD APPROVED CHANGES TO THE GRANVILLE COUNTY PURCHASING POLICY**

County Manager Felts explained that as discussed during the Granville County Board of Commissioners' Retreat held in February 2017, County Staff will be reviewing several policies, procedures, and ordinances throughout the year and providing recommended changes.

A memo dated May 26<sup>th</sup> related to the recommended policy changes and a copy of the current County Purchasing Policy with changes indicated was included in the agenda. Proposed additions are shown in red type and proposed deletions are shown with strikethrough text. The proposed changes were provided as an information only item during the regular meeting held on June 5, 2017 and no changes have been requested since the June 5<sup>th</sup> regular meeting.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the Granville County Purchasing Policy with changes as follows:

**Granville County  
Contract and Purchasing Policy**

**I. Formal Bid (N.C.G.S. 143-129)**

- A. Contracts and purchases that require the use of formal bid procedures are those for:
  - 1. Construction or repair work requiring the estimated expenditure of \$250,000 or more.
  - 2. Purchase of lease-purchase of apparatus, supplies, materials or equipment requiring an estimated expenditure of \$90,000 or more.
  - 3. Exceptions as included in G.S. 143-129.
- B. Minimum number of bids required
  - 1. Three competitive bids are required for construction and/or repairs only.
  - 2. If three bids are not received, then re-advertise and the contract may be awarded with one bid.
- C. All formal bids shall be procured through the County Manager's office. In order to prepare formal bid packages for construction and/or repair as well as apparatus, supplies, materials and/or equipment, a written request and supporting information must be submitted at least thirty (30) days prior to advertisement of bids. All contracts resulting from formal bids must be awarded by the Granville County Board of Commissioners.

**II. Informal Bid (N.C.G.S. 143-131)**

- A. Contracts and purchases that require the use of informal bid procedures are as follows:
  - 1. Construction and/or repair work requiring the estimated expenditure of \$10,000 to \$249,999. Items over \$10,000 require additional Granville County Board Approval. Please contact the County Finance office to determine if the Informal or Formal Bid requirements should be followed.
  - 2. Apparatus, supplies, materials and/or equipment requiring the estimated expenditure of \$500 to \$89,999. Items over \$10,000 require additional Granville County Board Approval. Please contact the County Finance office to determine if the Informal or Formal Bid requirements should be followed.
  - 3. Exceptions as included in G.S. 143-129.
- B. Minimum number of bids required
  - 1. Three (3) telephone quotes are required and **must be properly documented** and summary information included on the face of the purchase requisition. A "no response" does not qualify as a quote.
  - 2. If three quotes cannot be obtained, it must be noted on the purchased order. The department creating the PO will need to have on file a full explanation as to why three quotes couldn't be obtained.

**III. All Other Purchases**

- A. Contracts for purchase or Lease-Purchase not requiring informal bidding



1. Apparatus, supplies, materials and/or equipment estimated annual expenditures of less than \$500.
  2. Construction and/or repair work requiring the estimated expenditure of less than \$10,000.
- B. Although neither formal nor informal bids are required by statute, each department shall take appropriate steps to ensure that competitive pricing is being obtained.

#### **IV. Purchase Orders**

- A. All obligations of the County must be supported by an official purchase order with the following exceptions:
1. Salaries and wages
  2. Fringe benefits
  3. Travel
  4. Telephone
  5. Postage
  6. Electricity
  7. Contract for services in which a written contract exists. (See "Contracts" below.)
  8. Others as periodically determined by Finance Director
  9. Small obligations of less than \$500 under the following conditions:
    - a) Non reoccurring expenditures (i.e. dues, subscriptions, registrations, services)
    - b) An unencumbered balance is available for the obligation.
    - c) Any abuse/misuse as determined by Finance/Purchasing of the small obligation procedure shall cause it to be discontinued for that respective department.
- B. All recurring/blanket obligations must be supported by an official purchase order in accordance with all sections of this policy.
1. The dollar amount of any single item under a blanket purchase order should not exceed \$500.00.
  2. The total dollar amount of the purchase order cannot exceed \$10,000.00
- C. Emergency purchase orders may be issued on a case by case basis in accordance with all sections of this policy.

#### **V. Architectural/Engineering/Consultants**

- A. All architectural, engineering and consultants services shall be procured through the office of the County Manager in accordance with the terms of this policy and the applicable general statutes.
- B. The Granville County Board of Commissioners approved exempting itself from the Mini-Brooks Act. This action allows surveying, engineering, and architectural services under \$30,000 to not have to be considered or approved by the Board.

#### **VI. Contracts**

All contracts must be brought to the County Manager and Finance Director for review. All contracts which meet the formal limits shall to be submitted to the County Attorney for review and processing prior to obtaining signatures. Contracts under the formal limits may be submitted to the County Attorney based on the Board of Commissioners and/or County Manager's discretion. All contracts that obligate the County for funds must contain a preaudit certification, signed by the Finance Director.

In some instances, a contract may require action by the Board of County Commissioners, in these cases, the preaudit certification should take place before the contract is submitted to the Board for approval to assure appropriate funding is available and designated in the budget

#### **VII. Purchase From Granville County Businesses**

- A. Each department shall take appropriate steps to purchase from Granville County businesses, whenever possible, in accordance with all sections of this policy.

#### **VIII. Violation of Policy**

- A. Any employee who knowingly violates the provisions of this policy shall be subject to disciplinary action in accordance with the Granville County Personnel Policy and may

be held personally responsible for obligation incurred as set forth for in N.C.G.S. 153-28.

**PROPOSED CHANGES TO THE GRANVILLE COUNTY ORDINANCE  
CHAPTER 36-PEDDLERS AND SOLICITORS HELD FOR REVIEW**

County Manager Felts stated that at the March 20, 2017 Board meeting proposed changes to Chapter 36 – PEDDLERS AND SOLICITORS of the Granville County Ordinance was provided to the Board of Commissioners for their review. The Board directed staff to review the changes and verify that the proposed changes would not affect the County’s ability to regulate solicitation “panhandling” on streets and highways. During the regular meeting held on April 17, 2017, the Board of Commissioners requested that the County Manager and County Attorney review in order to determine if the County could ban peddlers and solicitors. County Manager Felts explained the following findings:

**Findings**

In 2015, the Board amended Article IV of Chapter 41 of the County’s Ordinances to address Solicitation on the Streets and Highways. The proposed changes to Chapter 36 will not impact the County’s ability to regulate solicitation “pan-handling” on streets and highways as outlined in Chapter 41.

After a review of existing N.C. General Statutes and case law, the County Attorney advised the Board that the County would not be able to ban peddlers and solicitors as a whole, however the County can regulate.

He noted that the document in the agenda is shown with changes to provide minimum regulation on peddlers and solicitors and to limit the ability of solicitors using the County process as an endorsement of their product or service. Proposed additions are shown in red type and proposed deletions are shown with strikethrough text. This is provided to the Board for further discussion and review.

When asked, County Manager Felts said that only one peddler’s permit has been issued this year and noted that most are issued during the summer months. Commissioner Smith asked that #9 which includes description of vehicles be kept in the ordinance. The County Attorney advised that #6 remain that will require some kind of time frame for resubmitting information.

After other comments, the consensus of the Board was to continue to review the ordinance and take action at the next meeting after 30 days. Chairman Karan advised the Board to bring questions or comments to County Manager Felts.

**BOARD APPROVED NCACC VOTING DELEGATE**

County Manager Felts stated that the Board needs to designate a voting delegate for the North Carolina Association of County Commissioners (NCACC) Annual Conference in

Durham County on August 10-12, 2017. Commissioners Timothy Karan, Zelodis Jay and Sue Hinman will be attending the conference.

Chairman Karan suggested that Commissioner Hinman be named the voting delegate.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved designating Commissioner Sue Hinman as the 2017 NCACC Voting Delegate.

**BOARD CONSENTED TO JOINT FORUM WITH VANCE COUNTY ON OPIOID ABUSE**

County Manager Felts stated that he had met with Elliot Clark, Senior Community Executive-Five County Territory with Cardinal Innovations Healthcare; and Lisa Harrison, Health Director, and discussed holding a joint forum with Vance County on fighting the opioid abuse crisis. The Board consented to holding a joint forum with Vance County on opioid abuse to possibly be held at Vance-Granville Community College.

**BOARD PRESENTATIONS**

Commissioner Smith announced that the North Granville Senior Center will hold their annual July 4<sup>th</sup> Celebration on Tuesday, July 11<sup>th</sup> from 8:30 a.m. – 3:30 p.m.

**BOARD APPROVED SPONSORSHIP FOR CRIME STOPPERS BANQUET**

Commissioner Smith asked the Board to consider supporting the Granville County Crimestoppers banquet that will be held October 24<sup>th</sup> at 6:30 p.m. at First Baptist Church in Creedmoor by sponsoring a table at a cost of \$100 for eight people. Commissioner Tony W. Cozart seconded the motion and the motion passed unanimously.

**BOARD PRESENTATION CONTINUES**

Commissioner Hinman said that she was looking forward to participating in the National Mary Potter parade on Saturday, July 15<sup>th</sup> and noted that she has enjoyed the various functions she has been to recently.

Commissioner Cozart said that citizens in Antioch have expressed to him the need for a convenience site in that area as they have to drive to Highway 56 or to the landfill off Cornwall Road to take their trash. He asked the County Manager to see if there is an opportunity to have a site closer to that area and noted he is impressed with the site in Bullock. He said he was impressed by Abby Holsomback's experiences in 4-H programs and wished more children could have that. He thanked those present for work that the National Mary Potter Club is doing to maintain the building on McClanahan Street and preserve the legacy.

Commissioner Roberts said he was reminded of his days in 4-H when he heard the presentation tonight.

Chairman Karan thanked the Board for their hard work and mentioned that his daughter is involved in 4-H and the impact it has had on her and other youth that participate in the events in Washington. He said that youth that participate in 4-H and FFA learn skills that they can use throughout life and wished more youth would participate in these programs.

**BOARD WENT INTO CLOSED SESSION**

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner David Smith, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (5) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged and to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease and to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board returned to regular session.

**BOARD POSTPONED CONSIDERATION OF GRANVILLE COUNTY LAND DEVELOPMENT CODE TEXT AMENDMENT REGARDING SOLAR FARM STANDARDS**

Commissioner Smoak said that the Board did not take action on the solar farm issue that was on the agenda tonight and the issue needs to be tabled or sent back to the Planning Board for review. Discussion ensued about what could be done. After researching the matter, County Attorney Wrenn informed the Board that the public hearing had been closed, therefore no other comments could be taken but the Board could reconsider the matter. After further discussion and advisement from County Attorney Wrenn, the Board decided to take action on the matter.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved postponing consideration of the Land Development Code text amendment petition regarding solar farm standards until the August 7, 2017 meeting.

**BOARD APPROVED LETTER OF SUPPORT FOR R. J. BLACKLEY CENTER**

Commissioner Smoak said that he had received a letter requesting a letter of support of the R. J. Blackley Center to fight the opioid crisis and asked the Board to consider the request.

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved a letter of support for the R. J. Blackley Center's in-patient treatment program to help fight the opioid epidemic.

**COMMISSIONERS ADJOURN**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned.

Respectfully submitted,  
Debra A. Weary, NCCCC, CMC  
Clerk to the Board