



**WHEREAS**, Stan's love of his community expanded from his commercial and civic club interests to elected office in 1979 when he became a Commissioner for the City of Oxford, serving for eight years, including four as Mayor Pro Tem; and

**WHEREAS**, Stan's capacity for gaining the public's trust was further proven when he was elected as representative for NC's 27<sup>th</sup> district, serving constituents from Granville, Vance, and Warren Counties in the North Carolina General Assembly for 10 years from 1994 – 2004; and

**WHEREAS**, Stan further served the state and our region through the North Carolina Jaycees and the North Carolina Merchants Association, as a Trustee of Vance-Granville Community College and a founding director of Union Bank, as Chair of the Government Affairs Office of NC and as the longest continuous member of his beloved Beth Meyer Synagogue; and

**WHEREAS**, Stan has been recognized by the State of NC with The Order of the Long Leaf Pine, by the GC Board of Education with the Priceless Gem Award, by the GC Ed Foundation with the Harris Family Education Award, and by the GC Chamber with the John Penn Outstanding Citizen Award;

**NOW, THEREFORE**, do we, the undersigned, along with our Boards of Commissioners, hereby recognize Stanley Harold Fox for the enormous gift and example his graceful manner and years of dedicated service have been, not only for residents and stakeholders of our county and its municipalities, but for all others who have encountered him. We are grateful.

**IN WITNESS WHEREOF**, we have hereunto set our hands this the 16<sup>th</sup> day of February 2017.

Mr. Fox thanked everyone for the proclamation and for the kindness shown to him.

Commissioner Smith made comments and thanked him for all he had done for Granville County and North Carolina. Mr. Bob Williford also made comments.

#### **DINNER BREAK**

At this point, Chairman Karan declared a break for dinner.

#### **NCACC UPDATES**

The Board watched a video presentation from the North Carolina Association of County Commissioners (NCACC) updating the Board on Association activities and also one on "This Week at the General Assembly" on current issues that counties are facing including broadband access and school calendar bills.

#### **COMMENTS & EXPECTATIONS FROM BOARD MEMBERS**

Board Members made comments and talked about expectations for the upcoming year. Some of the concerns mentioned were: continuing to work on litter issues; project and policy updates; working with our five municipalities; updating the Land Development Ordinance; broadband access and cell phone coverage throughout the County; supporting employees and salary challenges; economic development; keeping citizens and property safe; tennis courts at the Granville Athletic Park; meeting needs of our students; maintaining tax base; House Bill 68; reviewing solar farm ordinances; developing relationships and working together; and moving forward with the economy.

## **NORTH CAROLINA COUNTIES FIVE PRIORITY GOALS**

County Manager Felts referred to the 2017-2018 Legislative Goals - North Carolina

Counties' Five Priority Goals in the agenda:

1. **PE-1:** Seek legislation to establish a new state-county partnership to address statewide public school capital challenges--including but not limited to maintenance, renovation, construction and debt--through a dedicated, stable funding stream that is consistent from county to county and sufficient to meet the school facility needs of all 100 counties.
2. **PE-2:** Seek legislation to repeal the statutory authority under N.C. Gen. Stat. 115C-431(c) that allows a local school board to file suit against a county board of commissioners over county appropriations for education.
3. **TF-1:** Support efforts to preserve and expand the existing local revenue base of counties, and oppose efforts to divert to the state fees or taxes currently allocated to the counties to the state. Oppose efforts to erode existing county revenue streams and authorize local option revenue sources already given to any other jurisdiction.
4. **GG-1:** Support increased state funding for transportation construction and maintenance needs, and support legislation to ensure that the STI funding formula recognizes that one size does not fit all and that projects in both rural and urban areas are prioritized and funded.
5. **JPS-1:** Support legislation and funding to raise the Age of Juvenile Jurisdiction from 16 to 18 with the exception of felony crimes.

## **GRANVILLE COUNTY JUVENILE CRIME PREVENTION COUNCIL REQUEST FOR LEGISLATIVE SUPPORT**

County Manager Felts mentioned that a request for legislative support from the Juvenile Crime Prevention Council (JCPC) was provided in the agenda. JCPC is asking for support to increase the funding and provided a list of issues for review by the Board.

## **UPDATE FROM SOCIAL SERVICES**

Lou Bechtel, Social Services Director, thanked the Board for their assistance with salary increases for 46 Public Assistance (PA) staff members which has helped with turnover as the department has faced challenges with retaining employees. He talked about the challenges in the Social Services Department of training staff and helping them to get “up to par,” challenges of NC FAST, challenges of child daycare, challenges of hiring technologically savvy employees, upcoming budget issues, storage issues and the need for a satellite office in the southern end of the county.

## **UPDATE FROM SCHOOL SYSTEM**

Dr. Dorwin Howard, Superintendent of Granville County Public Schools, thanked the Board for working with the Board of Education to enable the school system to serve the students better. He noted that he retires at the end of this school year and expressed his thanks for the Board of Commissioners supporting the students, their families and the school system employees during his time of his superintendency. He thanked the Board for funding for teacher supplements by 3% which raised the supplement to 10% annually which helps to hire

and retain good teachers. He said his hope is that students in Granville County Public Schools will continue to receive the quality of education that positively impacts their lives, Granville County and the world and that the Board will continue to support the schools.

Board of Education Chairman Dr. Tom Houlihan thanked Dr. Howard for his contributions during his time as superintendent. He then recognized Board of Education members that were present: Vice Chairman Leonard Peace, Ed Mims and David Richardson. Dr. Michael Myrick, Assistant Superintendent for Curriculum and Instruction and Student Services; Mrs. Beth Day, Assistant Superintendent of Finance; and Dr. Gus Gillespie, Assistant Superintendent for Human Resources and Auxiliary Services were also present.

Dr. Houlihan then said he would speak about three things: where we are, the superintendent search and the budget. He said they have created a strategic plan for the next five years and formed committees to focus on performance, budget and finance, and district transformation which includes reorganization, restructuring and redistricting and talked about them. He said the School Liaison Committee (two from Board of Commissioners and two from the Board of Education) has met and has a good relationship. He said with the upcoming budget they need to be proactive instead of reactive with preventative maintenance. He also noted that they have hired the North Carolina School Board Association to head the search for a superintendent and said that the Board of Education is committed to find the best person to lead the school system for many years.

**BREAK**

At this point, Chairman Karan called for a short break.

**PRESENTATIONS BY REPRESENTATIVES FROM BUTNER, STOVALL  
CREEDMOOR AND OXFORD**

Mayor Pro-Tem Christene Emory thanked the Board for the opportunity to present and noted that Mayor Vicky Cates was out of town.

Butner Town Manager Tommy Marrow said that Butner was incorporated in 2007 and they value the solid relationship with the Board and County staff. He thanked the Board for recreation funding that is used for programming costs, for TDA (Tourism Development Authority) funding that is used to repay debt for the Butner Athletic Park (BAP), and funding for the fire department. He said that litter has continued to be a problem and suggested that perhaps trash receptacles at large employers in the County may help with some issues. He

gave an update on the Veterans Life Center, the West Lyon Station Road realignment, the East End Connector and the Butner Gateway.

Commissioner Jay asked that if there were any ideas for litter clean-up to bring them to the Environmental Affairs Committee. Mr. Marrow noted that groups are adopting spots in Butner to help with litter problems.

Stovall Mayor Janet Parrott noted that Commissioner Mike Williford that also serves as Stovall's Mayor Pro-Tem was in attendance and thanked the Board for the invitation to speak and for dinner. She said that Stovall is working on the following:

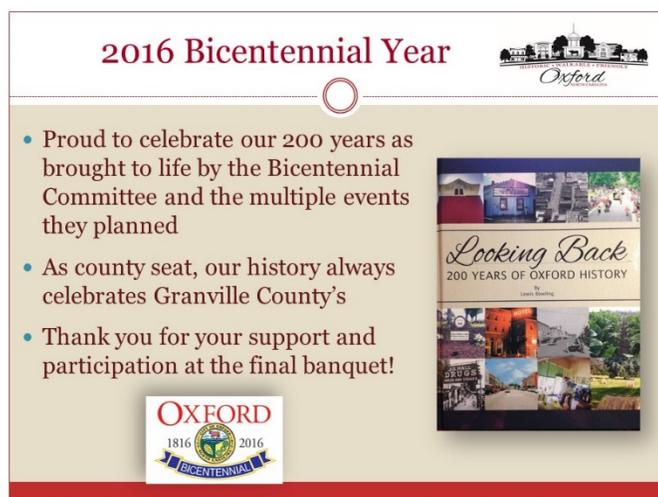
- Upgrade to maintenance department, water and sewer
- CMAQ Project – contractor will be selected soon for sidewalk from Stovall city limits to Stovall Elementary School

Commissioner Smith thanked the Stovall Board for working with the Board of Commissioners on the North Granville Senior Center.

Mayor Jackie Sergent and Interim City Manager David Cottrell gave an update on the City of Oxford and spoke from the following PowerPoint presentation:



The slide features the Oxford logo at the top, which includes a silhouette of a building and the text "HISTORIC • WALKABLE • FRIENDLY" above "Oxford NORTH CAROLINA". Below the logo is a red circle icon. The main text reads: "Vision The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all." The slide has a light beige background and a red footer bar.



The slide features the title "2016 Bicentennial Year" in red, with the Oxford logo to its right. Below the title is a red circle icon. The main text lists three bullet points: "Proud to celebrate our 200 years as brought to life by the Bicentennial Committee and the multiple events they planned", "As county seat, our history always celebrates Granville County's", and "Thank you for your support and participation at the final banquet!". To the right of the text is a book cover titled "Looking Back 200 YEARS OF OXFORD HISTORY" with a collage of images. At the bottom left is a bicentennial logo for "OXFORD 1816 2016 BICENTENNIAL". The slide has a light beige background and a red footer bar.

## Planning / Downtown



- DT Master Plan adopted in March 2016
  - DOEDC contracting with firm to develop phasing and cost plan
- Added staff to support Main Street program goals
- Design guidelines for buildings in the DT District
- Awarded Tree City USA status by Arbor Day Foundation
  - 4 standards – oversight, care ordinance, budget, and observance
- RFP out for Industry Drive CMAQ project
  - GC is a partner
- Granville Corners purchase
  - Regency Properties of Indiana
  - Support from Harry Mills



## Engineering/Public Works



- Connect NC ~ \$6 million in grants
  - \$4 million in 0% loans for H2O/sewer
  - Replace ~9 miles of utilities + Asset Inventory & Assessment
  - Coordinate with NCDOT's resurfacing schedule
  - Rates raised to NC guidelines to ↑ funding potential
  - KLRWS funding for plant will add 2.5 mgd capacity
- 10 year CIP and asset mgmt plan adopted
- Orphan Land Fill – Phase I complete
  - Phase II – Waste Delineation/Sampling to begin 3/17
- Oxford Outer Loop 16" Water Main to bid
  - Will help complete circuit and pressure to Triangle N



## Engineering/Public Works



- 750,000 gal Water Tower land purchased
  - Design/permitting underway w/12" main to Wal-Mart
- GIS mapping of water/sewer complete
  - GC great support at start – THANK YOU!
- StormWater
  - Alston Court/Goshen St will be bid in March
  - GIS mapping of storm utilities ~70% complete
  - Updating Ordinance
- Garbage/Recycling/Yard Waste since 2013
  - 55% ↓ waste; 19% ↑ recycling; 489% ↑ yard waste
- CodeRED – Implemented October 2016
  - Hurricane Matthew power out to KLRWS



## Recreation



- Hix Gym renovation
  - New floor, lights, fans, paint in March
  - Added Karate classes – 4-12 yrs
  - Added Pickle ball lines; open play daily
- Rucker Park
  - Planned Pool hours: Wed – Sat 11a – 5 pm; Sun 1 – 5 pm, lessons
  - Adult softball season 3/6 – 5/1
- League play
  - Baseball, Volleyball registration on-going
  - Football (flag/tackle), Basketball
- Summer Camps planned – 11 sessions
- Thank you for recent allocation
- Remain open to explore county vision



## Fire Department



- Mutual Aid doubled to 72 assists to GC agencies
- Average response time for 376 calls = 4.11 min.
- Education contacts increased 30% (+700) to 3032
  - Fire safety for adults/children/industry
- 198 Business Pre-plans
  - Drawings of footprint and critical info
- 138 Fire inspections
  - Coordinate w/GC inspections
  - Business/Industry/Residential
- 65 Home inspections
- Working on pressure eval of hydrants and color indicators



## Police in Community



- 911 Dispatch collaboration – great communication bet. depts
- Naloxone Program implemented 12/16
  - Partner with Health Dept; 1 reversal to date = 1 life saved
- Volunteers in Police Service – 5 members
  - Extra eyes and ears for parade/patrol/festival assistance
- OPD Cadet Program (Explorers) ~24 participants
  - Meet bi-weekly for leadership/LE/community service ed & projects
  - Coordinator Randy C recognized by Cooperative Extension 11/16
- Coffee with a Cop - 4x/year; NNO
- Reading Buddies at Credle
- Shop with A Cop at Wal-Mart – 25
- Operation Silent Night 12/16



## More Good News



- Jake's Ridge 64 unit housing – Industry Dr
  - Thornrose to follow – 48 units planned for military/disabled
- Duke Clinic, Hardee's, Shalag, Boyd Automotive...



- New Financial Software and billing system
- Quarterly Community Roundtables
- **Open always for opportunities to collaborate**

Mayor Sergent said they would like to partner with the Board anytime they can.

Commissioner Smith mentioned that pickle ball players had asked about air conditioning in the gymnasium. Mayor Sergent said that reflective film had been placed on windows and blowers have been bought to help keep it cool.

Mayor Darryl Moss noted that City Commissioners Del Mims and Tom Jackson, City Manager Mike Bonfield and Assistant City Manager Korena Weichel were present.

Mayor Moss said at their recent retreat they worked on issues including public safety; energy, environment and natural resources; community and economic development; taking care of citizens' tax dollars and working with the County and other municipalities. He said

they have a “mystery citizen” that has adopted Lake Road to pick up litter and he hopes that it will inspire others. He said he hopes municipalities will be included in the update of the Land Development Ordinance. He also mentioned work on the CMAQ Project (Congestion Mitigation and Air Quality), Lake Rogers, Creedmoor gymnasium and strengthening downtown business. He reported approximately 250 homes in Creedmoor going through the zoning approval process.

At this time two You Tube Videos were shown and Creedmoor City Manager Mike Bonfield gave updates on the following:

- Demolition of old Water Treatment Plant at Lake Rogers – LAPP Project
- City-wide Street Restoration Project
- Creedmoor Recreation Programs

He thanked the Board for their support and for working with them.

Commissioner Karan encouraged municipalities to push for joint use agreements of facilities with the school system.

### **LEGISLATIVE ISSUES AND UPDATES**

Chairman Karan recognized Representative Larry Yarborough and Representative Terry Garrison for legislative issues and update. Senator Floyd McKissick arrived just after presentation began.

Senator Yarborough updated the Board on bills that the House of Representatives is working on that deal with broadband infrastructure, classroom size flexibility, fully funding driver’s education, school calendar flexibility, and easing Falls Lake Rules. He talked about the aquatic weed issue, brownfield clean-ups, and a broadband expansion bill and noted that he is currently Chair of the Environment Committee.

Senator McKissick talked about Senate bills and issues dealing with classroom capacity, teacher pay, principal pay, economic development incentives, Medicaid and healthcare. He welcomed the opportunity to work with the County on issues of concern.

Representative Garrison said he is new to this role and is working to learn processes and procedures and develop working relationships with colleagues. He mentioned house bills that will strengthen savings, limit use of eminent domain, the reduction of class size and increasing age from 16 to 18 for youth offenses except for felonies.

Chairman Karan invited the legislators to join them for County Assembly Day on May 10<sup>th</sup>. Board members asked for help with litter issues, evaluating economic incentives, and efficient payments to child daycare owners due to NCFAST backlog.

### **COMMISSIONERS RECESS**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously approved, the Board recessed until Friday, February 17<sup>th</sup>.

### **BOARD RECONVENED ON FEBRUARY 17, 2017**

After an invocation by Commissioner Tony W. Cozart, breakfast was served. Chairman Karan called the retreat back in session at 8:55 a.m.

### **BOARD HEARD UPDATE FROM DEVELOPMENT SERVICES**

Barry Baker, Planning Director, updated the Board on current development trends.

Some of the other highlights he pointed out were as follows:

- 585 zoning permits were issued in the County in 2016, up by 11% from 2015
- 338 zoning permits for single-family dwellings issued for 2016, 57% in Brassfield township, 77% were issued for the four southernmost townships
- 237 site-built homes in 2016
- 124 single-family permits issues in the Falls Watershed
- 126 major lots that were approved and 48 minor lots were approved

Mr. Baker made the following comments regarding the Comprehensive Plan Update:

- 18 month process. Viewpoint 15-25 years
- Begin with RFP/RFQ and interview
  - Elected official(s) may want to be on interview team
  - Decide on general framework of number of stakeholders meetings and monthly meetings of oversight committee
- Select Oversight Committee to review plan components while in process
  - 11 representatives were on committee for current plan
- Comprehensive Plan Components
  - Transportation link to Land Use Planning. Currently Granville County is updating the Comprehensive Transportation Plan that can be folded right into Comprehensive Plan. Corridor plan tie-in.
  - Economic Development link to Land Use Planning. Work on tying infrastructure decisions (water and sewer) to land use planning. Include broadband in the discussion. Corridor plan tie-in.
  - Recreation. Greenway Master Plan update should be ready to tie directly into Comprehensive Plan.
  - Public health programs that promote local agriculture and local food availability.
  - Linking natural hazard mitigation to land use planning.
  - Linking plan proposals and public decision making through action plans that tie into the annual budget and capital budgets (link to, and build on the internal strategic plan).
- Update of Comprehensive Plan should occur before any major ordinance revisions. This allows ordinance revisions to be consistent with updated Comprehensive Plan.

Mr. Baker mentioned the following planning, transportation and greenway items that they are working on:

- New floodplain maps and ordinance amendments will likely be required by the State in 2017
- Existing Development Falls Lake Rules may be required to be implemented by the State by the middle of 2018
- NC 56 Corridor Projects
  - R-5707: US 15/NC 56/NC 50 intersection realignment in Creedmoor (FY 2018-2019)
  - U-6020: NC 56/West Lyon Station Road realignment in Butner (FY 2019-2020)
- NC 50 Corridor Projects
  - U-5891: NC widening from I-540 to NC 98 (ROW FY 2022 and Construction FY 2025)
- 7 bridge replacement project currently under construction or in design
- CTP Update
- Several Municipal sidewalk and greenway projects
  - Butner: East Lyon Station Greenway Extension (Planning and Design)
  - Creedmoor: Sidewalk and Greenway along NC 56 and US 15 (construction 2017)
  - Oxford: Industry Drive Sidewalks (Phase 1: Construction 2017, Phase 2: Planning and Design)
- Greenway Master Plan Update

Discussion ensued regarding Fall Lake Rules and also the Comprehensive Plan. Mr. Baker clarified the process and implementation for the Comprehensive Plan and it was noted that the Board requested staff to begin the process of review of the Comprehensive Land Use Plan at the February 6, 2017 meeting. Attorney Wrenn announced that a meeting on the Falls Lake Rules is scheduled for February 22, 2017 at 9:30 a.m. at Butner Town Hall and the phase II rules will be discussed.

**BOARD HEARD UPDATE ON BUILDING INSPECTIONS AND CONSTRUCTION PROJECTS**

Scott Phillips, Development Services Director, thanked the Board for going forward with updating the Comprehensive Land Use Plan. He then gave an update on building inspections as follows:

- Residential permits – 677 permits issued in 2016; 284 site built, 33 modular, 64 manufactured housing, 85 remodels & additions, and 211 other
- Building permits up – \$88,869,136 in construction values, an increase in the commercial and residential sectors
- Building permits – revenues up from 2015 to \$574,507
- Building permits – work load was up to 7196 from 5231 in 2015, an average of 30 inspections/day

Mr. Phillips said their turnaround time for inspections changed from 24 hours up to 48 hours. They are currently hiring a new Fire Code Inspector to provide better customer service to consolidate fire services, permitting and construction/inspections into one office. He noted

that they will also be requesting an entry-level Code Inspector for the FY 2017-2018 budget and talked about the possible upcoming retirements.

Mr. Phillips then gave the Board a brief update of the following capital improvement projects:

- Granville Athletic Park Restrooms and Concession Repairs
- Wilton 911 Back-Up Center
- Orange Street Community Center Fire Repairs
- Renovations at the Granville County Courthouse
- Wall Street Renovation for Granville County Elections
- Landscape Services
- Generator Services
- Facility Dude Building Maintenance Software

Mr. Phillips then gave the Board a brief review of the following upcoming projects for consideration in FY 2017-2018:

- Courthouse Exterior
- Courthouse Interior
- Granville Athletic Park Pavement Repair
- Law Enforcement Center Project

Board members asked Mr. Phillips to check on the building at Wall Street as the top of it seems to be an eye sore and also about the condition of the building located at 122 Williamsboro Street. Mr. Phillips noted that this is at least a \$200,000 fix and not an easy repair as painting it would not last.

#### **BOARD HEARD UPDATE ON ECONOMIC DEVELOPMENT**

Harry Mills, Economic Development Director, gave an update on Granville County business openings and expansions during the 2015-2016 time frame. He mentioned that he worked with Java Dave's, a small business, on their move to downtown Oxford and that they are doing extremely well. He talked about working with Builders Services in Creedmoor during their recent expansion and grant. He noted he continues to reach out to existing industries. He talked about the unemployment rate that was 4.2% in December of 2016, the challenges of hiring trainable young people to work in our industries, and getting our college graduates to seek employment in Granville County.

#### **BREAK**

At this time, Chairman Karan called for a break.

#### **GAP PHASE III AND COMMUNITY PROJECT UPDATE**

Charla Duncan, Grants Coordinator, gave an update on the Granville Athletic Park Phase (GAP) III Project and discussed efforts made to date on the Community Project Update.

She discussed the site plan based on a survey that went out and talked about status of grants and awards for the project. She stated that once they get approval of the Parks and Recreation Trust Fund (PARTF) grant, they can talk to the U.S. Tennis Association about additional funding opportunities. She discussed the United Way Day of Caring partnership for the project and the creation of inclusive recreation for all abilities. She noted the 3 year plan in place for the GAP and discussed the need to work together to decide what spots to take on. Ms. Duncan confirmed that pickle ball courts were to be included in the project at the GAP. She then gave an overview of the playground, which would include a sensory garden, percussion play, and a sand table. She noted that on March 7<sup>th</sup> at 9:00 a.m. United Way members would meet at the GAP to discuss the plan and partnership on the project. She closed by showing a map of Phase I and Phase II and options for use there.

**SHERIFF UPDATE AND REVIEW OF LAW ENFORCEMENT CENTER PROJECT**

Brin Wilkins, Sheriff, opened by stating that former Sheriff Marian Grissom passed away and informed the Board that the funeral is Sunday, February 19<sup>th</sup>.

Sheriff Wilkins then gave his update. He said that new body cameras for deputies have been ordered using drug forfeiture money. He mentioned the challenges of having deputies available for commitment orders as one deputy is required per shift. He stated that approximately 62,000 people from the general public come through the courthouse every year and noted that during the upcoming Faulkner trial, court would be held at the Expo Center and possibly at City Hall. He noted that the jail is currently overcrowded with 95 inmates. He reported that the jail nurse resigned, another was hired who then resigned, and a new nurse has been hired to replace the last one.

Commissioner Smith stated that breaking and entering cases have decreased. Sheriff Wilkins noted that the Sheriff's Office attempts to deter crime through high visibility and frequent patrols in problem areas.

Sheriff Wilkins stated that the 911 Center received 56,000 calls in 2016 and that the Wilton back-up center should be up and running soon. He then showed slides of the 911 back-up center project to the Board and thanked them for their approval of overtime for deputies to help in 911 during staff shortage.

Commissioner Cozart stated that he was grateful to the Sheriff's Office for providing safety in the County and for working with the municipalities to ensure safety. He noted that

he is proud to talk about the Sheriff's Office to others. Commissioner Cozart also mentioned that a safe community is meaningful to people considering moving into the area.

Commissioner Smith noted that the capacity in the jail is 78 and that currently 95 inmates are housed at the jail. He then asked how much money the County has spent housing inmates due to overcrowding in the last three years.

Sheriff Wilkins answered that they have spent almost \$1 million on housing in the last three years, but that the new jail can house inmates from other counties for a fee.

Commissioner Jay stated that when he toured the 911 facility and the jail with the Leadership Granville class, he was impressed with the way the staff was holding things together in an outdated detention center. Sheriff thanked Mr. Jimmy Hayes for his leadership in that regard.

Sheriff Wilkins then introduced Dan Mace and Todd Davis with Moseley Architects to talk about the plans for the Law Enforcement Center that will house a detention facility, law enforcement office and 911 center. Mr. Mace discussed the building of the facility that will be built to withstand tornadoes, earthquakes, and other natural disasters and will also be equipped with emergency power as it is a critical needs facility. He discussed the study, which looked at the needs of the jail with the goal to run a more efficient, safe, and secure facility and added that one of the biggest challenges is maintenance and operation over the life span of the facility. The study was completed in July 2015, making the estimates around two years old and requires updates as the market is changing. He said there has also been an added need for evidence storage and future work stations for 911. He stated that the original study found that 176 initial beds are needed with a core for 300 and recommended building core spaces and renting beds to other counties until they are needed. He noted the total cost has risen from \$16 million to \$16.6 million for the jail itself, not including property acquisition. He then talked about land acquisition costs, law enforcement office costs and the budget which should total approximately \$24.8 million including 10% contingency. He then showed a visual of the proposed facility. When asked, he talked about the Construction Manager at Risk and RFP process. He mentioned the possibility of using split bid packages to allow local citizens the opportunity to work on building the facility.

## **PRESENTATION OF TAX REVALUATION SCHEDULE**

Sharon Brooks-Powell, Tax Administrator, discussed the tax revaluation schedule in Granville County. She stated that Granville County operates on an eight year revaluation cycle. She noted that since August 2016, 84% of the parcels in Granville County have been visited.

County Manager Felts requested that the Tax Office look at the last two quarters in 2016 when compiling the list of sales data. The timeline for the reevaluation process was included in the retreat notebook as follows:

### **2016 Granville County Revaluation Calendar**

January 2016 – September 2017:

- New construction completed
- Field work continues
- Schedule of values adopted

October 2017:

- Mass appraisal valuation notices to taxpayers
- Conduct informal hearings with taxpayers
- Field reviews and mail revised notices

April 2018 – May 2018:

- Formal appeals process begins with the Board of Equalization and Review

January 2019 – December 2019

- Pearson Appraisal Service to assist with any appeals that goes to the Property Tax Commission

## **COUNTY ADMINISTRATION UPDATE**

County Manager Felts gave a brief update of the seven strategic objectives listed in the agenda how they relate to the retreat and activity in Granville County.

## **LUNCH BREAK AND ROUNDTABLE DISCUSSION WITH DEPARTMENT MANAGERS**

At this point Department Managers were divided into groups to have lunch with Commissioners. The meeting started back at 12:41 p.m.

## **REVIEW OF FINANCIAL CONDITION**

County Manager Felts informed the board that a representative with Pearson Appraisal was present if there are any questions about revaluation. No questions were asked.

Steve McNally, Finance Director, explained the financial dashboard and gave a review of the financial condition of the County. He discussed fund balance and debt affordability ratios that were included in the agenda packet.

**EXISTING TAX SUPPORTED DEBT PROFILE AND KEY RATIOS**

Ted Cole, Senior Vice President of Davenport & Company, LLC which is the financial advisor for Granville County, then spoke from the handout in the retreat notebook and gave an overview of the credit rating overview, existing tax supported debt and profile, proposed Law Enforcement Center Project, and capital funding analysis.

County Manager Felts stated that he and Mr. McNally have discussed the financial situation of the County since the debt analysis was completed and would recommend traditional financing for the Law Enforcement Center Project. He then gave a brief overview of the open projects requiring the use of fund balance. He also recommended using some fund balance to bring down the amount borrowed for the Law Enforcement Center Project and then requested the Board consider approval to amend the contract with Moseley, as well as using Construction Manager at Risk to move into a contract phase.

**BOARD APPROVED AMENDING CONTRACT WITH MOSELEY CONTRACT FOR LAW ENFORCEMENT CENTER PROJECT**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, the Board approved authorizing the County Manager and County Staff to amend the contract with Moseley Architects to move into the design phase for the Law Enforcement Center and to begin the RFP process for a Construction Manager at Risk (CMAR).

Discussion took place about using fund balance to pay down on the Law Enforcement Center, maintaining strong financial condition, and planning for future needs for the jail using trends.

**BREAK**

At this point, Chairman Karan called for a break.

**RETREAT CONTINUES**

County Manager Felts referred to the handout given to the Board and mentioned a possible greenway or recreational project that was brought to him by Dr. Harvey Spurr. He stated he was doing homework on the parcel of land and it had been discussed with some of the neighbors, and would discuss the possibility at the March meeting. He noted it may work into the greenway system that Oxford is developing.

### **REVIEW AND DISCUSSION OF OPEN PROJECTS**

County Manager Felts said that last budget year the Board asked staff to work with the Granville-Vance District Health Department to work on a multi-year funding plan. He referred to page 95 in the agenda and noted that the goal is to reach the target goal of \$950,000 in annual funding. He stated that the increase would be from \$575,000 to \$950,000 and that he was recommending option #2 which is a 7 year approach instead of a 5 year approach to reach the funding goal.

He continued by saying that his motto this year is to wrap-up, clean-up, and get things done and that he would be working on updating the purchasing policy, grants policy, peddler's permit ordinance, animal control ordinance, Granville County fixed asset policy and the solar farm ordinances. He said open projects that he hopes to complete are the E-911 back-up center, Wall Street facility updates, IT assessment, waste stream discussions, Digital Infrastructure Committee, Fire Services Committee, Law Enforcement Center Project and the relocation of the pollinator garden.

Commissioner Smoak asked about instituting Social Services facilities in the southern end of the county and asked whether there was space available at the Sheriff's satellite office in Creedmoor. County Manager Felts replied that the space was heavily used, but stated there can be a discussion about services such as the Department of Social Services or Planning & Zoning in the southern end.

### **BUDGET CALENDAR REVIEW AND PROCESS**

County Manager Felts then gave a brief overview of the budget calendar, located on page 113 of the agenda and talked about the budget process.

### **HUMAN RESOURCES UPDATE**

County Manager Felts referred to a handout given to the Board regarding County resignations and terminations. He stated the current turnover rate for this fiscal year is 9.9% in the County, and 7.5% excluding Social Services. The resignations and terminations by department and by month are organized by fiscal year. He discussed the process of building in a career path and succession plan in each department.

Commissioner Jay made comments regarding employee appreciation and suggested an employee appreciation day or other appreciation event to aid in lowering the turnover rate.

**FOLLOW-UP DISCUSSIONS FROM RETREAT ITEMS AND KEY TAKE AWAY ITEMS**

Board members mentioned challenges that the Board of Elections face, room for the IT department, planning ahead in departments with employees reaching retirement, economic development, updating the Land Development Ordinance, cell phone coverage, computer access in the County, funding for jail other than USDA, good financial position of the County, building relationships and having the strategic plan incorporated in agenda. They also thanked staff for their service, expertise, saving the County money, and work on the retreat.

Chairman Karan stated that one reason the County is in its current financial position is due to living within its means and not spending excessively. He thanked the staff for their hard work and said he wanted this to be a “clean-up” year to get things done. He noted that it is good to see development starting back and that noted there are some hard decisions facing the school system. He stated he appreciated the staff present at the retreat and informed them the Board is there for them and with them. He told the staff to discuss things with County Manager Felts if they have problems or issues.

**COUNTY MANAGER RECAP**

County Manager Felts thanked the staff for their participation at the retreat and stated there were service booklets on the table, then gave a brief recap of the retreat.

**BOARD ADJOURNED**

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned at 3:06 p.m.

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