

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES  
MINI BUDGET RETREAT  
FEBRUARY 17, 2011  
1:00 P.M.**

**The Brunswick County Board of Commissioners held a Mini Budget Retreat on the above date at 1:00 p.m., Commissioners' Chambers, David R. Sandifer Administration Building, County Government Center, Bolivia, North Carolina.**

PRESENT:                   Commissioner Phil Norris, Vice-Chairman  
                                  Commissioner J. Marty Cooke  
                                  Commissioner Charles Warren  
                                  Commissioner Scott Phillips  
                                  Commissioner William Sue, Chairman

STAFF:                     Marty K. Lawing, County Manager  
                                  Steve Stone, Assistant County Manager  
                                  Huey Marshall, County Attorney  
                                  Debby Gore, Clerk to the Board  
                                  Ann Hardy, Fiscal Operations Director

**I. CALL TO ORDER**

Chairman Sue called the meeting to order at 1:00 p.m.  
(Attached to these Minutes is an item called Board Action containing all items on this agenda and those items are incorporated herein.)

**1. Economic Forecast Summary**

Marty Lawing, County Manager, presented the Economic Forecast Summary.

**2. Current Financial Budget Position FY 2010-2011**

Ann Hardy, Fiscal Operations Director, presented the June 30, 2011 General Fund Revenue and Expenditure Projections, Sales Tax Projections and Building Permit Trends.

Ken Perry, Revenue Collector, reported the Ad Valorem Property Tax Collections.

Ann Hardy presented June 30, 2011 Enterprise Fund Revenue and Expenditure Projections.

**3. Revaluation Update**

Tom Davis, Tax Administrator, presented the Revaluation Update discussing Preliminary Tax Base Projections and Countywide Valuation Trends and Ms. Hardy reviewed Projected Revenue Neutral Tax Rate Calculation, Preliminary School Funding Estimate and Preliminary Smithville Township/Dosher Hospital Estimated Rate.

**4. FY 2012 Anticipated Budgetary Impacts (General Fund)**

Ms. Hardy reviewed Local Government Employee Retirement System Contribution Increase, Mr. Lawing reviewed the Preliminary Capital Improvement Plan.

### **(Enterprise Fund)**

Ms. Hardy presented Wholesale/Industrial Water PPI Rate Projection.

Jerry Pierce, Utility Operations Director, reviewed the Enterprise Fund Preliminary Capital Improvement Plan. William Pinnix, Engineering Services Director, explained that residents of Truckers Lane do not want water improvements. Mr. Pinnix informed that the residents have been very vocal and county employees have been confronted by those residents and after an unfortunate altercation, staff recommends to end this project.

Chairman Sue moved to halt the Truckers Lane water project and move that project to Old Maco Road, across from Roger Bacon Academy. The vote of approval was unanimous.

The Chairman called a break at 3:44 p.m. and called the meeting back to order at 3:58 p.m. All staff was present except the County Attorney.

Ken Perry, Revenue Collector, gave a Status Report on Special Assessment District Collections.

### **5. FY 2012 Budget Considerations – Directives**

Steve Stone, Assistant County Manager, updated the Board regarding Countywide Curbside Recycling. There was discussion regarding the possibility of having a referendum to allow citizens to determine having curbside recycling and sending a formal Resolution to local legislators.

Chairman Sue moved to direct the Assistant Manager and the Attorney to provide a resolution at the next meeting to send to local legislators regarding solid waste services. The vote of approval was unanimous.

Mr. Stone indicated that staff was directed look at a different non-profit programs or not having a non-profit program this year and if the program is to continue, now is the time to send out applications. Mr. Stone informed that last year the county received \$1,093,000 requests and \$381,000 was appropriated for non-profit agencies. It was consensus to continue the process of reviewing non-profit applications and make recommendations.

Commissioner Warren recommended adding Leslie Bell, Planning and Community Development Director to the Non-Profit Committee. It was consensus to add Mr. Bell as a Non-Profit Committee member.

### **6. Goals and Objectives and Major Focus Areas for FY 2012**

It was consensus to discuss at a later date due to time constraints.

### **7. Miscellaneous**

Debbie Barnes, Human Resources Director, reviewed the Wellness Program Survey Results indicating that the Wellness Committee would meet later and offer recommendations. Commissioner Cooke indicated that the Health Board is considering the possibility of wellness for the entire county offering these services at the Health Department. Commissioner Cooke indicated that the Health Director presented an estimated a cost of \$100,000-\$150,000 for this program and the Manager indicated that he thought that information was incorrect.

Mr. Lawing informed that an Equal Employment Opportunity Plan is required on grant applications and must comply with federal regulations and staff most recently started looking at federal regulation requirements and agreed that what is now in place is a policy within the personnel manual that is not an Equal Employment Plan according to federal regulations. Staff reviewed the policy in the personnel manual and Ms. Barnes drafted a revised version in order to

have a Plan in place and to avoid the risk of losing any possible funding. Ms. Barnes provided a draft version and indicated that it will be updated after the 2010 census is released. Chairman Sue asked if there were any grants that are pending now that must have this plan in place. Ms. Barnes mentioned a grant received from Judge Lewis and Mr. Lawing clarified that the county has not been told it could not apply without the Plan, but that staff determined internally that the statement on the grant application must be checked correctly. Quite a few grants have been received and staff would like to continue to apply for these grants. Staff asked for approval to send in the proposed plan. Commissioner Warren asked if someone had signed for all the grants received even though the plan was not in place and the Manager answered affirmative. Ms. Barnes indicated that she thought the forms had been changed to start asking if there was a Plan and they were not asking that previously. The Manager indicated that the question was on some forms that were signed but was not understood until recently.

Chairman Sue moved to forward the plan to see if it meets requirements. The vote of approval was unanimous.

**Proposed Amendments to Service Award Policy (Debbie Barnes)**

Ms. Barnes asked for feedback from the Board regarding the Service Award Policy indicating that the 3-year service award is not recognized by the IRS and would be taxed.

Chairman Sue moved to remove the 3-year service award. The vote of approval was unanimous.

Ms. Barnes asked about 5-year or 10-year increments for the service awards and about service award options such as certificates, pins and/or luncheons. Ms. Barnes informed that the policy would soon have to be amended to reflect these changes because by June 2011, \$30,000 could be expended on service pins and some employees would have to pay the taxes in keeping with the policy.

Chairman Sue indicated that he preferred 5-year increments and to give employees the option of a service pin or money. Commissioner Warren explained that employees need recognition to build morale and favors, pins, certificates and a formal dinner. Ms. Barnes indicated that she had never seen a policy like the current policy that discusses specificities and detailed descriptions and she would offer recommendations that address this.

It was consensus that the Board would consider the proposed amendments and discuss these issues at a later date.

**IX. OTHER BUSINESS/INFORMAL DISCUSSION**

It was consensus to discuss remaining items at the upcoming February 21, 2011 Regular Meeting.

**X. ADJOURNMENT**

Commissioner Phillips moved to adjourn the meeting at 4:57 p.m. The vote of approval was unanimous.

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William M. Sue, Chairman

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Deborah (Debby) Gore, Clerk to the Board