

**PERSON COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**NOVEMBER 16, 2009**  
**OTHERS PRESENT**

Johnny Myrl Lunsford  
Jimmy B. Clayton  
Kyle W. Puryear  
B. Ray Jeffers  
Samuel R. Kennington

Heidi York, County Manager  
C. Ronald Aycock, County Attorney  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, November 16, 2009 at 9:00 a.m. in the Commissioners' meeting room in the Person County Office Building.

Chairman Lunsford called the meeting to order and asked Commissioner Clayton to lead in prayer and Commissioner Kennington to lead the Pledge of Allegiance.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

Commissioner Kennington proposed for the Board to go into Closed Session to discuss land acquisition.

Commissioner Puryear proposed for the Board to discuss economic development in Closed Session.

Chairman Lunsford stated the Board would go into Closed Session to discuss personnel.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Puryear and **carried** to approve the agenda as presented with the addition of three Closed Sessions for the purpose of discussion of land acquisition, economic development and personnel.

**INFORMAL COMMENTS:**

There were no comments from the public.

**APPROVAL OF MINUTES:**

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Jeffers for approval of the October 26, 2009 and November 2, 2009 minutes. Chairman Lunsford stated a correction was needed for the minutes of November 2, 2009, under the agenda item for review of the potential Person Area Transportation System (PATs) Parking Lots sites, the reference to Wrenn Crumpton site should read the Critcher-Wilkerson Road site. A **substitute motion** was made by Commissioner Clayton, **seconded** by Commissioner Puryear, and **carried** to approve the minutes of October 26, 2009 and November 2, 2009 with the above noted correction in the November 2, 2009 minutes changing the reference of the Wrenn Crumpton site to read the Critcher-Wilkerson site.

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**ADMINISTRATIVE REPORTS:**

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Jeffers, and **carried** to approve the Administrative Reports for the Detention Center and the Inspection Department.

**REQUEST FROM REGION K AGING ADVISORY COUNCIL CHAIR TO RESCIND APPOINTMENT:**

Clerk to the Board, Brenda Reaves stated at the November 2, 2009 Board meeting, the Board requested clarification of the rule related to appointed members county of residence. Ms. Diane Cox, Kerr Tar Area Program on Aging Director confirmed with the Clerk that the bylaws do not specify that members have to live within the county of appointment. Ms. Cox provided the Board with a copy of the Bylaws and a Job Description for the Region K Advisory Council on Aging. The Board took no action related to Millard Thacker's request as Chair of the Region K Aging Advisory Council to rescind appointment of Melinda Hudson.

**REVIEW OF ECONOMIC DEVELOPMENT DIRECTOR JOB DESCRIPTION:**

County Manager, Heidi York stated on October 26<sup>th</sup>, the Board of Commissioners directed the Manager to review the job description for the vacant Economic Development Director position. Job descriptions for similar positions in other counties including Franklin; Vance; and Orange as well as the Towns of Holly Springs and Matthews were analyzed and included in the Board packets for review. Ms. York presented the Board with the recommended changes to Person County's current job description for review and input. Ms. York highlighted the recommended changes of expanding this position to focus on economic development beyond the industrial focus by adding commercial and clarifying this position reports directly to the County Manager as well as taking out supervision since the administrative position is currently vacant. The job description also requires the Director will provide updates to the County Manager on a regular basis as well as make presentations to the Board of Commissioners as requested. The education requirements for this position are a desired Masters Degree and NC Economic Development Certification preferred.

Commissioner Kennington recommended the Economic Development Director to attend meetings of other local economic development groups.

Ms. York confirmed to Commissioner Puryear that the proposed job description had been reviewed favorably by the Economic Development Commission Chairman.

Chairman Lunsford suggested stressing local participation strongly during the interview process.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Puryear, and **carried** to adopt the Economic Development Director job description as presented and adjusted by Board as well as to direct the County Manager to set a timetable for the Board's review to be presented at the next scheduled meeting.

**2010 PROPOSED REGULAR SCHEDULED BOARD MEETINGS FOR APPROVAL:**

County Manager, Heidi York presented the Board with a draft list of 2010 proposed regular scheduled Board meetings for consideration.

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Kennington, and **carried** to approve the 2010 schedule of Board meetings presented with the deletion of the July 6, 2010 and December 20, 2010 meetings.

**2010  
Person County Board of Commissioners  
Regular Scheduled Meetings  
To be held in Room 215 at the Person County Office Building unless otherwise noted**

January 4, 2010	7:00 p.m.
January 19, 2010 (Tuesday)	9:00 a.m.
February 1, 2010	7:00 p.m.
February 15, 2010	9:00 a.m.
March 1, 2010	7:00 p.m.
March 15, 2010	9:00 a.m.
April 6, 2010 (Tuesday)	7:00 p.m.
April 19, 2010	9:00 a.m.
May 3, 2010	7:00 p.m.
May 17, 2010	9:00 a.m.
June 7, 2010	7:00 p.m.
June 21, 2010	9:00 a.m.
July 19, 2010	9:00 a.m.
August 2, 2010	7:00 p.m.
August 16, 2010	9:00 a.m.
September 7, 2010 (Tuesday)	7:00 p.m.
September 20, 2010	9:00 a.m.
October 4, 2010	7:00 p.m.
October 18, 2010	9:00 a.m.
November 1, 2010	7:00 p.m.
November 15, 2010	9:00 a.m.
December 6, 2010	7:00 p.m.

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\*\*January 18<sup>th</sup> meeting date changed to January 19<sup>th</sup> due to Martin Luther King, Jr. Holiday

\*\*April 5<sup>th</sup> meeting date changed to April 6<sup>th</sup> due April 5 being a designated Furlough Day

\*\*September 6<sup>th</sup> meeting date changed to September 7<sup>th</sup> due to Labor Day Holiday

**BOARDS AND COMMITTEES APPOINTMENTS REQUEST TO SCHEDULE INFORMAL INTERVIEW DATE AND TIME:**

Clerk to the Board, Brenda Reaves requested Board consideration to schedule an informal interview process at 6:15 p.m. on January 4, 2010 prior to the regular scheduled meeting for the purpose of meeting with the applicants of the two competitive boards (1 seat on the Airport Commission and 3 seats on the OPC Mental Health Board).

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Jeffers, and **carried** to schedule informal interviews for the competitive board applicants on January 4, 2010 beginning at 6:15 p.m.

**CAPITAL IMPROVEMENT PLAN (CIP) FUNDING ALLOCATION:**

Finance Director, Amy Wehrenberg and County Manager Heidi York presented the Board with a corrected copy of the CIP recommended funding allocation report. The corrected copy was due to a formula error affecting some projects to be moved with the most significant change reflected in the Transfer from General Funds line amounts. Ms. York noted this fiscal year's CIP was adopted on June 1, 2009 in concept only, with the expectation that this document would be brought before Commissioners again after the audit for FY 2008-2009 was complete and fund balance recognized. Although the audit has not been sent to the Local Government Commission for final approval, the unofficial final numbers are available and Ms. York and Ms. Wehrenberg recommended funding of the capital projects listed in the report. Ms. York requested the Board to discuss the amount of fund balance that the Board would like to allocate for capital projects in the current fiscal year.

Ms. Wehrenberg explained the line item Transfer from General Fund lists the amount of fund balance appropriation estimated to cover the projects listed in that fiscal year. Budget Year 2009-10 recommended capital improvement projects would require \$3,202,000 appropriation from fund balance to cover those projects in the current fiscal year. Ms. Wehrenberg stated due to the additional fund balance reported, she and the County Manager met with David Rogers, Director of Public Works and Larry King of Person County Schools to discuss moving projects from later years to be sooner so to group roofing projects for the schools, county and community college together as a coordinated effort to use the same roofing vendor and save costs.

**Person County  
Capital Improvement Plan (CIP)  
Budget Year 2009-10  
Changes Recommended**

	Budget Year 2009-10	Planning Year 2010-11	Planning Year 2011-12	Planning Year 2012-13	Planning Year 2013-14
<b>Revenues:</b>					
Transfer from General Fund	3,202,000	1,350,000	2,831,000	1,821,600	1,171,000
Transfer from County Capital Reserve Fund	52,000	736,000	154,000	40,000	171,000
Transfer from County Capital Reserve Fund (Schools)	573,000	2,675,000	950,000	95,000	10,000
Grants	-	-	500,000	-	-
Debt Service Proceeds	-	3,200,000	5,500,000	-	-
<b>Total Sources:</b>	<b>3,827,000</b>	<b>7,961,000</b>	<b>9,935,000</b>	<b>1,956,600</b>	<b>1,352,000</b>
<b>Project Costs:</b>					
<b>Public Buildings:</b>					
New roof-Person Counseling Center	50,000	20,000	-	-	-
New roof-Library	200,000	50,000	-	-	-
New roof-Olive Hill Gym	100,000	80,000	-	-	-
New roof-Airport Pump Building	10,000	15,000	-	-	-
Hot Water repair at LEC (will need to do re-piping)	110,000	-	-	-	-
Courthouse Renovations *	-	3,200,000	-	-	-
New roof-Kirby Civic Auditorium	150,000	300,000	-	-	-
New Roof-PCOB	100,000	300,000	-	-	-
New Roof-EMS	-	150,000	50,000	-	-
New roof-Huck Sansbury Gym	-	350,000	50,000	-	-
Replace carpet & tile (PCOB)	-	150,000	50,000	200,000	200,000
Remove 4000 Gallon UST (diesel fuel tank) @ EMS and Replace with above ground tank-used for the generator	-	40,000	10,000	10,000	-
Paving-driveway & parking lots-Anim Ctrf & PW maintenance	-	50,000	25,000	25,000	-
Demolition of house & pave lot	-	-	-	-	-
<b>EMS:</b>					
ECG Monitor Replacement Program	-	-	-	-	75,000
<b>Fire Marshal:</b>					
Mobile Air and Light Vehicle	-	-	-	-	-
<b>Recreation, Arts &amp; Parks:</b>					
Rec Center/Senior Center Engineer Fees	26,000	26,000	-	-	-
Helena gym improvements	-	-	-	26,000	27,000
Recreation and Senior Center **	-	-	6,000,000	-	-
Paving-6 Walking tracks	-	-	-	130,000	-
Office Rec Center--old DSS building	-	-	-	25,000	-
Playground improvements	-	-	-	25,000	-
Kirby--Renovate second floor	-	100,000	300,000	50,000	-
Mayo Park-camping cabins (2) and restrooms for camp area (2)	-	-	25,000	50,000	-
Helena park expansion	-	-	-	-	-
Olive Hill---construct outside restrooms	-	-	-	-	-
<b>Total County Projects</b>	<b>746,000</b>	<b>4,811,000</b>	<b>6,510,000</b>	<b>541,000</b>	<b>302,000</b>
<b>Piedmont Community College (PCC):</b>					
New roof-F, G, and I Buildings (\$225K/ea.)	100,000	575,000	-	-	-
Technical Education Building ***	40,000	-	-	-	-
New Telephone System (Voice Over IP)	-	-	30,000	35,600	-
Paving and Expansion-Parking Lot 4	-	-	50,000	50,000	-
Renovate Building F lower level, Bldg G lower level & Bldg D (\$1.2M total scope of project)	-	50,000	250,000	200,000	100,000
<b>Total PCC</b>	<b>146,000</b>	<b>625,000</b>	<b>330,000</b>	<b>285,600</b>	<b>100,000</b>

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**Person County  
Capital Improvement Plan (CIP)  
Budget Year 2009-10  
Changes Recommended**

<b>Project Costs: (in recommended order)</b>	<b>Budget Year 2009-10</b>	<b>Planning Year 2010-11</b>	<b>Planning Year 2011-12</b>	<b>Planning Year 2012-13</b>	<b>Planning Year 2013-14</b>
<b>Public Schools:</b>					
New roof-Northern Middle School	1,000,000	500,000	-	-	-
Exterior wall waterproofing Person High	60,000	-	-	-	-
PHS fire alarm & security system replacement	200,000	-	-	-	-
New roof-SMS Gym	50,000	50,000	-	-	-
New roof-portion of PHS	500,000	300,000	200,000	-	-
New roof-Early Intervention	75,000	50,000	-	-	-
New roof-North End	200,000	200,000	100,000	-	-
New roof-Southern Middle	500,000	500,000	500,000	-	-
Chiller replacement @ PHS	50,000	50,000	100,000	80,000	-
Window replacement-Earl Bradsher	100,000	100,000	120,000	50,000	-
Window replacement-North Elem	200,000	100,000	100,000	50,000	-
Window replacement-North End Elem	-	225,000	225,000	25,000	25,000
Window replacement-Woodland Elem	-	175,000	175,000	25,000	25,000
Window replacement-Oak Lane Elem	-	-	300,000	200,000	150,000
Window replacement-South Elem	-	-	650,000	225,000	-
Window replacement-Person High	-	-	300,000	275,000	-
Stadium restrooms & seating	-	200,000	200,000	-	-
Paving-PHS & South Elem	-	-	50,000	50,000	-
VCT floor tile replacement Earl Bradsher	-	-	-	100,000	-
Paving-tracks at PHS & SMS	-	75,000	75,000	50,000	-
Maintenance Facility	-	-	-	-	750,000
<b>Total Public Schools</b>	<b>2,935,000</b>	<b>2,525,000</b>	<b>3,095,000</b>	<b>1,130,000</b>	<b>950,000</b>
<b>Total Uses:</b>	<b>3,827,000</b>	<b>7,961,000</b>	<b>9,935,000</b>	<b>1,956,600</b>	<b>1,352,000</b>

<b>Sources of Revenue for Operating Impact Costs:</b>	<b>Budget Year 2009-10</b>	<b>Planning Year 2010-11</b>	<b>Planning Year 2011-12</b>	<b>Planning Year 2012-13</b>	<b>Planning Year 2013-14</b>
Property Tax	132,115	262,115	512,115	1,137,115	1,052,115
Grants (Rec Center)	-	-	500,000	-	-
Fees (Rec Center)	-	-	100,000	200,000	200,000
<b>Total Sources of Revenue for Operating Impact Costs</b>	<b>132,115</b>	<b>262,115</b>	<b>1,112,115</b>	<b>1,337,115</b>	<b>1,252,115</b>

<b>Operating Impact Costs:</b>	<b>Budget Year 2009-10</b>	<b>Planning Year 2010-11</b>	<b>Planning Year 2011-12</b>	<b>Planning Year 2012-13</b>	<b>Planning Year 2013-14</b>
<b>Courthouse Project</b>					
Operating	-	5,000	5,000	5,000	5,000
Personnel	94,768	94,768	94,768	94,768	9,768
<b>Recreation and Senior Center Project</b>					
Personnel/Operating	-	-	500,000	500,000	500,000
<b>Technical Education Building Project</b>					
Current Expense	37,347	37,347	37,347	37,347	37,347
<b>Debt Service Payments:</b>					
Courthouse Project	-	125,000	250,000	250,000	250,000
Recreation and Senior Center Project	-	-	225,000	450,000	450,000
Technical Education Building Project	-	-	-	-	-
<b>Total Operating Impact Costs</b>	<b>132,115</b>	<b>262,115</b>	<b>1,112,115</b>	<b>1,337,115</b>	<b>1,252,115</b>

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**Person County  
Capital Improvement Plan (CIP)  
Budget Year 2009-10  
Changes Recommended**

**Notes:**

The items highlighted in orange represent the year that these projects are to be fully funded. This CIP is adopted with the contingency that it not to be included in the budget for next year until fund balance at year-end is finalized through the audit for 2008-09. Once the audit is complete, this CIP will be re-visited before the budgeting of these projects is finalized.

The items highlighted in green represent the projects that were moved to a different year to accommodate additional funding. These are changes recommended by the County Manager for the Board's consideration.

The remaining items are costs that will be budgeted in the Capital Reserve Fund that year to minimize the impact of the full cost of the project in a future year. If it is decided that the funding capacity is not there to make this possible or that the fund balance appropriation would be too high, these projects would be need to be reduced or moved across the year(s).

**\* Courthouse Renovation Project**

We have 3 years to be able to finance this project and include the costs incurred in FY 2009 for the safety equipment and any future costs. If it is decided to delay this project beyond that time, these costs would not be eligible for reimbursement under the financing agreement. However, this should not dictate the timing on a financing if the funding capacity is not available within that 3 year window.

**\*\* Rec and Senior Center**

We have 7 years before we are required to issue obligation bonds for this project, if in fact it is the Commissioners desire to fund it this way. However, the A&E fees (\$52K) would need to be incurred in the year prior to the beginning date of project construction to determine the total scope of this project.

**\*\*\* PCC's Technical Education Center**

We will complete the payment on the PCC Tech Ed Bldg in FY 2010. This project was approved with the intent of doing a future borrowing. However, due to the timing and the fact that we will complete payment before the end of December 2009, we recommend that this be paid for with the existing fund balance that was available at fiscal year-end 2009. This would require an amendment to the capital project ordinance that currently includes this and the Courthouse Renovation Project. That would leave the Project to include the Courthouse Renovation only.

**November 16, 2009**

Ms. Wehrenberg brought to the attention of the Board that the a new roof was added to the CIP report for the old Person Counseling Center building that may be considered for placement of the Probation Offices. Probation offices are now the responsibility of the county. Mr. Rogers updated the Board on the old Counseling Center building noting the building has approximately 4, 000 square feet, stating tests would be required for lead paint and asbestos. Mr. Rogers stated renovating the old Person Counseling building would cost an estimated half of new construction of the same size building. Mr. Rogers stated the basement of the Courthouse could also be a consideration for probation offices, however; the space is designated to be used during the Courthouse renovations for relocation of offices. The Board discussed various options related to the probation space. Ms. York suggested scheduling an agenda item for discussion options related to the probation space.

Ms. Wehrenberg explained the carpet project at the Person County Office Building would involve office relocation of an entire floor; each floor scheduled in each of the fiscal years 2011-2014 which will require much advance planning.

All the paving projects were grouped together similar to the roofing projects to save on costs during year 4 of the recommended plan.

Ms. Wehrenberg anticipates the CIP for fiscal year 2011-2015 to be updated and approved in the spring of 2010 with the intention for projects scheduled in 2010-11 to be adopted and part of the budget.

Chairman Lunsford suggested Board members to review the recommended CIP funding allocation report presented.

Commissioner Kennington inquired about any action needed to request economic stimulus funds for the Courthouse project.

Commissioner Kennington asked how the proposed renovation of the AmVet building for relocation of the alternative school would affect the CIP. Ms. Wehrenberg and Ms. York confirmed the schools would have to make a new request to add to the CIP and the Board would able to decide when to fit in a new request as well as shuffle projects to accommodate.

Commissioner Jeffers recommended updating the local contractors list for any new project that would go out for bid.

Chairman Lunsford thanked the Finance Director and the County Manager for the report presented.



**BUDGET AMENDMENT:**

Finance Director, Amy Wehrenberg presented and explained the following Budget Amendment.

Upon a motion by Commissioner Jeffers, and a second by Commissioner Clayton and majority vote, the Board of Commissioners of Person County does hereby amend the Budget of the General Fund(s) on this, the 16th day of November 2009, as follows:

<u>Dept./Acct No.</u>	<u>Department Name</u>	<u>Amount</u> Incr / (Decr)
<u>EXPENDITURES</u>	<u>General Fund</u>	
	General Government	695
	Public Safety	16,270
	Human Services	68,990
<u>REVENUES</u>	<u>General Fund</u>	
	Other Revenues	16,965
	Intergovernmental Revenues	7,000
	Fund Balance Appropriation	61,990

Appropriate: Miscellaneous revenues received and used for the purchase of a digital camera in the Information Technology Department (\$695) and the Weapons Buyback Program for the Sheriff's Department (\$16,270); Immunizations Grant received by the Health Department from the Dept. of Public Health (\$7,000); DSS Carry-forward funds for various programs (\$61,990); and an adjustment in the Airport Grants between the 2008 Vision 100 Grant (-\$25,000) and the 2007 Vision 100 Grant (+\$25,000).

**CHAIRMAN'S REPORT:**

Commissioner Lunsford had no report.

**MANAGER'S REPORT:**

County Manager, Heidi York had no report.

**COMMISSIONER REPORT/COMMENTS:**

Commissioner Jeffers reminded the group of a Department of Social Services (DSS) sponsored Dutch auction to fund Christmas for foster children and DSS custody children. DSS will be accepting new and gently used items for this auction.

Commissioner Clayton announced the Kerr Tar Regional Council of Government staff will be sponsoring Toys for Tots to benefit Person County.

Commissioner Puryear told the Board of a email he had received regarding the Broadband USA Grant Application stating Century Link submitted data that shows the proposed area of the Electronic Solutions, Inc. application is not underserved or unserved, per the program guidelines resulting in the application submitted by Electronic Solutions being denied as ineligible. Commissioner Puryear was outraged at this new development and stated the High Speed Internet Committee would be meeting soon to bring to the Board recommendations for consideration.

Commissioner Kennington noted the Future's project is underway stating the first Executive Committee meeting as well as first overall general meeting with approximately 55 people attending have taken place. Each individual committee group has set meetings to work on their specific goals.

#### **CLOSED SESSION:**

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Kennington, and **carried** to go into Closed Session pursuant to G.S. 143-318.11(a)(5) to discuss land acquisition.

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Kennington, and **carried** to go into Closed Session pursuant to G.S. 143-318.11(a)(4) to discuss economic development.

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Kennington, and **carried** to go into Closed Session pursuant to G.S. 143-318.11(a)(6) to discuss personnel.

The three motions for separate Closed Sessions took place at 10:13a.m. A five minute recess was given prior to the first Closed Session.

A **motion** was made by Commissioner Clayton, **seconded** by Commissioner Puryear, and **carried** to return to open session at 10:44 a.m.

Chairman Lunsford called for action on the Board's land acquisition discussion regarding the Roxboro County Club.

A **motion** was made by Commissioner Kennington, **seconded** by Commissioner Jeffers and **carried by majority vote 4-1** to appoint Commissioner Puryear and the County Manager to work with the City Manager and a representative from City Council to discuss the issue and see if anything can be done jointly to look at the possibility of this property to be used by City and County governments. Commissioner Clayton cast the lone dissenting vote.

Chairman Lunsford called for action on the Board's land acquisition discussion regarding the Longhurst Cotton Mill.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Clayton and **carried by majority vote 4-1** to direct Commissioner Kennington and the County Manager to look into the possibility of acquiring that property known as the Longhurst Cotton Mill (Strutmasters building). Commissioner Puryear cast the lone dissenting vote.

A **motion** was made by Commissioner Puryear, **seconded** by Chairman Lunsford and **carried** to rescind the original motion to go into Closed Session to discuss economic development at 10:47 a.m.

The Board returned to Closed Session for the purpose to discuss personnel at 10:48 a.m.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Puryear, and **carried** to return to open session at 11:28 a.m.

**ADJOURNMENT:**

A **motion** was made by Commissioner Puryear, **seconded** by Commissioner Jeffers, and **carried** to adjourn the meeting at 11:29 a.m.

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Brenda B. Reaves  
Clerk to the Board

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Johnny Myrl Lunsford  
Chairman