

OXFORD, NORTH CAROLINA
February 15 and 16, 2018

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met for the annual planning retreat in the Seminar Room, at Vance-Granville Community College South Campus on Thursday, February 15th and on Friday, February 16th.

Present were:

Chairman: Edgar Smoak

Commissioners: Tony W. Cozart Sue Hinman
Zelodis Jay Timothy Karan
Owen Roberts David T. Smith

County Manager: Michael S. Felts

County Attorney: James C. Wrenn, Jr.

News Reporters: Chris Harris – *Butner-Creedmoor News*

MEETING CALLED TO ORDER

At 4:30 p.m., Chairman Edgar Smoak called the meeting to order. He thanked Vance-Granville Community College for allowing us to use the facility. He then led the invocation and the Pledge of Allegiance.

WELCOME AND COMMENTS FROM BOARD MEMBERS

Chairman Smoak welcomed the Board members and thanked them for coming to the Retreat. Board Members made comments and talked about their expectations for the upcoming year. Some of the concerns mentioned were: maintaining tax base; reducing tax rate; school security; expanding population in Districts 5, 6 and 7; making the school system as efficient as possible and accommodating our students as well as we can; increasing economic development; and increasing jobs.

UPDATE FROM SCHOOL SYSTEM

Board of Education Chairman Dr. Tom Houlihan thanked the Board for the kind of relationship they have been developing. He stated that he wanted to talk about the things they have done in scenarios and what they were told by the Board to do. He noted that when he first got on the Board, the first thing he heard to do was to cut the Central Office. He noted that they have done that with knowing they are at the very bottom. He also stated that they were told repeatedly to balance the budget. He noted that they have a plan and they are in the third year to balance the budget. He stated that there is never any mention of the good things

they are doing. He noted that Granville County Schools led the State in gains last year in performance, but has gotten little publicity because people only focus on the negative. He told the Board that the most important thing that they have done was that for the first time in eleven years, there was money in the budget to pay the salary increases and the health and insurance increases on local funded positions. He stated that they appreciate that because it helps them as they work to balance their budget.

Dr. Alisa McLean, Superintendent of Granville County Public Schools, said she appreciated the opportunity to come and share what has happened since last February. She stated that with the collaborative work with the Board of Commissioners and School Board, they have been able to accomplish many things. She noted that their vision is to make Granville County Public Schools an extraordinary district. She stated that they are well aware of the economic development component a school system holds with regard to their role and responsibility in making that happen. She said they believe in the following areas: high academic standards for all, high expectations, quality communication, high quality instruction and engagement and service with a smile. She noted they are delighted to get to work with County Manager Felts and the Liaison Committee.

Beth Day, Assistant Superintendent of Finance, gave the Board some financial highlights for the June 30, 2017 fiscal year and the current budget year. She also mentioned that they have a strong financial system as confirmed by the audit report, the fund balance is at an acceptable level, the Board of Education's priority is to reduce fund balance for recurring expenses and the new district priorities are being reflected through the budget.

Dr. Stan Winborne, Executive Director of Operations, Human Resources, Communications, Safety and Public Information Officer, stated that when Dr. McLean first came on board and he took on this new role, they were confronted with headlines in the local papers that caused disruptive and challenging times. He noted that he is very proud of the way they handled it and approached things. He stated that under Dr. McLean's leadership, they decided to take a very direct and transparent approach. He then shared with the Board the types of challenges that the schools faced and how they are working to address them. He also discussed the Safety Task Force. He noted they have been able to develop a district wide safety plan. He stated they have planned an Active Shooter Drill that will occur on Saturday, April

28th. He noted that Law Enforcement will be walking school leaders through three scenarios, to train them on what to do in the event of the unthinkable.

Dr. McLean discussed year-round balanced calendar and Granville Academy. She stated they have to be competitive in order to recoup those 1400 students who have left our School System. She noted that they are continuing to meet with various stakeholders and there will be an upcoming community meeting that the Board will be invited to.

Dr. Michael Myrick, Assistant Superintendent for Curriculum and Instruction and Student Services, discussed the testing results, Career Technical Education (CTE) concentrated graduation rate, overall graduation rate, grading system, implementation of a new instructional framework, scholarships awarded, and internships. He also mentioned they had their first Open House Spring Showcase on February 6th at their high schools and they have two more left at their middle schools on February 20th and on February 27th at their elementary schools.

Dr. McLean invited the Board to the Strategic Planning Event on February 22nd at the Masonic Home for Children and asked them to join them as they strategize about where our district is going.

Commissioner Roberts asked about the mold issue and who was responsible for monitoring situations such as this.

Dr. McLean stated that she had wondered the same thing when she first came on board. She noted that they have a maintenance team along with a gentleman she hired with many years of experience to make sure this does not happen again.

Commissioner Roberts suggested attending a skills workshop so they are alerted to these conditions in the schools.

Dr. McLean said they have empowered their maintenance team to have a schedule developed.

Commissioner Roberts said that training in these areas would be very valuable so that we can address these issues early and less expensively.

Dr. McLean stated that they have tested all of their buildings. She noted that they shouldn't be in this predicament again.

DINNER BREAK

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

TAX REVALUATION YEAR TRAINING

Chairman Smoak introduced Doug Huffman and Tabitha Ashe with the North Carolina Department of Revenue for a presentation and training.

Mr. Huffman thanked the Board for having them and then discussed the North Carolina Appeals Handbook that was included in the agenda packet.

BREAK

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

PRESENTATIONS BY REPRESENTATIVES FROM OXFORD, BUTNER, CREEDMOOR AND STEM

Mayor Jackie Sergent and City Manager Alan Thornton gave an update on the City of Oxford and spoke from the following PowerPoint presentation:



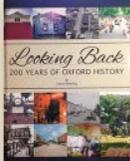
Mission

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life – while maintaining the public's trust through open communication and ethical standards at all times.

What's New and Good?



- The City's Fund Balance improved from 25.2% in FY 16 to 33.53% in FY 17
- Several key positions have been filled
 - City Manager – Alan Thornton
 - City Clerk – Cyndi Bowen
 - Senior Administrative Assistant – Becky Whetstone
 - Parks and Recreation Director – Tina Cheek
 - Downtown Development Director – Mary Yount
- City meetings are now being live-streamed



Planning / Downtown



- Phase II of DT Plan completed
- Oxford Main Street Program rec'd for National Certification!
- Contracting with McAdams/Durham to create UDO – 18 mo
- Industry Drive CMAQ project – 60% complete
 - GC is a partner = Thank you!
 - Soliciting eng. firm for phases 2, 3
- 2 HPC grants totaling \$53,000
 - Architecture Survey Update
 - Eng/design for Mary Potter Shop
- Arbor Day Celebration – tree planting on 10/18/17
 - Tree City Standards – oversight, care ordinance, budget, and observance



Engineering/Public Works



- Connect NC ~ \$6M in grants, \$6M in 0% loans (was \$4M)
+ USDA \$1.6 mill grant & \$5M loan at 2%
 - Coordinate with NCDOT's resurfacing schedule
 - Replace ~22 miles of utilities (was 9)
 - ~ 8 m will be bid Feb 15th (water)
 - ~4.5 m will bid in next 3-4 mo's (sewer)
 - ~10 m will bid in 4-6 months (water & sewer)
- Applied for \$10M more in loans – adds ~10 m
- KLRWS applied for \$15M to expand to 20 mgd
 - Has \$19M to expand by 2.5 mgd
- Oxford Outer Loop 16" Water Main is complete
 - Helps complete circuit and pressure to Triangle N



Engineering/Public Works



- 750,000 gal Water Tower / 12" main to Wal-Mart
 - Construction start in ~45 days
- StormWater
 - Alston Court/Goshen St - 75% complete
 - GIS mapping of storm utilities – complete
Thank you GC for baseline data for mapping!
 - Ordinance update – complete
- WWTP Lagoon 75% complete;
 - New Workshop at WWTP- 100% complete
- Orphan Land Fill – Phase II complete
Waste Delineation/Sampling



Streets/Public Works



- Pavement Condition Survey complete
- The City's solid waste now disposed of at GC Landfill
 - Expect significant fuel savings
 - 481 tons residential recycling = 9.3% ↑
- Snow and Ice Control Course
 - Attended by PW Dir, Street Supt, St Crew
 - Make/mix brine & spray streets in house
- Mobile 311 implemented in-house
 - Allows for additional connectivity with citizens
 - Anticipate going live on website in 1-2 mo's



Recreation



- Hix Dog Park = 1st in GC!
 - GC Parks & RAC Grant-\$12,000 - Thank You
 - Partnering w/GC Animal Control on opening
- Diamonds at Oxford Park
 - Hosted 32 tournaments/602 Teams in 2017
 - 21,000+ players/spectators through the gate



- Programs/Camps
 - 10% increase in girls participation in basketball/volleyball
 - Added 1 basketball camp & a full day camp
 - 60% of participants live outside the city limits
- Looking Ahead
 - Cont'd partnership w/Sr Games, GC Tourism, YMCA and others
 - Facility Concept Design and Cost Study for Hix Park Site and Gym
 - Stewardship of existing parks and facilities
 - Expand program opportunities to adult sports & community events



Fire Department



- Ordered fire truck = 75' Quint, 2000 gpm pump (repl. 1989)
- Average response time for 346 calls = 4.34 min
 - Mutual Aid assists to GC agencies to 78 (was 72)
- 85/472 Business Pre-plans complete (footprints/critical info)
- Education contacts 3050
 - Fire safety for adults/children/industry
- 117 Fire inspections – Coord w/GC inspections
 - Business/Industry/Residential
- 45 Home inspections (53 smoke/27 CO detectors)
- 28 Child Safety Seats installed
- Hydrants flow tested and GPS'd
 - Loaded into smart phones; flow used to calibrate city's water model
- Certified Confined Space Rescue Technicians- 11FT/9 volunteers



Police in Community



- OPD completed NCLM LE Risk Assessment
 - Agency's adherence to best practices; Chief invited to Advisory Board
- Naloxone Program implemented 12/16
 - Partner with Health Dept; 12 reversals to date = 12 lives saved
- Kool-Aid with a Cop
 - New event at Oxford Park & OHA Henderson St (~50 participants)
- OPD Cadet Program (Explorers) ~15 participants
 - Meet bi-weekly for leadership/LE/community service ed & projects
- Coffee with a Cop - 4x/year
- National Night Out ~400 attended
- Reading to all Credle 3rd grade classes
 - All officers participate
- Shop with A Cop at Wal-Mart – 21
- Teen Police Academy – Summer 2018
 - Plan-25 residential MPMS x 1 week



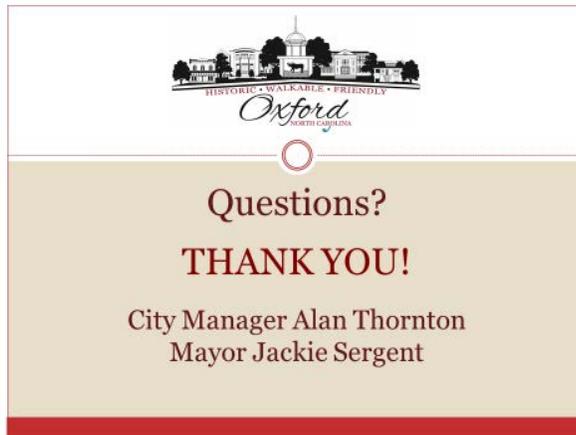
More Good News



- Revlon announcement of planned \$15M investment and 50 new positions
- Transformation of Regency Hotel into Clarion Inn & Suites



- Strong Arm Baking purchase of DT Storefront
- The Hub on Main is setting the pace for gathering opportunities in DT
- Always open for opportunities to collaborate



Mayor Terry Turner stated that there are exciting and wonderful things happening in Butner. He noted that the Town Council and staff are working very hard to make sure there are positive changes happening in Butner. He stated that they had a very successful 75th Anniversary Celebration of Camp Butner. He then gave an update on Public Safety, Camp Butner, Municipal Code of Ordinances, Land Development Ordinances, East Lyon Station Greenway, approval of 390 new homes and townhouses plus 120 new apartments and 150 housing units under review by the Planning Department.

Mayor Bobby Wheeler thanked the Board for allowing Creedmoor to be at the Board Retreat. He recognized Commissioner Del Mims, Commissioner Neena Nowell, City Manager Mike Bonfield and former Commissioner Tom Jackson. He announced that the Fire Chief resigned and that Billy Fisher is the new Fire Chief. He stated that this past year has been an exciting year as they have completed several projects and continue to work towards several other projects. He stated that they completed their city-wide street repair and resurfacing project, the result being nearly 82% of their city owned streets receiving a new asphalt overlay in the last two years. He noted that two residential projects were approved and should break ground in the next 30-60 days. He stated that their cross city trail project is expected to go to bid shortly. He noted that when completed they will have a sidewalk trail system from Paddington Subdivision on the east end of town to Lake Rogers on the west end. He added that these projects combined give Creedmoor a great opportunity to enhance the vehicle and pedestrian flow through the downtown areas. He stated that they appreciate the County partnering with them on the Senior Center renovations and look forward to further partnerships as we work together to grow recreational senior service opportunities for the residents of South Granville County. He noted that they are finalizing the plans for improvements to Lake Rogers Park. He added that they intend to upgrade the existing park and create a connection to the 7.5 acres on city-owned property to the west to potentially add walking trails, fishing opportunities,

a dog park and parking as well as possible connections to the previously discussed Butner-Creedmoor trail and Hwy 56. He stated that he looks forward to working with Granville County and our sister communities in the coming years to improve the quality of life for all in our region. He then recognized Mike Bonfield, City Manager, to answer questions.

Commissioner Karan asked if the CMAQ trail out towards Paddington have a sunset as to when the CMAQ funds expire.

City Manager Bonfield said they seem to continue to keep adding on to the time. He noted that it is the Department of Transportation (DOT) that is holding them up to getting it done. He added that their right-of-ways have been certified and bid documents have been approved. He noted that they are waiting on approval of the construction plans.

Commissioner Roberts asked the target date for completion of the Senior Center including the gym.

City Manager Bonfield said they are working on the PARTF grant application and if they are successful in that process they will start construction around November 1, 2018. He noted that the Senior Center portion will not take as long.

Mayor Casey Dover discussed the 2018 projects for Town of Stem. He noted that they have a fairly young Board. He talked about the Jack Day Kiddie Park remodel. He stated that it is now out for bid and the completion date is set for April 1st. He said they were awarded the CMAQ grant last year and that is now at the DOT going through the process. He stated that they will have their first Annual Easter Egg Hunt on March 25th from 2-4 p.m at the Ruritan Club. He noted that they are looking for volunteers. He mentioned that community road side cleanup is one of their top priorities. He stated that on April 21st all of their elected officials and volunteers will head out to the community to gather trash. He also mentioned that they have multiple stormwater projects going on that they are trying to complete throughout the communities and in some of their developments. He thanked the Board for what they have done for the Town of Stem. He said he looks forward to partnering with them and getting to know them better. He invited the Board to attend the Town Hall meetings.

BREAK

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

LEGISLATIVE ISSUES AND UPDATES

Chairman Smoak stated that the 2017-2018 NCACC Legislative Goals are on page 36. He asked if anyone had any comments they would like to make concerning those legislative goals. He then recognized Representative Senator Floyd McKissick to come before the Board.

Senator McKissick stated that it is a pleasure to be here. He said that in terms of the General Assembly, they are just getting out of a short session. He noted that they had an opportunity to fix classroom size reductions, which was impacting communities throughout the state. He added that there is some money there set aside that will also help with funding those positions. He noted that it does not provide funding for infrastructure for buildings but it does phase in the requirements over a reasonable period of time. He stated that it fully funds the backlog of kids throughout North Carolina for the Pre-K Program. He noted that the bill passed and made other changes to the new combined Ethics Board with the Board of Elections. He added that this will now be a nine person board with all those appointees appointed by the Governor. He stated that one of the things that is still pending is proposed judicial redistricting. He said that there is a Committee he sits on as a member that is looking at changing the way all the judicial districts are drawn in the state and noted that the Committee has not made any final recommendations at this time. He stated that when they adjourned this past week, one of the things that was left open was redistricting which would potentially include redistricting judicial districts. He noted that for judges as it presently stands today, rather than going and signing up to run now, the period of time that they would open up for filing is mid-June running from about a week and a half to two weeks and then those candidates will run in November unless the courts decide to do otherwise. He stated that one thing that he anticipates to come up is the new Voter ID Bill. He noted that the original bill got stricken down by the courts because of the vast areas that it changed. He mentioned that his new district as it has been redrawn does not cover Granville County. He said that Granville County is dear to his heart.

Representative Yarborough stated that Senator McKissick mentioned the bill to put the judges on two-year terms. He noted that last year around this time he was a little more optimistic that they would be making some progress on the Falls Lake Rules. He mentioned that he had his trial in place to show them that putting some algaecide in there and controlling the blue/green algae could be the answer to cleaning up the lakes. He stated that they did not have the trial this summer. He noted that this is a big issue as we go forward. He stated that

he has been doing a lot of work on redistricting. He noted that judicial districts have not been looked at in 35 years. He stated that Philip Morris is getting ready to move all of their Santa Fe manufacturing to Granville County from New Mexico. He noted that he is hoping to get the announcement about the new plant in Butner that will bring more than 300 jobs.

Representative Garrison thanked the Board for their support in helping him get elected and to serve. He stated that Senator McKissick and Representative Yarborough touched on some key legislative items that we are undertaking during this past session. He then recapped on the 2017-2018 NCACC Legislative Goals. He noted that the NCACC has one of the strongest advocacy programs in the state. He urged the Board to continue to make the General Assembly aware of your needs.

Chairman Smoak asked Senator McKissick, Representative Yarborough and Representative Garrison to come up and participate in the panel discussion.

Representative Yarborough discussed broadband, agritourism and prison reform.

Chairman Smoak asked the Board if they had any questions to ask for the panel discussion.

Commissioner Karan invited the legislators to join them for County Assembly Day on May 30th. He discussed the funding for the School System. He noted that they have asked for a lot of needs and we are going to work through the issues. He then asked the panel to discuss House Bill 90. He mentioned that the Board heard from the School System tonight about the fact that they started implementing House Bill 90 which is costing them a lot of money because they had to hire five or six new teachers.

Senator McKissick said he suspects the teachers that have been hired would have been in anticipation of the classroom size reductions going into effect. He stated that he was not sure why there was an additional need for the extra five teachers.

County Manager Felts stated the original legislation had a short phase-in period and so it had the initial phase in which did require some reduction but not the full reduction of class size so that initial phase is what resulted in those five teachers.

Representative Yarborough stated that the funding was included but the schools did not have to do it so quickly. He noted that he was opposed to the micro-management of the schools. He added that he spoke out against House Bill 90 but he was not going to vote against it.

Senator McKissick stated that he voted for House Bill 90. He noted that it was not the best bill in the world and that he was opposed to having three separate issues in one bill.

Representative Garrison stated that he voted for House Bill 90. He noted that he voted for it to help schools. He added that it is essential that our schools are supported.

Commissioner Karan commented on the water issue in the southern part of the county. He stated that he and Chairman Smoak serve on the South Granville Water and Sewer Authority. He noted that there were two doctors that gave a brief overview and concluded that the water is perfectly safe.

Senator McKissick stated that he had been asked by a few residents to get involved in it. He noted that he was asked during the middle of the election cycle and he didn't want to get in the middle of the controversy.

Commissioner Jay told the legislators that we needed help with broadband.

Representative Yarborough stated that they are working on it and that it is a constant fight.

Senator McKissick stated that it has been a pressing problem. He noted that this is something that needs to be addressed. He added that if you don't have broadband connectivity, then you don't have anything to market or sell as far as economic development.

Representative Garrison stated that he will continue to push towards this issue.

COMMISSIONERS RECESS

The Board recessed until Friday, February 16th.

BOARD RECONVENED ON FEBRAURY 16, 2018

Chairman Smoak called the retreat to order and recognized Commissioner Jay for the invocation and the Pledge of Allegiance.

SHERIFF'S UPDATE

Brin Wilkins, Sheriff, gave his update. He said that they seized 41 times more heroin in 2017 than they did in 2016. He noted that this year they have already seized 45% of what they did last year. He stated that they had a lab that they busted in the county yesterday. He said that overdosing is a big problem.

Commissioner Smith asked about inmates with mental health.

Sheriff Wilkins said that this is a big issue. He noted that they count on a deputy every shift being at the hospital sitting with patients and transporting them. He stated they need more places for them to go.

Chairman Smoak asked if the Stepping Up Program has made any impact.

Sheriff Wilkins said it has not helped a lot because you don't have anywhere for them to go.

County Manager Felts stated that the Stepping Up Initiative is working to develop diversion procedures and processes. He noted that they are working with multiple counties. He stated that we will probably see some proposals come out of Stepping Up. He noted that the idea is to divert before they get to the jail.

Trent Brummitt, 911 Manager, gave an update on the E-911 Center. He stated that they have been at the back-up center since October 10th and since going live they have been operating there full time. He added that while they were at the back-up center they did some upgrades to the phone and radio consoles at their main center. He stated that they did some upgrades to their CAD (Computer-Aided Dispatch) and mapping computers where they track people's cell phones. He noted that the main center is finished and they plan on coming back to Oxford on February 21st. He added that after that they will go to the back-up center either on a bi-monthly or quarterly basis just to make sure everything is up and running.

Jimmy Hayes, Detention Administrator, discussed the issues surrounding inmates with mental health. He stated that if something is not done when we get the new jail then we will have the same problems. He noted that there is not a lot of treatment for them. He stated that the nurse is only there for 2 hours a day. He noted that Dr. Drake comes once a week. He added that if anything else happens, they have to take them to the emergency room, which cuts the staff.

Chairman Smoak stated that the counties surrounding us are aware of the problems concerning mental health. He noted that everyone says we have to fix it, but no one has found a solution to the problem.

Commissioner Cozart told Sheriff Wilkins that he appreciated his efforts with the local churches regarding safety issues. He stated that we are heavily engaged with the School System regarding security and the need for cameras and that he appreciated Sheriff Wilkins' efforts in that area as well.

Sheriff Wilkins stated that the cameras are a good thing. He noted that he is willing to run all the School Resource Officers through the Sheriff's Office.

Commissioner Smith told Sheriff Wilkins that he appreciated his efforts with Crimestoppers.

BOARD HEARD UPDATE FROM DEVELOPMENTAL SERVICES

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

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

- 571 zoning permits were issued in the County in 2017, in 2016 there were 585 zoning permits issued
- 308 zoning permits for single-family dwellings in 2017, 51% in Brassfield township, 74% were issued for the four southernmost townships
- 24 zoning permits were issued by the City of Oxford for single-family dwellings in 2017
- City of Creedmoor approved 2 or 3 subdivisions in the Hwy 56/Hayes Road area
- Town of Butner approved 1 or 2 projects on West Lyon Station Road and Gate 2 Road near Wynngate.
- 71% single family construction were site built dwellings
- 43% of the homes in our zoning jurisdiction were built in the Falls Watershed
- Increase in the number of minor subdivisions approved in 2017
- 78 major subdivision lots were recorded in 2017, decrease from 126 in 2016

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

- Stuart Consulting is their Consultant on the plan
- Had two stakeholders meetings, one in Oxford and one at the South Branch Library in late January and in early February
- Survey is up and running and over 500 online surveys that had been taken
- Had two Steering Committee meetings, will have the results of the survey at the next Steering Committee meeting

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

- Existing Falls Lake Rules have been postponed by State action, but there is the possibility that by the end of this year we will have to implement Phase I development rules
- Falls Meadow and Montgomery Subdivisions are near completion, in the next 3 months we will be determining the cost and will have a public hearing before the Commissioners
- Will gain bids for Fieldstone West Subdivision
- NC 56 Corridor Projects
 - R-5707: US 15/NC 56/NC 50 intersection realignment in Creedmoor (FY 2019)
 - U-6020: NC 56/West Lyon Station Road realignment in Butner (FY 2019 – 2020)
- NC 50 Corridor Projects
 - U-5891: Widening from I-540 to NC 98 (ROW FY 2022 and Construction FY 2025)
- CTP Update Completed
- 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 2018)

- Oxford: Industry Drive Sidewalks (Phase 1: Construction 2018, Phase 2: Planning and Design)
- Stovall: Sidewalk extension to Stovall-Shaw Elementary (Construction 2018)
- Stem: Core Downtown Sidewalks (Planning and Design)
- Greenway Master Plan Update nearing completion

BOARD HEARD UPDATE ON BUILDING INSPECTIONS AND CONSTRUCTION PROJECTS

Scott Phillips, Development Services Director, gave an update on building inspections as follows:

- Residential permits – 653 permits issued in 2017; 234 site built, 25 modular, 67 manufactured housing, 86 remodels & additions, and 241 other
- Building permits – \$68,937,048 in construction values; \$4,506,467 industrial, \$12,320,969 commercial, \$52,109,612 residential
- Building permits – revenues slightly dropped from 2016 to \$470,065
- Building permits – work load slightly decreased from 7196 in 2016 to 6233 in 2017

Mr. Phillips said in January the Department of Insurance met with our Division to discuss the required inspections that are listed in Section 107/NC Administrative Code. He stated that Department of Insurance (DOI) is meeting with all jurisdictions to discuss the requirement to limit inspections to only those stated; these are as follows:

- Footing inspection
- Under slab inspection, as appropriate
- Foundation inspection
- Rough-in inspection
- Building Framing inspection
- Insulation inspection
- Fire protection inspection
- Final inspection

He noted that the two inspections they have been requiring that are not listed are floor framing inspections and temporary power. The primary objective to these two inspections are to detect issues with the floor framing prior to floor installation and to have power connected to the home prior to the final inspection so outlets and other electrical devices can be checked during the final inspection. Builders can request courtesy inspections for these two inspections but the Inspector can neither pass or fail the inspection.

Mr. Phillips then gave the Board a brief update of the following upcoming items:

- The Inspections Division will begin to process Fire Prevention Plans & Permits July 1st. Our Fire Code Inspector will remain in training with the Fire Marshal's Office but will have an area within our offices to review and process permits. We are confident this will greatly increase our customer service objective.
- ZonePro, our zoning and inspections permitting software, has been purchased by iWorQ. We have been informed that Microsoft will no longer support ZonePro in the future so a change in software is inevitable.

Mr. Phillips then gave the Board a brief review of the following capital improvement

projects:

- Facility Dude Maintenance Request
- Wall Street Improvements for Granville County Board of Elections
- Pavement Repairs at Granville Athletic Park
- Granville Athletic Park Phase III Expansion

Mr. Phillips distributed pricing information from C3 Design and Engineering, PLLC.

He stated that C3 has offered a fee structure and that needs to get approved by the Board so they can go ahead and contract with C3 Design & Engineering, PLLC for the GAP Phase III project.

Chairman Smoak asked the Board to review the pricing information. He asked the Board if they had any questions. He then stated that the Board needs to pass this to get the project back on track.

BOARD APPROVED GAP PHASE III FEE PROPOSAL

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved contracting with C3 Design & Engineering, PLLC for the GAP Phase III project in the amount of \$78,100 for contract fees and reimbursables in the amount of \$21,800 for an amount not to exceed \$99,900.

UPDATE FROM DEVELOPMENTAL SERVICES CONTINUED

Mr. Phillips continued discussing the following capital improvement projects:

- Law Enforcement/Detention & Animal Control Shelter
- Granville County ABC Store #2

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

- C&D Closure for the Oxford Landfill

BOARD HEARD UPDATE ON ECONOMIC DEVELOPMENT

Harry Mills, Economic Development Director, gave an update on Granville County business openings and expansions during 2017. He discussed the following projects with the Board:

- John Morgan Lumber Company purchased old Georgia Pacific Building
- Project Raeburn – Still Active/Finalist/Triangle North Park
- Project Ramesh – Finalist/Pending announcement 3 to 6 months/Triangle North Park
- Project Smashdown – Pending Governor announcement

BREAK

At the time, Chairman Smoak 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. She gave the Board an update on the Track Trails Program at the GAP. She stated that they received a grant to start a Kids in Parks Track and Trail Program which is a partnership between the Blue Ridge Parkway Foundation and Blue Cross Blue Shield. She noted that the grant comes in the form of in-kind donations. She added that they are receiving about \$8,000 of in-kind materials to start the Kids in Parks Track and Trail Program. She stated that they are having a ribbon cutting on Friday, April 20th from 3:45 – 4:45 p.m. She then discussed the partnership with United Way. She noted that they started about a year ago a three year community focus partnership with the Granville County United Way to make the GAP a more inclusive and diverse recreation space. She added that Altec already completed repainting the basketball lines at the Pavilion and they painted four pickleball courts on the Pavilion. She stated that the County purchased four pickeball nets and they hope to have a kick-off soon when the weather warms up. She noted that Altec is working on a sound garden which will go near the picnic shelter and playground. She stated that the Masonic Home is working on an outdoor classroom down by the wetland area. She noted that Altec helped them secure funding for their cost of materials. She said that Raymond Allen, Parks and Grounds Director, has agreed to help with clearing the site. She added that Bridgestone Bandag has offered labor the days of construction. She stated that we have a great partnership between public and private entities. She noted that Franklin-Granville-Vance Partnership for Children is working on the Little Free Library Project. She added that they are working with an Eagle Scout to construct the Little Free Libraries and then Franklin-Granville-Vance will supply the books for this. She noted that they are looking at locations around the playground, basketball court and future butterfly garden. She stated that the Falls Lake Academy is working on a butterfly garden. She noted that this will go near the entrance at the GAP at Belltown Road. She stated that she is working on the PARTF Grant for Phase III which is due May 1st.

UPDATE FROM SOCIAL SERVICES

Luanne Cox, Administrative Officer, thanked Chairman Smoak, Mike Felts and the Granville County Board of Commissioners for allowing Ms. Howard and herself to be part of the retreat. She stated that they were here on the behalf of their director, Mr. Bechtel. She

added that he remains out on medical leave at this time. She shared with the Board some of the challenges they are and will be facing in the future. She noted the challenges that lie ahead for Child Support were staff retention and legislation that requires Child Day Care recipients to cooperate with Child Support and also possibility of requiring SNAP (Supplemental Nutrition Assistance Program) recipients to cooperate. She stated that if either one or both pieces of legislation passes, in order for Granville County Child Support Enforcement to comply with the new laws, additional staff to handle these cases will be needed. She noted that hiring and training new staff prior to the onset of these new requirements will be essential. She added that along with that will come the need for new electronic equipment and furniture. She stated that the challenges for the Services Unit are space issues, Adult Care Homes' revisions and NC FAST.

Ernestine Howard, Program Administrator, discussed the changes and challenges over the past year for Public Assistance. She stated that effective March 1, 2018, Public Assistance will be fully staffed. She noted that one of the challenges that they face is continued growth in Public Service. She added that each Public Assistance Team is in need of additional workers. She stated that the increase in applications, reviews and changes as well as the additional requirements is causing a strain on workers. She also mentioned that due to the constant changes in policy and regulations, additional training is required for veteran and newer caseworkers. She also spoke briefly about the County audit conducted by Winston, Williams and Creech Accounting Firm.

UPDATE FROM SENIOR SERVICES

Kathy May, Senior Services Director, stated that because of the support of the Board of Commissioners, they are better prepared than many counties to meet the growing need of the citizens. She noted that we are providing the basics of what older adults need to stay physically and mentally healthy. She added that our quality of life should not suffer because things are changing for us. She stated they have several goals that they keep in mind as they plan their days and weeks at the Senior Center. She noted that those goals include having programs that keep seniors engaged in the community and in life. She then discussed the newest program that they are beginning called Creative Lifelong Learning. She then gave the Board a brief review of the service numbers from July 1, 2017 – January 31, 2018 for: Congregate Meals, Home Delivered Meals, In-Home Aide Services, Medical Transportation,

General Transportation, Housing and Home Improvement and Senior Health Insurance Information Program (SHIIP). She also mentioned that back in the summer they won County of the Year for the 3rd time in 4 years out of 25 counties. She also told the Board that they help people change each year from one insurance plan to the other so they can get their prescription drugs as cheaply as possible. She noted that during open enrollment, they served 603 people and saved them \$350,000.

BREAK

At the time, Chairman Smoak called for a break.

LOCAL GOVERNMENT FEDERAL CREDIT UNION

County Manager Felts introduced Jazmine Kilpatrick, Senior Membership Development Officer, to come up and make brief comments. The Local Government Federal Credit Union helped sponsor lunch for the retreat.

Ms. Kilpatrick stated that Commissioners, County employees and volunteers are eligible to join Local Government Federal Credit Union. She noted that they partner with UNC Chapel Hill School of Government to provide collegiate scholarships and professional development scholarships and they also partner with NCACC. She thanked everyone for all their hard work.

REVIEW AND DISCUSSION OF OPEN PROJECTS

County Manager Felts discussed with the Board the following items that we are currently working on or have under review:

For Review & Update:

- A. Granville County Animal Control Ordinance – Currently under review with the Advisory Board
- B. Granville County Personnel Ordinance – In review and re-write
- C. Agricultural Advisory Board – Pending recommendations
- D. Convenience site in Antioch
- E. Armory Facility in Oxford
- F. South Annex for Social Services and other County Services

Open Projects:

- A. Waste Stream discussions – In Process
- B. Digital Infrastructure Committee – Ongoing
- C. Fire Services Review Committee – Ongoing
- D. Comprehensive Plan – In process
- E. Law Enforcement Center Project – Construction Manager @ Risk hired – in detail design phase
- F. Relocation of the Pollinator Garden from the Wall Street Facility – Move Spring 2018
- G. Granville Athletic Park Phase III – Discussed earlier
- H. C&D Landfill Closure – Bids are being requested
- I. School Renovations & Financing – held public hearing – moving forward

- J. Sign at Cooperative Extension – Pending review by NC State University personnel
- K. Tax Software implementation – Vendor selected – pending contract
- L. Storage Area for Emergency Response equipment
- M. Relocation of General Services Shop – Planned for July 2018

Completed Projects:

- A. E-911 Backup System
- B. Wall Street Facility
- C. IT Assessment
- D. Digital Infrastructure Committee – Started in 2017
- E. Fire Services Review Committee – Started in 2017

LUNCH BREAK AND ROUNDTABLE DISCUSSION WITH DEPARTMENT MANAGERS

At this point Department Managers were divided into groups to have lunch with Commissioners.

BOARD COMMENTS FROM LUNCH WITH DEPARTMENT HEADS

Commissioner Cozart shared that the staff members were very appreciative of the Board for the 1% 401k match. He noted that the staff also talked about how they appreciate the birthday cards from the County Manager.

Commissioner Karan shared that the Sheriff was telling him about a camera manufacturer that has a high definition cameras that can read license plates. He stated that they are going to work out a partnership with that corporation to do some testing and by doing that they are going to get some cameras for Granville County. He noted that is a great way to build relationships.

Commissioner Jay shared that the employees of Granville County do a great job.

Commissioner Smith stated that we appreciate all our County employees and the job they do.

Commissioner Hinman thanked the staff at her table for what they do.

Commissioner Roberts shared that it was a pleasure to have lunch with his group.

Chairman Smoak stated that it's good to socialize and know that they are feeling good about where we are.

REVIEW OF FINANCIAL CONDITION & DEBT

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.

STRATEGIC PLAN UPDATE

County Manager Felts discussed the Long-Range Strategic Plan update that was included in the agenda packet. He also passed out a proposed restructure of Administration Office memo from Wendy Pennington, Human Resources Director that recommended the following:

- Reclass the Grants Coordinator position to Public Information Officer/Grants Coordinator and adjust paygrade from a 22 to 21
- Reclass the Management Analyst from a paygrade 22 to paygrade 23

He noted that these changes are recommended for a March 16, 2018 effective date.

He also mentioned that the Administration Department's budget will have no adjustment needed due to prior funding of the Management Analyst position. He told the Board he would leave the memo with them to consider. He said they could vote on it today or at the next meeting or we will present it as a reclass for consideration during the budget.

He then continued discussing the Long-Range Strategic Plan.

HUMAN RESOURCES UPDATE

Wendy Pennington, Human Resources Director, discussed the Lunch with the County Manager/Employee Recognition that was included in the agenda packet. She also recommended that employees be recognized during a program at the Christmas breakfast and the following:

- Commissioners present certificates to employees with 20+ years of service during the breakfast. Other categories will receive certificate, but not presented during the breakfast.
- Create a "program" that will list all employees by years of service categories.
- Have monitor running or poster boards displayed with years of service categories and names of employees.
- First year of recognition program everyone will receive a certificate.
- Ongoing breakfast recognition will be for those hitting each milestone- 5 years, 10 years, 15 years, etc.

The Board decided to take action on employee recognition.

BOARD APPROVED RECOGNIZING EMPLOYEES' YEARS OF SERVICE DURING THE CHRISTMAS BREAKFAST

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved recognizing employees' years of service during the Christmas Breakfast.

HUMAN RESOURCES UPDATE CONTINUES

Mrs. Pennington discussed the resignation/termination turnover rate which was included in the agenda packet.

BUDGET CALENDAR REVIEW & REVIEW OF PROCESS

County Manager Felts then gave a brief overview of the budget calendar, located on page 144 of the agenda and talked about the budget process.

BREAK

At the time, Chairman Smoak called for a break.

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

Chairman Smoak stated that he loves retreats and thanked County Manager Felts for a job well done. He stated he would be leaving the retreat because it had been a long day for him. He then turned the retreat over to Vice Chairman Jay to continue the retreat. (Chairman Smoak left at 1:49 p.m.)

Vice Chairman Jay called on Board members for their comments.

Commissioner Smith mentioned items related to broadband, security in schools, and lowering taxes. He also discussed the proposal that was brought to the Board by Mrs. Wendy Pennington and County Manager Felts regarding the restructuring of the Administration Office and wanted to take action to accept their recommendation.

BOARD APPROVED RESTRUCTURING THE ADMINISTRATION OFFICE TO INCLUDE A PUBLIC INFORMATION OFFICER AND MANAGEMENT ANALYST POSITION

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved restructuring the Administration Office to include a Public Information Officer and Management Analyst position.

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

Board members commented on security in schools and direction of the County. They thanked staff for their service and expertise. They also thanked County Manager Felts for a job well done. They said the retreat was enjoyable and educational.

COUNTY MANAGER RECAP

County Manager Felts thanked the staff for their participation at the retreat and then gave a brief recap of the retreat. He informed the Board that Lee Isley, Chief Executive Officer for Granville Health System, was on his way to the retreat to address the Board.

BREAK

At this point, Vice Chairman Jay called for a break since Mr. Isley was on his way to the retreat.

UPDATE FROM GRANVILLE HEALTH SYSTEM

Lee Isley, Chief Executive Officer for Granville Health System, gave the Board an update on the Granville Health System.

BOARD ADJOURNED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned at 2:49 p.m.

Respectfully submitted,
Patrice D. Wilkerson
Deputy Clerk to the Board