

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
APRIL 5, 2010
6:00 P.M.**

- I. Call to Order**
(Closed Session)
- II. Invocation/Pledge of Allegiance**
- III. Adjustments/Approval of Agenda**
- IV. Public Comments**
- V. Approval of Consent Agenda**
 - A. **Minutes**
 - 1. **March 15, 2010 Regular Meeting Minutes**pg. 1-15
 - 2. **March 31, 2010 Agenda Meeting Minutes**.....pg. 16
 - B. **Tax**
 - C. **Finance**pg. 17-22

Health Fund:

Revenues:

| | | |
|----------------|---------------|-----------------|
| State Revenues | 135110-332000 | \$20,000 |
| State Revenues | 135124-332000 | \$4,500 |
| State Revenues | 135125-332000 | \$7,500 |
| State Revenues | 135163-332000 | \$6,000 |
| State Revenues | 135164-332000 | \$6,000 |
| State Revenues | 135173-332000 | \$1,855 |
| State Revenues | 135164-332000 | \$6,772 |
| State Revenues | 135182-332000 | <u>\$13,822</u> |
| Total | | \$66,449 |

Expenditures:

| | | |
|--------------------|---------------|----------|
| Drugs | 135110-423800 | \$20,000 |
| Contracted Service | 135124-439900 | \$4,500 |
| Contracted Service | 135125-439900 | \$7,500 |
| Contracted Service | 135163-439900 | \$6,000 |

| | | |
|------------------------------------|---------------|-------------|
| Contracted Service | 135164-439900 | \$6,000 |
| Supplies | 135173-426000 | \$1,855 |
| Professional Services - Accounting | 135164-419100 | \$772 |
| Drugs | 135164-423800 | \$5,000 |
| Training Expense | 135164-439500 | \$1,000 |
| Salary & Wages Cell Phone Stipend | 135182-412205 | \$2,500 |
| Supplies & Materials | 135182-426000 | \$10,737 |
| Travel – Mileage | 135182-431100 | \$550 |
| Dues | 135182-449100 | <u>\$35</u> |
| Total | | \$66,449 |

The above budget amendment is to appropriate additional State Revenue in the Health Department program budgets for program operating expenditures.

Health Fund:

Revenues:

| | | |
|-------------|---------------|----------------|
| Clinic Fees | 135164-335006 | \$3,980 |
| Local Fees | 135172-335005 | \$482 |
| Clinic Fees | 135163-335006 | <u>\$1,575</u> |
| Total | | \$6,037 |

Expenditures:

| | | |
|---------------------|---------------|----------------|
| Contracted Services | 135164-439900 | \$3,980 |
| Supplies | 135172-426000 | \$482 |
| Contracted Services | 135163-439900 | <u>\$1,575</u> |
| Total | | \$6,037 |

The above budget amendment is to appropriate fees earned by the Health Department programs for operating expenditures.

Health Fund:

Expenditures:

| | | |
|--|---------------|-----------------|
| Capital Outlay - Vehicles | 135100-454000 | \$(6,573) |
| Difference IRS Mileage Rate & Actual Vehicle Expenditure | 135100-435302 | \$(6,427) |
| Capital Outlay – Improvements | 134380-459000 | <u>\$13,000</u> |
| Total | | \$0 |

The above budget transfer is to appropriate vehicle escrow funds accumulated from the difference between the IRS rate that is billed to programs and the actual cost of county maintained vehicles for the installation of additional isolation pens for animal control.

General Fund-Sheriff's Department:

Revenues:

| | | |
|-----------|---------------|---------|
| Donations | 104310-383303 | \$4,625 |
|-----------|---------------|---------|

Expenditures:

| | | |
|---------------------------|---------------|---------|
| Minor Operating Equipment | 104310-426100 | \$4,625 |
|---------------------------|---------------|---------|

The above budget amendments are to appropriate donation funds for the purchase of minor operating equipment related to the substation.

General Fund-Emergency Management:

Revenues:

| | | |
|--|---------------|-------|
| Volunteer Center Miscellaneous Revenue | 104330-383907 | \$500 |
|--|---------------|-------|

Expenditures:

| | | |
|--------------------------|---------------|-------|
| Volunteer Center Expense | 104330-449942 | \$500 |
|--------------------------|---------------|-------|

The above budget amendment is to appropriate grant funds made available from MACRO International and will be used in accordance with the grant supplement events/programs at Brunswick County High Schools to educate and prevent underage drinking during the upcoming prom and graduation season.

General Fund-Soil and Water:

Revenues:

| | | |
|------------------------|---------------|---------|
| Other Permits and Fees | 104960-383300 | \$1,133 |
|------------------------|---------------|---------|

Expenditures:

| | | |
|----------------------------|---------------|---------|
| Miscellaneous Expenditures | 104960-449900 | \$1,133 |
|----------------------------|---------------|---------|

The above budget amendment is to appropriate funds made available from Farm Bureau for soil and water education programs.

County Capital Reserve Fund:

Expenditures:

| | | |
|----------------------------------|---------------|------------------|
| Stormwater Ordinance Enforcement | 269800-464297 | \$(682,274) |
| Transfer to the General Fund | 269800-498010 | <u>\$682,274</u> |
| Total | | \$0 |

General Fund:

Revenues:

| | | |
|--------------------------------------|---------------|--------------------|
| Transfer from County Capital Reserve | 109800-398226 | \$682,274 |
| Fund Balance Appropriated | 100000-399100 | <u>\$(682,274)</u> |
| Total | | \$0 |

The above budget amendments are to transfer stormwater funds that accumulated from prior year surpluses and were transferred to the capital reserve fund back to the general fund. All funds held in the capital reserve are required to be held for capital projects. The funds are recommended to be designated for stormwater purposes in the general fund balance.

General Fund-BSRI:

Expenditures:

| | | |
|-------------------------------------|----------------|-----------|
| Contingency | 109910--499100 | (\$1,330) |
| Brunswick Senior Resources Donation | 105899-465152 | \$1,330 |

The above budget amendment is to appropriate contingency funds for BSRI ADT services at the Brunswick Center at Southport.

Wastewater Fund:

Revenues:

| | | |
|--------------------|---------------|-----------------|
| Wastewater –Retail | 627330-371405 | \$34,000 |
| Bond | | <u>\$50,000</u> |
| Total | | \$84,000 |

Expenditures:

| | | |
|---------------------------|---------------|----------------|
| Salaries & Wages | 627330-412990 | \$13,008 |
| Employee Benefits | 627330-418900 | \$4,537 |
| Operating Equip 500-4,999 | 627330-426200 | \$7,500 |
| Travel Mileage | 627330-431100 | \$150 |
| R&M Equipment | 627330-435200 | \$15,000 |
| R&M Instrument | 627330-435203 | \$5,000 |
| Contracted Services | 627330-439900 | \$36,805 |
| Service & Maintenance | 627330-444000 | <u>\$2,000</u> |
| Total | | \$84,000 |

The above budget amendment is appropriate revenue from the bond forfeiture and retail sewer fees for the Bricklanding Wastewater Operating budget.

Water Capital Project Fund:

Revenues:

| | | |
|-------------------------------------|---------------|------------|
| Transfer from Water Capital Reserve | 418245-398663 | \$(13,010) |
|-------------------------------------|---------------|------------|

Expenditures:

| | | |
|--------------|---------------|------------------|
| Engineering | 418245-464001 | \$(10,981) |
| Construction | 418245-464002 | <u>\$(2,029)</u> |
| Total | | \$(13,010) |

Water Capital Reserve Fund:

Expenditures:

| | | |
|-----------------------------------|---------------|-----------------|
| Transfer to Water Capital Project | 639800-498041 | \$(13,010) |
| Miscellaneous Water Projects | 639800-464235 | <u>\$13,010</u> |
| Total | | \$0 |

The above budget amendment is to close the 2006 Subdivision capital project and restore the balance remaining of \$13,010 to the Water Capital Reserve.

**County of Brunswick, North Carolina
2006 Subdivision Petition Project 418245**

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

Section 1. The following amounts are hereby appropriated in the Brunswick County Water Capital Projects Fund for the 2006 Subdivision Petition Project:

Water Capital Project Fund:

Revenues:

| | |
|--|--------------------|
| Transfer from Water Capital Reserve | \$2,099,036 |
| Total Water Capital Project Fund Revenues | \$2,099,036 |

Expenditures:

| | |
|--|--------------------|
| Engineering | \$108,789 |
| Construction | \$1,990,247 |
| Total Water Capital Project Fund Expenditures | \$2,099,036 |

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

| | |
|--------------------------------------|--------------------|
| Contributions to the Capital Project | \$2,099,036 |
|--------------------------------------|--------------------|

Section 3. It is estimated that the following revenues will be available in the Brunswick County Water Capital Reserve Fund:

| | |
|----------------------------|--------------------|
| Current Funds Appropriated | \$2,099,036 |
|----------------------------|--------------------|

Section 4. This Capital Project Ordinance shall be entered into the minutes of the April 5, 2010 meeting of the Brunswick County Board of Commissioners.

The above budget amendments and capital project ordinances are to close the 2006 subdivision petition project in the water capital projects fund.

- D. **Public Housing – Brunswick County Public Housing Agency’s 5 Year Annual Plan**.....pg. 23-32
Staff requests approval of the Brunswick County Public Housing Agency’s 5 Year Annual Plan as presented.
- E. **Resolution to Increase Membership on the Brunswick County Economic Development Commission**pg. 33-35
- F. **Road Petition – Proposed Addition of Bonaventure Street, Emerillon Court, Princesa Court and Endeavor Way within the Sunset Ridge Subdivision**pg. 36-46
Staff requests approval for the addition to the State System of Highways.
- G. **Health Department – Smoking Violation Penalty**pg. 47-49
Staff requests approval to schedule a Public Hearing for April 19, 2010 to receive public input regarding the Smoking Violation Penalty.
- H. **JCPC – Department of Juvenile Justice and Delinquency Prevention JCPC Program Agreement Revisions**pg. 50-52
Staff requests to approve transfer of funds from the Brunswick County Juvenile Crime Prevention Council Administration to other programs as presented.
- I. **2010 - Year of Community Living for People with disABILITIES Proclamation**pg. 53
Staff requests to approve Proclamation declaring 2010 as the Year of Community Living for People with disABILITIES.
- J. **Planning – Urgent Repair Program 2010 Post Approval Documentation and Policies (Louise McGarva)**pg. 54-68
Staff requests to approve the 2010 Urgent Repair Program Post-Approval Documentation and Policies and the Associated FY 2009-2010 Budget Amendment.
- K. **Planning – U.S.D.A. Housing Preservation Grant (HPG) Rehabilitation Contracts (Louise McGarva)**pg. 69-108
Staff requests to award USDA Housing Preservation Grant Rehabilitation Contracts totaling \$7,182.13 as presented.
- L. **Planning – 2009 Urgent Repair Program (URP09) Contracts (Louise McGarva)**pg. 109-140
Staff requests to award Five (5) 2009 Urgent Repair Program Contracts totaling \$14,880 as requested.
- M. **Proposed Amendment to Use of County Property Ordinance**pg. 141-143

VI. Presentation

1. **Years of Service Award to Jane Gilbert (Leslie Bell)**pg. 144-146
2. **Brunswick County Community Child Protection Team 2009 Report/Board Membership Approval and Proclaim April as Child Abuse Prevention Month (Alyson Nowicki)**pg. 147-158
3. **Lower Cape Fear Hospice (Lauren Bystrom)**pg. 159
4. **Coastal Horizons Center-April 2010 Sexual Assault Awareness Month Proclamation (Deanna Stoker)**pg. 160-161
5. **Wilmington Urban Area Metropolitan Planning Organization (Joshuah Mello)**pg. 162

VII. Public Hearing

1. **Proposed Animal Control Ordinance Amendments (Huey Marshall)**pg. 163-171

VIII. Administrative Report

1. **Planning – Proposed Map Amendment Z-10-655 First Reading and Set Public Hearing (Leslie Bell)**pg. 172-185
Staff recommends scheduling Public Hearing on Map Amendment Z-10-655 for May 3, 2010 at 6:30 p.m.
2. **Planning – Landmark Preservation Associates Professional Services Agreement Amendment (Leslie Bell)**pg. 186-190
Staff recommends approving contract amendment with Landmark Preservation Associates in the amount of \$5,000 and the associated budget amendment.
3. **Parks & Recreation – Notice of Award, Notice to Proceed and Contract to JP Russ & Sons for Ocean Isle Beach Park Sewer (Jim Pryor)**pg. 191-216
Staff recommends approving award of contract for Sewer Line Construction to service the new Ocean Isle Beach Park to J.P. Russ & Sons in the amount of \$189,000.
4. **Utilities – Notice of Award to Phoenix Fabricators and Erectors, Inc. for the Rampage Elevated Water Storage Tank (Jerry Pierce)**pg. 217-223
Staff recommends approving award of contract to Phoenix Fabricators and Erectors, Inc. in the amount of \$588,404 to raise the Rampage Elevated Water Storage Tank and the associated budget amendment and capital project ordinance.
5. **Utilities – Brick Landing Collection and Treatment System Operation (Jerry Pierce)** ..pg. 224-236
Staff recommends receiving update and information on the Brick Landing Wastewater Collection System.
6. **Utilities – Water & Sewer Rates & Fees Ordinance Proposed Amendment- Schedule Public Hearing (Jerry Pierce)**pg. 237-239
Staff recommends scheduling a Public Hearing on the Proposed Irrigation Rates on May 3, 2010 at 6:30 p.m.
7. **Finance – Leland Library Installment Financing (Ann Hardy)**pg. 240-314
Staff recommends adopting Resolution approving an Installment Financing Contract and Deed of Trust with RBC Bank in the Principal amount not to exceed \$725,000 to pay costs associated with the Leland Library Expansion.

8. **Finance-Northwest Capacity Expansion/Sunset Beach Sewer Collection Phase 2- Raftelis Financial Consultants, Inc.**
(Ann Hardy)pg. 315-320
Staff recommends approving the Proposal of Raftelis Financial Consultants, Inc. to conduct a 5 year Feasibility Study related to 2010 Water and Wastewater Revenue Bonds.

IX. Board Appointments

1. **Board of Equalization and Review (District 2)**pg. 321
2. **Utility Board (District 2)**pg. 322
3. **Zoning Board of Adjustment (District 2)**pg. 323

X. Other Business/Informal Discussion

XI. Adjournment