

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
JUNE 15, 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 18, 2009 Regular Meeting Minutes .....pg. 1-24
2. May 27, 2009 Agenda Meeting Minutes .....pg. 25
3. June 1, 2009 Regular Meeting Minutes .....pg. 26-40
4. June 10, 2009 Agenda Meeting Minutes .....pg. 41

**B. Tax**

1. February 2009 Motor Vehicle Valuation & Levy .....pg. 42-45
2. May 2009 Monthly Collection Summary Report .....pg. 46-49
3. Tax Releases for June 2009 .....pg. 50-61

**C. Finance.....pg. 62-67**

Health Fund	Maternal Health Clinic Fee Revenue	135163-335006	Increase \$2,753
Health Fund	Maternal Health Donation Revenue	135163-383900	Increase \$415
Health Fund	Maternal Health Contract Services Expenditures	135163-439900	Increase \$3,068
Health Fund	Maternal Health Supplies & Materials Expenditures	135163-426000	Increase \$100
Health Fund	Family Planning Clinic Fee Revenue	135164-335006	Increase \$2,012
Health Fund	Family Planning Contract Services Expenditures	135164-439900	Increase \$2,012
Health Fund	Animal Services-Gifts & Memorial Revenue	134380-383303	Increase \$5,000
Health Fund	Animal Services-Drug Expenditures	134380-423800	Increase \$1,455
Health Fund	Animal Services-Supplies & Materials Expenditures	134380-426000	Increase \$1,245
Health Fund	Animal Services-Operating Equipment Expenditures	134380-426200	Increase \$1,600
Health Fund	Animal Services-Building Maintenance & Repairs	134380-435100	Increase \$700

The Health Department requested the above budget amendment for appropriation of maternal health clinic fee earnings and donations in excess of amounts budgeted for the program

expenditures, family planning clinic fees in excess of amounts budgeted for the program contract service expenditures and the animal services donations for program expenditures including. The Environmental Health Committee requests appropriation of the donation of \$5,000 that was stipulated to be used for costs other than euthanasia to approved for grooming clippers, blades, digital scale, pet carriers, katch all poles, keys for safes, cages and dividers, material to build drain guards and distemper vaccinations.

General Fund	Brunswick Transit System EHTAP Grant Revenue	104251-332018	Increase \$7,809
General Fund	Brunswick Transit System Grant Subsidy Expenditures	104251-465500	Increase \$7,809
Social Services Fund	Social Services EHTAP Grant Revenue	145310-332018	Decrease (\$7,809)
Social Services Fund	Social Services Travel DOT Road Expenditures	145310-431503	Decrease (\$7,809)

Ms. Yvonne Hatcher, Executive Director of Brunswick Transit System, Inc. requests that a reduction in the budgeted appropriation of \$15,618 for Social Services. Ms. Hatcher requests that \$7,809 be reduced in Social Services and appropriated to the BTS. Social Services has expended \$3,525.87 of the \$15,618 as of June 4, 2009.

County Capital Project Fund	Admin/Courthouse Parking Lot-Transfer to County Capital Reserve Fund	438189-398226	Increase \$306,438
County Capital Project Fund	Admin/Courthouse Parking Lot-Arch/Engineering/Legal	438189-464001	Increase \$6,438
County Capital Project Fund	Admin/Courthouse Parking Lot-Construction	438189-424002	Increase \$300,000
County Capital Reserve Fund	Transfer to County Capital Projects	269800-498043	Increase \$306,438
County Capital Reserve Fund	Undesignated Funds	269800-464299	Decrease \$306,438

The above budget amendments are to re-establish the Administration/Courthouse Capital Project and transfer the funds totaling \$306,438 from the County Capital Reserve Fund designated 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 \$350,000

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

Contributions from County Capital Reserve \$350,000

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

Contribution to Capital Project                      \$350,000

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

Current Funds Appropriated                                      \$350,000

Section 5. This Capital Project Ordinance shall be entered into the minutes of the June 15, 2009 meeting of the Brunswick County Board of Commissioners.

Grant Fund	CDBG-Water Hookup Program State Revenue	238172-332001	Decrease (\$653)
Grant Fund	CDBG-Professional Services Expenditures	238172-419900	Decrease (\$207)
Grant Fund	CDBG-Travel Subsistence Expenditures	238172-431200	Decrease (\$17)
Grant Fund	CDBG-Postage Expenditures	238172-432500	Decrease (\$42)
Grant Fund	CDBG-Advertising Expenditures	238172-439100	Decrease (\$387)

The CDBG Water Hook Up Program is complete. The program budget is \$75,000 and expenditures to date are \$74,347.26 leaving a balance of \$652.74 that will not be received from the State. Staff recommends that the grant be closed and the budget reduced to reflect actual revenues and expenditures of \$74,347.26. There were no local funds used in the program.

County Capital Reserve	Land Purchase C/D Landfill Designated Reserve Funds	269800-464205	Decrease (\$650,456)
County Capital Reserve	Building J Demo Designated Reserve Funds	269800-464233	Decrease (\$5,938)
County Capital Reserve	Maintenance/Service Road Designated Reserve Funds	269800-464254	Decrease (\$100,000)
County Capital Reserve	Wellness Center Renov/Equip Designated Reserve Funds	269800-464271	Decrease (\$175,000)
County Capital Reserve	Smithville Park Designated Reserve Funds	269800-464273	Decrease (\$1,000,000)
County Capital Reserve	Stanley Road Property Road Development Designated Reserve Funds	269800-464275	Decrease (\$193,717)
County Capital Reserve	Building N Roof Designated Reserve Funds	269800-464332	Increase \$150,000
County Capital Reserve	Transfer to General Fund For FY 10 Operating Designated Reserve Funds	269800-464390	Decrease (\$1,734,659)
County Capital Reserve	Transfer to General Fund	269800-498010	Increase \$3,150,000
County Capital Reserve	Undesignated Funds	269800-464299	Increase \$559,770

The above budget amendments are to re-designate funds established in the County Capital Reserve for the Building N Roof and as a Transfer to the General Fund for the FY 10 Budget. The amount needed for the operating budget was reduced by \$350,000 due to the cancelation of the Whitlock Landing Grant/Project. The result is that \$253,332 will be the balance in the undesignated funds when factoring in the effect of the reinstatement of the Courthouse/Administration Parking Lot Capital

Project (\$559,770-\$306,438).

Water Capital Reserve	SAD Assessments Designated Reserve Funds	639800-464296	Decrease (\$745,106)
Water Capital Reserve	Transmission System Improvements Designated Reserve Funds	639800-464306	Decrease (\$214,814)
Water Capital Reserve	2008 Priority Extension Project Designated Reserve Funds	639800-464319	Decrease (\$296,311)
Water Capital Reserve	Water System Improvements Designated Reserve Funds	639800-464301	Increase \$1,024,082
Water Capital Reserve	Gray Bridge to Tar landing to Shellpont Designated Reserve Funds	639800-464328	Increase \$232,149

The above amendments are to re-designate funds established in the Water Capital Reserve for the Water System Improvements and a partial appropriation toward the Gray Bridget to Tar Landing to Shellpoint Designated Reserves. The total Gray Bridge designated will be \$325,000 when the budget for FY is approved.

Wastewater Capital Reserve	Carolina Shore Seatrail Upgrade Designated Reserve Funds	649800-464248	Decrease (\$150,000)
Wastewater Capital Reserve	Infiltration/Inflo Reduction Designated Reserve Funds	649800-464322	Decrease (\$38,008)
Wastewater Capital Reserve	Stanley Road Sewer Line Designated Reserve Funds	649800-464320	Decrease (\$267,467)
Wastewater Capital Reserve	Shallotte Customer Acquisition Upgrade Designated Reserve Funds	649800-4643320	Increase \$200,000
Wastewater Capital Reserve	Undesignated Funds	649800-464299	Increase \$255,475

The above amendments are to re-designate funds established in the Wastewater Capital Reserve for the Shallotte Customer Acquisition and the undesignated reserve. It is anticipated that \$30,583 of the undesignated amount will be owed to the Northeast Plant capital and replacement reserve upon completion of the annual audit.

General Fund	Sheriff-BLET Training Revenue	104310-383309	Increase \$6,510
General Fund	Sheriff-BLET Expenditures	104310-439550	Increase \$6,510

The Sheriff's department is in receipt of \$6,510 of revenue from the BLET course and requests appropriation of the funds for program expenditures.

General Fund	Cooperative Extension 4H Club Fundraisers	104950-335031	Increase \$6,790
General Fund	Cooperative Extension 4H Club Program Expenditures	104950-449950	Increase \$6,790

The Cooperative Extension Program is in receipt of \$6,790 of 4H program revenue and requests appropriation of the funds for program expenditures.

General Fund	EMS Charges Revenue	104332-335016	Increase \$24,000
General Fund	EMS Contract Services (Billing)	104332-439900	Increase \$24,000

The EMS department anticipates revenue in excess of amounts budgeted. The department requests appropriation of \$24,000 for contract services which are 8% of the amount collected to insure that there is not a negative budget variance when actual revenues are collected.

General Fund	Sheriff Department Insurance Proceeds	104310-383913	Increase \$29,000
General Fund	Sheriff Department-Capital Outlay Vehicle	104332-439900	Increase \$29,000

The above amendment is to appropriate \$29,000 of insurance proceeds for a vehicle replacement in the sheriff's department.

- D. **Lease Agreement with Pitney Bowes for Mailroom Mailing Machine** .....pg. 68-79  
Staff requests approval of a Lease Agreement with Pitney Bowes.
- E. **North Carolina Department of Environment & Natural Resources Agreement**.....pg. 80-84  
Staff request approval of an Agreement with the NC Department of Environment and Natural Resources for Forestry Services.
- F. **School Resource Officer/DARE Officer Agreement Amendment #2**.....pg. 85-87  
Staff requests approval of Amendment #2 to the School Resource Officer-DARE Officer Agreement between Brunswick County and Brunswick County Schools.
- G. **Approval of Board of Education Xerox Lease** .....pg. 88-103  
Staff requests to adopt Resolution Authorizing Brunswick County Board of Education Lease of Xerox Equipment.
- H. **City of Southport Tipping Fee Waiver Request** .....pg 104-107  
Staff requests to approve City of Southport's Request to Waive Landfill Tipping Fees.
- I. **Sewer Capital Recovery Fee Installment Plan Request for Azalea Court** .....pg. 108-111  
Staff requests to approve the request for an Installment Payment Plan for Azalea Court with an initial payment of \$60,000 to be made on or before June 19, 2009, a second installment in the amount of \$22,000 made on or before September 19, 2009 and the third and final installment to be paid on or before January 19, 2010.
- J. **EMS-Structural Collapse Training Property Use Agreements** .....pg. 112-115  
Staff requests to approve Property Lease Agreements with Booth, Jackson, and Stephens LLC & the Hewett Family Limited Partnership.
- K. **EMS-Calabash Fire Safety House Transfer of Ownership** .....pg. 116-119  
Staff requests to accept Transfer of Ownership of Calabash Fire Safety House from the Calabash Fire Department to Brunswick County.

**L. Utilities-Preventive Maintenance Bid Award-Sure-Gen Inc.** .....pg. 120-130  
Staff requests approval of Generator Preventive Maintenance Bid Award to Sure-Gen Inc.

**M. Parks & Rec-Ocean Isle Beach Park Contract Amendment** .....pg. 131-135  
Staff requests acceptance of NCPARTF Grant Contract Amendment for 1-Year Extension for Ocean Isle Beach Project.

**N. Parks & Rec-Brunswick Nature Park Pier/Kayak Sole Source Vendor** .....pg. 136-137  
Staff requests approval of Sole-Source Vendor for Pier/Kayak Launch System.

**O. Utilities-Joint Funding Agreement USGS** .....pg. 138-142  
Staff requests approval of a Joint Funding Agreement with USGS for Ground Water Monitoring.

**P. Operation Services-Surplus Equipment Transfer** .....pg. 143-144  
Staff requests approval to declare mosquito sprayer as surplus property and donate to the City of Northwest.

**VI. Presentation**

**1. Business Alliance for a Sound Economy (Cameron Moore)**.....pg. 145-155  
The Business Alliance for a Sound Economy (BASE) has requested consideration of a deferral program for water and sewer impact fees for residential and commercial construction projects and for consideration of creating a sliding scale for impact fees based upon the actual square footage of houses.

**2. Economic Development Industrial Announcements (Jim Bradshaw)**

**VII. Administrative Report**

**1. Planning-Professional Services Agreement Low Income Housing/Grant Assistance (Leslie Bell)**.....pg. 156-163  
Staff recommends approval of a Professional Services Agreement between Brunswick County and Benjamin Quattlebaum.

**2. Operation Services- Disaster Debris Contract (Stephanie Lewis)** .....pg. 164-191  
Staff recommends to Award Disaster Debris Management Contract to Unified Recovery Group, Inc.

**3. EMS-Proposed Funding Supplement for Grissettown Longwood VFD (Randy Thompson)** .....pg. 192-193

**4. EMS-Town of Oak Island – 911 Fee Interlocal Agreement (Randy Thompson)**.....pg. 194-201  
Staff recommends approval of an Interlocal Agreement between Brunswick County and the Town of Oak Island and the Associated Budget Amendment.

**5. Administration-Workers Compensation Contract (Eileen Gardner)**.....pg. 202-223  
Staff recommends approval of a Third Party Administration Agreement with PMA Management Corporation and workers Compensation Excess Coverage Agreement with Wells Fargo Insurance Services of North Carolina.

**6. Engineering-DSS/Kitchen Expansion Project Change Order #4 (Jeff Phillips)** .....pg. 224-231  
Staff recommends approval of Change Order No. 4 to the Contract of Bordeaux Construction Company, Inc. for the DSS/Kitchen Expansion Project.

7. **Utilities- Wastewater Proposal Colony at Oyster Bay and Colony II (Jerry Pierce)** .....pg. 232-234  
Staff recommends Submittal of a Proposal to Transfer Wastewater Collections System to Brunswick County.
8. **Finance-Period Ended May 31, 2009 Financial Reports (Unaudited) (Ann Hardy)** .....pg. 235-237  
Staff recommends Receiving May 31, 2009 Financial Reports as information.
9. **Finance-Budget Authority for Fiscal Year 2008-2009 Year End (Ann Hardy)** .....pg. 238-239  
Staff recommends to Delegate Budget Authority to the Finance Director to Amend FY 2008-2009 Budget for Violations.
10. **Finance-Budget Policy Approval (Ann Hardy)**.....pg. 240-253  
Staff recommends approval of Amendments to the Budget Policy as Presented.
11. **Finance-Brunswick County GO Series 2001 Refunding Update (Ann Hardy)**.....pg. 254-260  
Staff recommends to Defer Refunding of General Obligation Series 2001 Bonds until Projected Savings are Closer to the Original Target of 3%.
12. **Board of Commissioners Major Goals FY 2009-2010 (Marty Lawing)**.....pg. 261-263  
Staff requests discussion, revisions and approval of Commissioners Goals and Objectives for FY 2009-2010.
13. **FY 09-10 Budget Ordinance, Capital Improvement Project and New Fee Adoption (Marty Lawing)**.....pg. 264-296  
Staff recommends approval of the FY 2009-2010 Budget Ordinance, Capital Improvement Plan and Rates and Fees.

**VIII. Board Appointments**

1. **Brunswick Transit System Board (1 appointment)** .....pg. 297
2. **Criminal Justice Partnership Program (2 appointments)** .....pg. 298-299

**IX. County Attorney’s Report (Huey Marshall)**

1. **Deed of Dedication for Bluffs on the Cape Fear Phase 1A and 1B** .....pg. 300-309
2. **Deed of Dedication for Bluffs on the Cape Fear Phase 2, Section 1** .....pg. 310-318
3. **Deed of Dedication for Bluffs on the Cape Fear Main Pump Station & Offsite Force Main** .....pg. 319-331
4. **Deed of Dedication for McDonald’s Corporation**.....pg. 332-342
5. **Deed of Dedication for Edgewater Circle at Sea Trail** .....pg. 343-349

**X. Other Business/Informal Discussion**

**XI. Adjournment**