

OXFORD, NORTH CAROLINA
July 1, 2019

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, July 1, 2019 at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Zelodis Jay

Commissioners: Tony W. Cozart Sue Hinman
 Timothy Karan David T. Smith
 Edgar Smoak

Owen T. Roberts, Jr. was absent.

County Manager: Michael S. Felts was absent.

County Attorney: James C. Wrenn, Jr.

Assistant County Attorney: Gerald T. Koinis

News Reporters: David Murray – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chairman Zelodis Jay called the meeting to order, gave the invocation and led the Pledge of Allegiance. He announced that County Manager Felts was on vacation and that Charla Duncan, Management Analyst, would preside at the meeting.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report which showed the following balances (corrected summary):

| | |
|--|--------------|
| General Contingency Balance | \$ 180,000 |
| School Contingency | \$ 100,000 |
| Environmental Disaster Contingency | \$ 10,000 |
| General Fund Appropriated Fund Balance | \$ 2,313,755 |

- (B) Approved Budget Amendment #9 as recommended by the Finance Director:

| Budget Amendment #9 | | | | | | |
|---|------|-----|--------------------------------|--|------------|----------------|
| 6/17/2019 | | | | | | |
| <i>Be it ordained</i> , the FY 2018-2019 Annual Budget Ordinance is hereby amended as follows: | | | | | | |
| GENERAL FUND | | | | | | |
| Expenditures: Increase/(Decrease) | | | | | | |
| Education | | | | | | |
| | | | Granville County School System | | 92,000 | |
| | | | <i>Total Expenditures</i> | | | 92,000 |
| Revenues: Increase/(Decrease) | | | | | | |
| | | | Appropriated Fund Balance | | 92,000 | |
| | | | <i>Total Revenues</i> | | | 92,000 |
| | | | | | | 0 |
| | | | Budget Amendment #9 | | | |
| (For reference only) | | | | | | Balance |
| General Fund/Schools | | | | | | |
| Expenditures: Increase/ (Decrease) | | | | | | |
| | | | | | | |
| 10- | 9910 | 994 | School Bond D/S Contingency | | \$92,000 | \$92,000 |
| 10- | 5911 | 590 | School Cap Outlay Cat . 2&3 | | \$92,000 | \$459,200 |
| 10- | 9910 | 994 | School Bond D/S Contingency | | (\$92,000) | \$0 |
| Revenues: Increase/ (Decrease) | | | | | | |
| 10- | 3990 | 991 | Appropriated Fund Balance | | \$92,000 | \$92,000 |
| <i>Description</i> : Funding for Granville County School System activity bus from school capital outlay funds, as approved by the Granville County BOCC on June 17, 2019. | | | | | | |

RECOGNITION OF L.C. ADCOCK

Chairman Jay and Commissioner Smith, on behalf of the Board, recognized L. C. Adcock for his years of service in Granville County. Chairman Jay made comments. Commissioner Smith noted that John Snow, CEO of Granville Health System, and Dr. Alisa McLean, Superintendent of Granville County Public Schools, were unable to attend and sent their regards. He made comments and presented the following proclamation:

**Resolution Honoring Mr. L. C. Adcock
for his Years of Public Service to Granville County**

WHEREAS, Mr. L. C. Adcock held the position of Superintendent of Granville County Schools from December 1967 to June 1985, and in addition held the positions of Assistant Superintendent, School Principal and Teacher over his 35 continuous years of service to education in Granville County; and

WHEREAS, Mr. Adcock in November 1990 was elected to the Granville County Board of Commissioners for a four-year term, was re-elected in 1994, served as Chairman of the Board for two years and served as the Chair of the Departmental Operations, Financial Operations and Personnel Committees; and

WHEREAS, Mr. Adcock joined the Board of Trustees at Granville Health System in January 1998, began serving as the Chairman in January 2006, led the organization through a critical time of change by successfully transitioning from a managed medical center to an independent community health system, through his leadership has brought stability, an exceptional reputation and a positive financial outlook to the organization, was awarded the 2009 North Carolina Hospital Association Outstanding Trustee Award; and has served the Health System with dignity for over 20 years, resigning from the Board of Trustees in April 2019; and

WHEREAS, Mr. Adcock served in the United States Navy as a Medic. He is a dedicated and active member of Delrayno Baptist Church where he has served as a Sunday School Teacher, Deacon and on various committees. He is also a supporter of the youth ministry at the church. He has been a dedicated and active member of the Oxford Lions Club for 55 years and has lived true to the Lions Club motto of “We Serve;” and

WHEREAS, Mr. Adcock’s contributions to the Granville County community have been immeasurable and his name has been synonymous with success for effectively managing public projects. He has promoted the ideals of leadership and “community first” throughout his career and as a public leader and educator he has left no stone unturned seeking to improve the community he serves;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners does hereby express its deepest gratitude to Mr. L. C. Adcock for his many years of exceptional public service to the citizens of Granville County and wishes him much continued success throughout his life.

Mr. Adcock thanked the Board for their service and made comments. Commissioner Cozart made comments and noted that Mr. Adcock left a legacy.

BOARD RECOGNIZED DEBORAH M. ENGLEBRIGHT

Commissioner Tony W. Cozart and Commissioner Sue Hinman recognized Deborah M. Englebright for her years of service with Granville County Social Services and presented her with a plaque from the Board that read as follows:

Deborah M. Englebright
Granville County Department of Social Services
November 5, 1990 – June 30, 2019
In Recognition of Outstanding Service
to
The Citizens of Granville County
Presented by
The Granville County Board of Commissioners
July 1, 2019

RECOGNITION OF CHARLA DUNCAN

Chairman Jay stated that Kevin Leonard, Chief Executive Officer of the North Carolina Association of County Commissioners (NCACC) would recognize Charla Duncan.

Mr. Leonard said that the UNC School of Government’s Municipal and County Administration Program is a yearlong program that has approximately 100 students. The North Carolina Association of County Commissioners (NCACC) has sponsored the Edwin M. Gill Award in conjunction with the program since 1965. He explained that the award is given to the student in the program with the most distinguished record in the course, based on input from classroom peers, professors and course performance. He said this year’s award was presented to Charla Duncan at the graduation ceremony in April. He said he wanted to recognize Charla for receiving the award and thanked her for the thoughtful thank you note she sent. He also thanked the Board for believing in the program and fostering the new

generation of leaders that County government must have. He then presented her a plaque and Ms. Duncan made comments.

BOARD DISSOLVED GRANVILLE COUNTY RECREATION COMMITTEE AND THE GRANVILLE GREENWAY TECHNICAL COMMITTEE AND CREATED THE GRANVILLE COUNTY PARKS, GREENWAYS, AND RECREATION ADVISORY COMMITTEE

Charla Duncan, Management Analyst and Staff Support to the Recreation Advisory Committee, presented on behalf of the Granville County Parks and Recreation Advisory Committee and the Greenway Technical Committee. She said there was a unanimous recommendation from both committees to dissolve the current structures of the Granville County Parks and Recreation Advisory Committee and the e Greenway Technical Committee. She explained that upon dissolution, there was also a unanimous recommendation to form a new committee that will advise the Board of Commissioners on matters related to parks, greenways, and recreation. She then reviewed the following proposed objectives and structure for the newly formed Parks, Greenways, and Recreation Advisory Committee:

Objectives:

1. Plan and recommend to the Governing Body such action as may be necessary to provide an adequate and complete system of parks and recreation facilities-including greenways-and programming which meet the needs of Granville County citizens
2. Recommend guidelines, procedures, and the funding of applications for the Granville County recreation mini-grant program (as funding is available)
3. Carry out the directions of the governing body and/or County Manager regarding the provision of Parks and Recreation services and greenways development and oversight in Granville County
4. Advise the board and the Greenway Advisory Council in the operation of greenway systems and the implementation of the Greenway Master Plan

Two-year terms; no staggering.

Meets 3rd Tuesday at 5 p.m.

Meets monthly, except for June, July, and December

Voting members-

1. District 1
2. District 2
3. District 3
4. District 4
5. District 5
6. District 6
7. District 7
8. At-large
9. At-large
10. At-large
11. At-large

Suggested areas of expertise for members:

Public Health, Environmental/Land Management, Senior Services, Arts & Culture, Public Safety, Schools/Exceptional Children Specialist, Chamber of Commerce, and Public Utilities.

Ex officio members-

- Two County Commissioners
- TDA Director
- Representative from the Granville County Parks and Grounds Department
- Greenway Advisory Council Chair
- Representative from the Council of Government or Regional Planning Organization

Staff support:

Administration Department Representative: Charla Duncan

Planning Representative: Justin Jorgensen

She then gave the following background information: For the past few years, members of the Granville County Parks and Recreation Advisory Committee and members of the Greenway Technical Committee have had dialogue about the possibility of merging the two committees. Justin Jorgenson and Charla Duncan, Granville County personnel, worked with the two committees to create a structure for a new committee that achieves the objectives needed for both committees, as well as creates a committee structure that is a more efficient and effective representation of the County's recreation, parks, and greenway needs. Greenways are becoming more and more a form of recreation in addition to a form of transportation. Each committee is interested in broadening the scope of recreation to include greenways, while still maintaining the goals that the Greenway Technical Committee have been working on since that committee was established. All members understand that with the dissolution of current committees and the creation of a new committee, there's a chance that they may no longer serve in their current capacity. She noted that Ivan Washburn, Betty Lou Davis and Jimmy Williams that serve on the committees were present.

Ms. Duncan clarified that each Commissioner will make an appointment from their district and that the new committee members can be appointed in August.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner David T. Smith and unanimously carried, the Board approved dissolving the Greenway Technical Committee and the Granville County Parks and Recreation Advisory Committee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the formation of a Parks, Greenways, and Recreation Advisory Committee with guidelines as follows and requested a suggested roster at the next meeting:

Parks, Greenways, and Recreation Advisory Committee

Two-year terms; no staggering.

Meets 3rd Tuesday at 5pm

Meets monthly, except for June, July, and December

Voting members

- 1. District 1
- 2. District 2
- 3. District 3
- 4. District 4
- 5. District 5
- 6. District 6
- 7. District 7
- 8. At-large
- 9. At-large
- 10. At-large
- 11. At-large

Suggested areas of expertise for members:

Public Health, Environmental/Land Management, Senior Services, Arts & Culture, Public Safety, Schools/Exceptional Children Specialist, Chamber of Commerce, and Public Utilities.

Ex officio members-

- Two County Commissioners
- TDA Director
- Representative from the Granville County Parks and Grounds Department
- Greenway Advisory Council Chair
- Representative from the Council of Government or Regional Planning Organization

Staff support:

Administration Department Representative: Charla Duncan

Planning Representative: Justin Jorgensen

Chairman Jay requested that Charla Duncan and Justin Jorgensen present a roster at the next meeting.

BOARD APPROVED RECREATION GRANT FUNDING FOR FISCAL YEAR 2019-2020

Charla Duncan explained that the Granville County Recreation Advisory Committee received 13 applications for the 2019-2020 Recreation Grant and the requests totaled \$261,605. She noted that the number of applications and the total dollar request was the highest the committee had seen so far in the recreation mini-grant program. She said that after reviewing the competitive applications, the seven-member Recreation Advisory Committee unanimously agreed to recommend projects and dollar amounts to the Granville County Board of Commissioners for recreation funding for fiscal year 2019-2020 and then reviewed the recommended funding. She then gave the following background information:

- For the past several years, Granville County appropriated funding for recreation.
- Amounts in the Recreation Grant Funding Program category are allocated based on recommendations from the Recreation Advisory Committee.
- This program successfully funds projects on a competitive basis that encourage and develop recreation programs or facilities in accordance with the County's Recreation Master Plan.
- The Recreation Advisory Committee develops and implements the grant program and advises the County Board of Commissioners on future recreational needs.
- A county-wide comprehensive recreational needs survey from 2015 has guided a seven-member, volunteer Recreation Advisory Committee. The committee seeks to equitably distribute funds, as well as to diversify recreation opportunities in the County.

When asked, Ms. Duncan explained that Hopping Frogs Forest School is an outdoor education program in Oxford that is a 501C3. She said they do summer programs and have worked with Cooperative Extension and JCPC. She said the committee could not fully fund their request, but did want to support them in their summer camp scholarship program and community garden pieces. She said the Senior Services grant funding is for the Oxford location.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved \$111,817 in Recreation Grants for fiscal year 2019-2020 as follows:

| | | |
|-------------------------------|---|------------------|
| City of Creedmoor | 2 fishing platforms | \$10,725 |
| City of Oxford | ADA rocker for playground | \$19,500 |
| Senior Services | Fit After Fifty equipment | \$1,600 |
| Senior Services | Outdoor walking track | \$8,800 |
| Town of Stovall | Walking track repairs | \$10,900 |
| Chamber of Commerce | Alive After Five band(s) | \$3,000 |
| Town of Butner | Outdoor fitness equipment at Lake Holt | \$9,730 |
| Town of Stem | ADA parking lot improvements | \$12,500 |
| Grassy Creek Community Center | Picnic shelter | \$20,512 |
| Hopping Frogs | Scholarships (\$2,500); amenities (\$3,700) | \$6,200 |
| Toler Reach Out | Knee wall (\$650); equipment (\$7,700) | \$8,350 |
| | TOTAL | \$111,817 |

Commissioner Smith asked members of the Recreation Advisory Committee to stand and they were thanked for their hard work.

BOARD APPROVED PURCHASE OF A REEL MOWER FOR THE GRANVILLE ATHLETIC PARK

Charla Duncan explained that the Granville Athletic Park uses a John Deere 7700a Reel Mower to cut 20 acres of Bermuda grass fields which includes two high school baseball fields, three youth baseball/softball fields, high school/adult soccer fields and youth soccer fields. The reel mower that the GAP staff has is worn out to the point of repairs and with this much grass and being used every day, it is recommended to have two mowers. The mower is intended to get 10-15 hours a week and the GAP staff is doing double that at 25-30 hours a week. The quotes on the mowers have about 1,000 hours on them. The mower that is currently being used has about 3,000 hours on it. She noted that the Parks and Grounds Director received three (3) quotes as follows:

| | |
|---------------------------|-------------|
| Revels Turf & Tractor | \$29,890.00 |
| John Deere | \$30,100.00 |
| Greenville Turf & Tractor | \$30,851.00 |

There is a two-year warranty on the recommended reconditioned mower and a new one costs \$70,000.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved purchasing a John Deere Gold reconditioned 7700 Reel Mower in accordance with the State Term Contract from Revels Turf & Tractor for a price not to exceed \$29,890.00 from the approved fiscal year 2019-2020 budget.

BOARD APPOINTED MICHAEL KINLOW TO THE OXFORD PLANNING BOARD – EXTRATERRITORIAL MEMBER

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board appointed Michael Kinlow to the Oxford Planning Board – Extraterritorial Member.

BOARD APPROVED CONTRACTING WITH MCGILL ASSOCIATES FOR ENGINEERING SERVICES AT TRIANGLE NORTH GRANVILLE

County Attorney Wrenn stated that a Request for Qualifications (RFQ) was issued seeking a firm to evaluate the Triangle North Granville Park water and sewer infrastructure. He said that his recommendation was to select the McGill firm with a total cost not to exceed \$255,000 and gave the breakdown of the proposal. The funds are currently held in his trust account pursuant to the acquisition of the park and will be paid with non-county dollars. He noted by doing this engineering work, the park will be ready-to-build when a project comes.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Edgar Smoak, and unanimously carried, the Board approved contracting with McGill Associates for engineering services at Triangle North for an amount not-to-exceed \$255,600 from funds held in trust for Triangle North Granville.

BOARD APPROVED CONTRACTING ENGINEERING SERVICES FOR NEW COMMERCE DRIVE

County Attorney Wrenn said he had been asked to do preliminary research on what would be required to extend New Commerce Drive to connect to Knotts Grove Road for the Law Enforcement Center project. He said he has a recommended scope for the project from Kimley-Horn for engineering services and explained the four tasks – project coordination/administration; data collection and review; concept designs; and development of a Request for Qualifications (RFQ) to complete the project. He noted funds will be sought from the North Carolina Department of Transportation (NCDOT) to complete the project for a cost not to exceed \$20,000.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, the Board approved authorizing the County Manager and County Attorney to enter into and execute a contract with Kimley-Horn for engineering services for New Commerce Drive for an amount not-to-exceed \$20,000; and approved exempting the initial scope from North Carolina Mini-Brooks Act. Note: this will be taken to DOT for funding to complete the project as it is not funded now.

COUNTY ATTORNEY REQUESTED CLOSED SESSION

County Manager Wrenn stated there was an economic development matter for closed session.

BOARD PRESENTATIONS

Commissioner Smoak reported that the Opioid Advisory Committee is up and running, has great members, and he expects good things from the committee's work.

Commissioner Hinman said she has spoken with most of the city officials to provide a member to the Granville County 275th Anniversary Committee that will be meeting soon.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Edgar Smoak, seconded by Commissioner Sue Hinman, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other

businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board returned to regular session.

BOARD CREATED 275TH ANNIVERSARY COMMITTEE

Chairman Jay reported that the Toler family would be celebrating their 77th reunion. The consensus of the Board was to send them a letter of greetings for their event.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board adjourned at 8:12 p.m.

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