

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
MAY 18, 2009  
6:30 P.M.**

- I. Call to Order**
- II. Invocation/Pledge of Allegiance**
- III. Adjustments/Approval of Agenda**
- IV. Public Comments**
- V. Approval of Consent Agenda**
  - A. Minutes**
    - 1. **May 4, 2009 Regular Meeting Minutes** .....pg. 1-19
  - B. Tax**
    - 1. **Monthly Tax Collection Report** .....pg. 20-23
    - 2. **May 2009 Tax & Motor Vehicle Releases/January 2009 Motor Vehicle Valuation & Levy** .....pg. 24-34
  - C. Finance** .....pg. 35-42

Fund	Description	Code	Increase	Decrease
County Capital Project Fund	Phase 2-Detention Center- Investment Earnings	438176-383100	\$6,028	
County Capital Project Fund	Phase 2-Detention Center- Transfer From County Capital Reserve Fund	438176-398226		\$123,671
County Capital Project Fund	Phase 2-Detention Center- Equipment Less Than \$500	438176-426100		\$3,359
County Capital Project Fund	Phase 2-Detention Center- Operating Equipment	438176-426200		\$5
County Capital Project Fund	Phase 2-Detention Center- Construction	438176-464200		\$110,062
County Capital Project Fund	Phase 2-Detention Center- Equipment	438176-464013		\$4,217
County Capital Reserve Fund	Transfer to County Capital Projects	269800-498043		\$123,671
County Capital Reserve Fund	Designated for General Fund FY 2010	269800-464390	123,671	

The above budget amendments are to close the Phase 2-Detention Center Capital Project and transfer the unexpended funds totaling \$123,671 back to the County Capital Reserve Fund and designate the funds for transfer to the General Fund operating budget in FY 2010. The associated capital project ordinance is below.

**County of Brunswick, North Carolina  
Capital Project Ordinance (Amended)  
Detention Center Phase 2 Capital Project (438176)**

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 Capital Projects Fund for the Phase 2 Detention Center Capital Project:

Project Cost \$10,622,494

Section 2. It is estimated that the following revenues will be available in the Brunswick County Capital Projects Fund:

Contributions from County Capital Reserve	\$9,920,839
Sales Tax Refunds	\$34,228
Investment Earnings	165,298
Miscellaneous Revenues	\$2,129
Proceeds From COPS debt	400,000
Total	\$10,622,494

Section 3. The following amounts are hereby appropriated in the Brunswick County Capital Reserve Fund:

Contribution to Capital Project \$10,622,494

Section 4. It is estimated that the following revenues will be available in the Brunswick County Capital Reserve Fund:

Current Funds Appropriated \$10,622,494

Section 5. This Capital Project Ordinance shall be entered into the minutes of the May 18, 2009 meeting of the Brunswick County Board of Commissioners.

Fund	Description	Code	Increase	Decrease
County Capital Project Fund	Maintenance Service Road- Transfer From County Capital Reserve Fund	438181-398226		\$376,740
County Capital Project Fund	Maintenance Service Road- Construction	438181-464002		\$375,000
County Capital Project Fund	Maintenance Service Road- Arch/Eng/legal	438181-424001		\$1,740
County Capital Reserve Fund	Transfer to County Capital Projects	269800-498043		\$376,740
County Capital	Designated for General Fund	269800-464390	\$376,740	

Reserve Fund	FY 2010			
--------------	---------	--	--	--

The above budget amendments are to close the Maintenance/Service Road Capital Project and transfer the unexpended funds totaling \$376,740 back to the County Capital Reserve Fund and designate the funds for transfer to the General Fund operating budget in FY 2010. The associated capital project ordinance is below.

**County of Brunswick, North Carolina  
Capital Project Ordinance (Amended)  
Maintenance Service Road Capital Project (438181)**

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 Capital Projects Fund for the Maintenance Service Road Capital Project:

Project Cost \$123,764

Section 2. It is estimated that the following revenues will be available in the Brunswick County Capital Projects Fund:

Contributions from County Capital Reserve \$123,260  
Contributions From General Fund \$504  
Total \$123,764

Section 3. The following amounts are hereby appropriated in the Brunswick County Capital Reserve Fund:

Contribution to Capital Project \$123,764

Section 4. It is estimated that the following revenues will be available in the Brunswick County Capital Reserve Fund:

Current Funds Appropriated \$123,764

Section 5. The following amounts are hereby appropriated in the Brunswick County General Fund:

Contribution to Capital Project \$504

Section 6. It is estimated that the following revenues will be available in the Brunswick General Fund:

Current Funds Appropriated \$504

Section 7. This Capital Project Ordinance shall be entered into the minutes of the May 18, 2009 meeting of the Brunswick County Board of Commissioners.

Fund	Description	Code	Increase	Decrease
County Capital Project Fund	Admin/Courthouse Parking Lot-Transfer to County Capital Reserve Fund	438189-398226		\$306,438

County Capital Project Fund	Admin/Courthouse Parking Lot-Arch/Engineering/Legal	438189-464001		\$6,438
County Capital Project Fund	Admin/Courthouse Parking Lot-Construction	438189-424002		\$300,000
County Capital Reserve Fund	Transfer to County Capital Projects	269800-498043		\$306,438
County Capital Reserve Fund	Designated for General Fund FY 2010	269800-464390	\$306,438	

The above budget amendments are to close the Administration/Courthouse Capital Project and transfer the unexpended funds totaling \$306,438 back to the County Capital Reserve Fund and designate the funds for transfer to the General Fund operating budget in FY 2010. The associated capital project ordinance is below.

**County of Brunswick, North Carolina  
Capital Project Ordinance (Amended)  
Administration/Courthouse Parking Lot Capital Project (438189)**

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 Capital Projects Fund for the Maintenance Service Road Capital Project:

Project Cost \$43,562

Section 2. It is estimated that the following revenues will be available in the Brunswick County Capital Projects Fund:

Contributions from County Capital Reserve \$43,562

Section 3. The following amounts are hereby appropriated in the Brunswick County Capital Reserve Fund:

Contribution to Capital Project \$43,562

Section 4. It is estimated that the following revenues will be available in the Brunswick County Capital Reserve Fund:

Current Funds Appropriated \$43,562

Section 5. This Capital Project Ordinance shall be entered into the minutes of the May 18, 2009 meeting of the Brunswick County Board of Commissioners.

Fund	Description	Code	Increase	Decrease
County Capital Project Fund	Leland Library-Transfer to County Capital Reserve Fund	438190-398226		\$927,810
County Capital Project Fund	Leland Library-Arch/Engineering/Legal	438190-464001		\$27,810
County Capital Project Fund	Leland Library-Construction	438190-424002		\$900,000

County Capital Reserve Fund	Transfer to County Capital Projects	269800-498043		\$927,810
County Capital Reserve Fund	Designated for General Fund FY 2010	269800-464390	\$927,810	

The above budget amendments are to close the Leland Library Capital Project and transfer the unexpended funds totaling \$927,810 back to the County Capital Reserve Fund and designate the funds for transfer to the General Fund operating budget in FY 2010. The associated capital project ordinance is below.

**County of Brunswick, North Carolina  
Capital Project Ordinance (Amended)  
Leland Library Capital Project (438190)**

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 Capital Projects Fund for the Leland Library Capital Project:

Project Cost \$72,190

Section 2. It is estimated that the following revenues will be available in the Brunswick County Capital Projects Fund:

Contributions from County Capital Reserve \$72,190

Section 3. The following amounts are hereby appropriated in the Brunswick County Capital Reserve Fund:

Contribution to Capital Project \$72,190

Section 4. It is estimated that the following revenues will be available in the Brunswick County Capital Reserve Fund:

Current Funds Appropriated \$72,190

Section 5. This Capital Project Ordinance shall be entered into the minutes of the May 18, 2009 meeting of the Brunswick County Board of Commissioners.

Fund	Description	Code	Increase	Decrease
Health Fund	State Revenues	135173-332000	\$20,166	
Health Fund	Salary	135173-412100	\$15,335	
Health Fund	FICA	135173-418100	\$1,204	
Health Fund	Retirement	135173-418200	\$1,561	
Health Fund	Group Insurance	135173-418300	\$2,004	
Health Fund	Disability & Long-Term Ins.	135173-418400	\$62	

The Health Department received additional State funding for the Diabetes Education program. The department requested the funds be appropriated so personnel expenditures in the program.

Fund	Description	Code	Increase	Decrease
Health Fund	Maternal Health Clinic-Salaries & Wages	135100-412100		\$47,000
Health Fund	Maternal Health Clinic-Contract Services	135163-439900	\$47,000	
Health Fund	Family Planning-Group Insurance	135100-418300		\$5,500
Health Fund	Family Planning-Contract Services	135164-439900	\$5,500	
Health Fund	Family Planning-Clinic Fees	135164-335006	\$4,648	
Health Fund	Family Planning-Contract Services	135164-439900		\$4,648
Health Fund	General Administration-Miscellaneous Health Fees	135110-383963	\$20	
Health Fund	General Administration-Miscellaneous Health Fees	135110-383970	\$2,658	
Health Fund	General Administration-Special Program Material	135110-423100	\$2,678	
Health Fund	Smart Start-Miscellaneous Revenue	135176-383900	\$330	
Health Fund	Smart Start-Special Program Material	135176-423100	\$330	

The Health Department requested the above budget amendments for transfers from salary line items where contracted services were used instead of employees and for appropriation to program expenditures where revenues have exceeded the budget amount.

- D. **EMS - Proclamation Emergency Medical Services Week** .....pg. 43-45  
Staff requests approving Proclamation designating May 17-23, 2009 as Emergency Medical Services Week.
- E. **EMS - Memorandum of Understanding with Brunswick County Schools** .....pg. 46-54  
Staff requests approval for the MOU between Emergency Services and Brunswick County Schools for the use of school buses for evacuation purposes.
- F. **EMS – Urban Search and Rescue (USAR) Memorandum of Understanding** .....pg. 55-65  
Staff requests approval for the MOU between the N.C. Department of Crime Control and Public Safety and Brunswick County for expenses related to planning and exercising public safety organizations.
- G. **Operation Services** .....pg. 66-69  
Staff requests approval of a proposed water management project by the Mosquito Control Division for E.J. Partridge Project.
- H. **Administration – Naming of New Senior/Community Center at Smithville Crossing in Southport the “Brunswick Center at Southport”**.....pg. 70-71

I.	<b>Southeastern Center – Mental Health Proclamation</b> .....	pg. 72-74
	Staff requests approving Proclamation Designating May 2009 as Mental Health Month in Brunswick County.	
<b>VI. Presentation</b>		
1.	<b>Southport Boys &amp; Girls Club (Tina Fobes)</b> .....	pg. 75-79
<b>VII. Public Hearing</b>		
1.	<b>Town of Belville – Amendment to Land Use Plan (Leslie Bell)</b> .....	pg. 80-102
<b>VIII. Administration Report</b>		
1.	<b>Engineering – Change Order #1 for Carolinas Shores North Water Improvement Project (Jeff Phillips)</b> .....	pg. 103-106
	Staff recommends approving Change Order Number 1 to the Contract of Herring-Rivenbark, Inc. for the Carolina Shores North Water Improvement Project to Install Twelve (12) Fire Hydrants in the Calabash Area.	
2.	<b>Engineering – Final Adjusting Change Order from Herring-Rivenbark, Inc. 2007-2008 Water Service Area Improvements Project (Jeff Phillips)</b> .....	pg. 107-111
	Staff recommends approving Final Adjusting Change Order to the Contract of Herring-Rivenbark, Inc. for the 2007-08 Water Service Area Improvement Project as presented.	
3.	<b>Engineering – Award Contract to Coastal Site Design, PC Phase One of Avalon Subdivision (Jeff Phillips)</b> .....	pg. 112-118
	Staff recommends approving Proposal for Coastal Site Design, PC for the Partial Certification for the Sewer System for Phase I of Avalon and the Associated Budget Amendment.	
4.	<b>Utilities – Change Orders No. 1 &amp; 2 L. M. McLamb &amp; Son Construction Company (Jerry Pierce)</b> .....	pg. 119-139
	Staff recommends approving Change Orders No. 1 and 2 on the West Brunswick Effluent Dispersal Contract with L.M. McLamb and Son Construction Company.	
5.	<b>Finance – Brunswick County Sheriff’s Substation Lease (Sheriff John Ingram)</b> .....	pg. 140-154
	Staff recommends approving Lease Agreement with Carolina Shores Resort Condominium Inc.	
6.	<b>Finance – General Obligation Refunding of Series 2001 Resolution (Ann Hardy)</b> .....	pg. 155-170
	Staff recommends approving Resolution providing for the Issuance not to exceed \$25,500,000 General Obligation Refunding Bonds, Series 2009 of the County of Brunswick, North Carolina.	
7.	<b>Finance – Financial Reports for period ended April 30, 2009 (Unaudited) for information (Ann Hardy)</b> .....	pg. 171-173
	Staff recommends receiving April 30, 2009 Financial Reports as information.	
8.	<b>Finance – Reserve Funds Resolution (Ann Hardy)</b> .....	pg. 174-177
	Staff recommends approving Resolution Authorizing Use of the Capital Reserve Fund in Operating Budgets for FY 2008-09.	

9. **Finance – Brunswick County Schools Continued Spending Resolution (Ann Hardy)**.....pg. 178-180  
Staff recommends approving Request of Board of Education to Operate under an Interim Budget Resolution from July 1, 2009 until the State of North Carolina and Brunswick County Adopt Appropriations for the Board of Education.
  10. **Planning – Proposal for Affordable Housing Strategy (Leslie Bell)** .....pg. 181-190  
Staff recommends approving Request for Proposal for Professional Services to Assist the County in Developing an Affordable Housing Strategy.
  11. **Planning – Proposed Brunswick Housing Development Rehabilitation and Preservation Program (Leslie Bell)** .....pg. 191-213
  12. **Resolution In Support of Applying for American Recovery and Reinvestment Act of 2009 Funding (Huey Marshall)** .....pg. 214
  13. **Administration – Presentation of the Recommended FY 2009-2010 Annual Budget and Scheduling of a Public Hearing on the Proposed Budget (Marty Lawing)** .....pg. 215-216  
Staff recommends scheduling Public Hearing for the FY 2009-2010 Annual Budget for Monday, June 1, 2009 at 6:30 p.m.
- IX. County Attorney’s Report**
1. **Deed of Dedication for St. James Plantation, The Reserve Master Utilities, Pump Stations 2 & 3 for Water and Sewer (Huey Marshall)** .....pg. 217-227
  2. **Deed of Dedication for St. James Plantation, The Reserve, Moss Hammock Lots 95-108 and 113-116 for Water & Sewer (Huey Marshall)** .....pg. 228-236
- X. Other Business/Informal**
- XI. Adjournment**