

MINUTES
CHATHAM COUNTY BOARD OF COMMISSIONERS
WORK SESSION
AUGUST 02, 2010

The Board of Commissioners (“the Board”) of the County of Chatham, North Carolina, met in the Henry H. Dunlap Building Classroom, 80 East Street, located in Pittsboro, North Carolina, at 10:00 AM on August 02, 2010.

Present: Sally Kost, Chair; George Lucier, Vice Chair; Commissioners Mike Cross, Carl Thompson, and Tom Vanderbeck

Staff Members Present: Charlie Horne, County Manager; Jep Rose, County Attorney; Renee Paschal, Assistant County Manager; Vicki McConnell, Finance Officer; Sandra B. Sublett, Clerk to the Board; and Elizabeth Plata, Deputy Clerk to the Board

Work Session

1. **Agrarian Growth Zone Designation:** Approval of request by the Economic Development Corporation to apply for Agrarian Growth Zone designation for two contiguous block groups in Siler
2. **Green Team Members and Their Projects:** Introduction of Green Team Members and their projects
3. **BOC Goals for Fiscal Year 2010-2011:** Review and discuss updated goals for FY 2010-2011
4. **Budget Critique for FY 2010-2011 Budget:** As part of the budget process staff seeks feedback from the Board of Commissioners about various aspects of the budget process. (i.e. what went well, what areas might need improvement, etc.)
5. **Department Evaluation Process:** Approve departments/functions to be included in the department evaluation process. The manager recommends bookmobile service, staff attorney, substance abuse programs, and grounds maintenance.
6. **Pittsboro Library Recommendation:** The Town of Pittsboro recently requested the Board of Commissioners to return the current Pittsboro building to the town. The Board has requested staff recommendations prior to making a decision. Staff is prepared to give recommendations.
7. **Pittsboro Bus Express Update:** Review of the status of contract for Chatham/Pittsboro/Chapel Hill transportation service
8. **US Highway #64 Update:** Status of comments request by the Board of Commissioners to various advisory boards for their thoughts regarding the proposed US 64 corridor plan put forth by NC DOT
9. **Resolution Pertaining to Borrowing of Funds for Judicial Center:** Approval of a request to adopt a Resolution Pertaining to the Borrowing of Funds from the United States Department of Agriculture Rural Development for the Construction of the Judicial Center and presentation of the letter of commitment

CALL TO ORDER

The Chair called the meeting to order at 10:13 AM. She explained that the last item, Resolution Pertaining to Borrowing of Funds for Judicial Center, was deferred from the Regular Agenda and added to the Work Session Agenda and that she would like for it to be considered first.

RESOLUTION PERTAINING TO BORROWING FUNDS FOR JUDICIAL CENTER

Lisa Talley, USDA Rural Development Loan Specialist, stated that this is being funded through the American Recovery and Reinvestment Act of 2009 (ARRA), and the funding has to be obligated by August 23, 2010. The loan has gone to the National Office, the Rural Development Central Office, has been reviewed, has passed the National Office, which said to go ahead and deliver letter of conditions contingent upon clearance of the process. All of the ARRA funding is going through this process right now. She said that it is a good sign that this has cleared the National Office.

Chair Kost verified that normally this is done once the funding is in place, but because of the tight timeframe, this is being done first with the stipulation that it is now known for sure that the funding will be available.

Lisa Talley said that the Resolution will allow the Chair and the Clerk to the Board to sign all of the paperwork. The loan is for up to \$25 million to build the Judicial Center and is at 4% for 40 years. She reviewed the Letter of Conditions (second page) and the conditions, which include certifications, reports on use of funds, buy American, wage rate requirements, and that the applicant must obtain Agency approval before subcontracting or issuing any request for bids regarding this facility.

Lisa Talley continued and said that the repayment schedule is an annual payment of \$1,286,750; assuming that all \$25 million is used. The first payment will be due one year after closure of the loan. The security requirements for the building will be a promissory note with a first lien. There will be financing on all equipment or furnishings. Title insurance will be required. There are some items on the resolution that the County Commissioners will have to sign or adopt: Loan Resolution Security Agreement, Equal Opportunity Agreement, Assurance Agreement, and the Operating Budget.

Commissioner Lucier asked about the \$1,286,750 annual payment and asked if the payment would be slightly less if the County borrowed less than \$25 million and Ms. Talley said yes.

Commissioner Lucier said that part of the amount will be determined by what is done with the historic court house and how it is used.

Commissioner Vanderbeck asked about the reserve requirement and when this starts. Ms. Talley said that it would need to be in place the first year when the first payment is made. The County has ten years to build up one payment in the reserve.

Ms. Talley continued talking about the application contribution and said that the County will be paying for architectural costs, which will be \$1,116,933. This money has already been spent. All funds will be dispersed at the end of construction. The County will also be required to provide a copy of each year's audit. Insurance and bonding will be required, including a fidelity bond in at least the amount of the payment. Closing instructions will be issued by the General Counsel out of Atlanta, and Ms. Talley will work with the attorney on this closing.

In answer to a question about interest rates, Ms. Talley said that if, at the time of closing, the interest rate is lower than 4%, the County will get the lower interest rate.

Chair Kost said that during the public hearing, the amount was for \$24 million.

Ms. Talley said that if it is determined that more than \$24 million is needed, then there will have to be another public hearing.

Commissioner Lucier moved, seconded by Commissioner Cross, to adopt **Resolution #2010-40 Giving the Chairman and Clerk to the Board Authorization to Execute all Forms Necessary to Obtain a Loan from the USDA Rural Development, Approve the Operating Budget (based on all Governmental Funds, with an Inflation Factor for Future Years, and Accept the Conditions Set Forth in the Letter of Conditions**, attached hereto and by reference made a part hereof. The motion carried five (5) to zero (0).

Commissioner Cross asked about the timeline for construction and Charlie Horne said that it would probably be in November.

Commissioner Vanderbeck said that he would like to have a discussion before this goes out to bid because he is confused.

Commissioner Lucier said that the second floor will be bid as an alternate, so the Board can pick and choose at that time, if it so desires.

Chair Kost said that there was a flipping of the second and third floor.

Charlie Horne said that the adjustments would be made with the alternate bidding if something changes. He suggested that the architect come and do an update.

Chair Kost said that it is time to update the Board because there has been a lot of discussion between the courts and the staff. This could be scheduled for either September 7th or 20th. The Board agreed.

AGRARIAN GROWTH ZONE DESIGNATION

Dianne Reid, Economic Development Corporation President, stated that about ten years ago, the State adopted Urban Zones, which are urban communities, and the rural counties felt very left out of that process. About six years ago, the North Carolina General Assembly added a new program called Agrarian Growth Zones. It is strictly for counties that have no town larger than 10,000 people. It designated areas of the rural communities Agrarian Growth Zones, which makes them eligible for the highest incentives from the State Commerce Department. Chatham County does not quite meet the criteria regarding the amount of citizens living at the poverty level, but it does if two smaller areas are combined. She has talked with some staff about the possibility of combining the Census Tract Block Groups 1 and 6 so that it would meet the 20% combined poverty rate. She said that the County has to be the advocate for the designation. The combined area is just over 6.6 square miles in Siler City. She summarized the tax credits for being an Agrarian Growth Zone. It is a substantial improvement in terms of tax credits.

Commissioner Vanderbeck asked when this could be deployed and Dianne Reid said that she is ready to send this to Congress, but it is a straightforward application. The Town of Siler City is very much in favor of this.

Commissioner Thompson said that the map shows that it is 8.143 square miles as opposed to 6.6 square miles.

Dianne Reid said that she would double-check this, but it is still a very small percentage of the County. The limit for this zone is 10% of the entire County and this is less than 1%.

Commissioner Vanderbeck moved, seconded by Commissioner Thompson, to adopt **Resolution #2010-41 In Support of Establishing an Agrarian Growth Zone in Siler City, North Carolina**, attached hereto and by reference made a part hereof. The motion carried five (5) to zero (0).

GREEN TEAM MEMBERS AND PROJECTS

Sybil Tate, Performance Manager, introduced the Green Team members. The Green Team works on serving internal customers – County employees, County buildings, and implementing projects for sustainability that are cost-effective.

Jennie Kristiansen and Melissa Guilbeau are on the Transportation Team.

Ms. Kristiansen said that they looked at the 2009 Leadership Academy Transportation Survey and the responses. About 144 people responded to that survey. One of the questions was how far people commute. Generally, people were commuting about 21-45 miles per day. Two percent of respondents utilize carpooling and about six percent use it on the weekends. About 37% of people said that needing access to a car for errands or childcare emergencies was a barrier to them carpooling. About 12% said that not knowing who to carpool with was also a barrier. The Shared Ride Home program targets this group of people to connect people that want to carpool.

Melissa Guilbeau said that they came up with an Emergency Ride Home program for County employees. This is for employees getting to work by any means other than driving by themselves – carpool, vanpool, bus, bike, or walk – and if there is an emergency, this policy will cover the cost of the ride home. The first option would be one of the County's fleet vehicles. The last option is Chatham Transit Network, who has agreed to provide a van and a driver, if needed.

Chair Kost asked about cost and Ms. Guilbeau said that \$1,000 has been set aside in contingency for this.

Ms. Guilbeau said that Chapel Hill Transit also has this kind of program for their patrons and it has been used only twice over the years.

Ms. Tate introduced Cynthia Van Der Wiele, who is in the native plant group.

Cynthia Van Der Wiele said that the state of the landscaping around County buildings is in bad shape. As an initial pilot project, they moved six cubic feet of debris, rubbish, and plastic liner and backfilled with eight cubic yards of topsoil mixed with compost. They put in four cubic yards of mulch, trees, and two non-native rose bushes in front of the Dunlap building.

Chair Kost asked about harvesting rain water for irrigation for plant materials. Cynthia Van Der Wiele said that this came up on the brainstorm list.

Commissioner Lucier made reference to the courthouse renovation and asked if they had talked about what to do with the landscaping here, since it is the centerpiece of the Town.

Ms. Van Der Wiele said that there have been discussions about a landscape design for this area.

Chair Kost asked about the status of the Sheriff's Office. Ms. Paschal said that they are being held up by DENR on the storm water issue. When this permit is received, it will go out to bid.

Ms. Tate introduced Teresa Chapman, who is on the Waste Reduction Team and the Education Team. She said that the Education Team Leader had to back out and she will be recruiting someone else for that position.

Teresa Chapman said that they are focusing on trying to improve recycling rates. The committee is made up of Mike Robertson (Sheriff's Department), Ann Allen (Department of Social Services), and Don Metcalf (Facilities Management). They have been reviewing current operations in all of the County buildings, assessing recycling needs and associated costs, where the bins will be placed, and the logistics of collecting the bins. The County is doing a great job recycling paper and cardboard, but they want to improve plastic and aluminum recycling. In terms of education as a whole, they are looking at including information for new employees at orientation, which happens about three or four times a year. There will also be a website with information about the Green Team projects and how employees can get involved. They are also working on signage and fliers for recycling.

Chair Kost asked if there were priorities and what would be handled first. Teresa Chapman said that, regarding recycling, they have met with Facilities staff members to understand the challenges with collection, etc.

Chair Kost said that a lot of people do want to recycle and will look around for a bin and it is not there.

Charlie Horne said that as part of the project, most of the departments have containers for aluminum and plastic, etc.

Commissioner Vanderbeck said that the biggest challenge is probably plastic and also cups. If the plastic would be eliminated, that would be the best solution in getting good drinking water available and then working to get employees to be responsible for their own container, which could be supplied, and that there be no cups. This would eliminate plastic from the water bottles and also get rid of any cups.

Teresa Chapman said that the website will include waste reduction tips.

Commissioner Lucier asked about the State requirement to recycle plastic bottles and asked what this has meant for recycling centers. Teresa Chapman said that she would get this information and bring it back to the County Commissioners.

Ms. Tate introduced Robin James, who has been working on a green purchasing policy.

Robin James said that they hope to introduce this policy to department heads by the next meeting. She said that, based on feedback, there are certain parts of this that many departments are already doing and not tracking. She said that they would pilot two or three categories this year – the janitorial products, the paper products, and maybe fleet vehicles.

Chair Kost asked if there was an online database of products for staff to order. Robin James said that all copy paper is on State contract. She will be working with the people responsible for ordering products and trying to work out green buying.

Commissioner Vanderbeck said that the printing paper should have printed that the paper is recycled. He said that some furniture has some recycled materials.

Commissioner Vanderbeck said that he would be very happy to participate on this team as time allows, because it is a subject of interest to him.

Sybil Tate said that they would like the Board of County Commissioners to adopt the updated version of this Environmental Leadership Policy.

Commissioner Vanderbeck made reference to page 2 of the policy and the Green Team being responsible for following project development steps, and that there is Green Building and Sustainable Energy, and said that these things should be somewhat coordinated so that both groups are not doing the same thing. He would like them to work collaboratively to deal with these issues.

Commissioner Vanderbeck moved, seconded by Commissioner Lucier, to adopt **Resolution #2010-42 in Support of an Updated Environmental Leadership Policy and Recognition of the Green Team**, attached hereto and by reference made a part hereof. The motion carried five (5) to zero (0).

BREAK

Chair Kost called for a short break.

PITTSBORO BUS EXPRESS UPDATE

Chair Kost said that there is some confusion about the amendment in the packet regarding the numbers. The packet had Amendment 2, which had incorrect percentages and

dollar amounts. She said that the County agreed to \$46,000 for the County and \$18,000 for the Town.

Commissioner Lucier said that this was his motion at the July 19th meeting. This would be a 71.8% and a 21.2% split. The complicating factor is that there was an Amendment 1 that was based on the 80/20 split of last year that the County Commissioners have never seen before.

Pittsboro Town Mayor Randy Voller said that last year the County Commissioners committed to Amendment 1 to carry through to August 13th. This is \$11,432.80.

Commissioner Lucier said that this was the amendment to carry the County through from July 1st-August 13th. The approval for the fiscal year was \$46,018. If the \$11,432.80 is subtracted from the \$46,018, it is \$34,567.20 and Pittsboro's remaining share would be \$15,481.80. He said that there needs to be a new contract that specifies, instead of the 75/25, the 69.5/30.5 split. This will make the agreement consistent with what was approved.

Chair Kost said that there was a protection clause for the County about the maximum out-of-pocket and that the service could not be canceled. She would like to have this part of the amendment so that it is perfectly clear.

Charlie Horne said that there was a provision in there for the service to continue if the money ran out.

Commissioner Lucier said that the County was assured by Mr. Spade that there was money left in the federal grant to cover the full year, even though it was an 18-month grant.

Commissioner Lucier moved, seconded by Commissioner Cross, to approve the contract with specified amendments, adjusting the maximum amount for Chatham County at \$34,567.20 and for Pittsboro at \$15,481.80, adding the provision that the service would continue through June 30, 2011. This would change the percentages to 69.5/30.5.

Mayor Voller stated that he feels that something has to be provided about the two amendments because if, for some reason, the total is not billed for either party during the interim period, the monies should be carried over and have something that says that the split will be \$18,046 so that that the money is not short-changed.

Commissioner Lucier included this as part of his motion and Commissioner Cross agreed.

Chair Kost called the question. The motion carried five (5) to zero (0).

PITTSBORO LIBRARY RECOMMENDATION

Chair Kost said that the County received a formal request from the Town of Pittsboro regarding the Library. Staff was going to make a recommendation to the Board regarding that request. The request is that the County deeds the current Pittsboro Library back to the Town.

Assistant County Manager, Renee Paschal, gave a brief history. The County acquired the library in 1996 when it purchased the west end of the Annex Building, which had been Pittsboro Town Hall. Then Pittsboro offered up the Library for the County to have as part of the deal. Pittsboro sold the Library to the County for \$1, and the motivation was so that the town no longer had to maintain that building. It was made a condition of the sale by the Town of Pittsboro for the County to get the west end of the Annex Building. It has been programmed into the space needs study and it has been demonstrated that the County needs the building for two years for the courts and then it will be converted to use by County offices. Bids have been awarded for the renovation of the library of \$500,000+, which is scheduled to start as soon as the old library moves out into the new library (end of August or beginning of September).

Commissioner Lucier said that this seems reasonable given that the County has made a significant investment in Pittsboro between the new library, the community college building, the judicial building, etc.

Commissioner Lucier moved, seconded by Commissioner Cross, that the Board of Commissioners understands the Town of Pittsboro's request and would like to honor it, but given the commitments the Board of Commissioners has for that building, both for the renovation and its use by the courts and Management Information Systems (MIS) when the courts have finished with the building, that the Board of Commissioners is unable to honor the request at this time.

Mayor Voller said that it would be good if staff would send all of the background information to his board. He asked what would happen to the building when the courts were gone.

Commissioner Lucier said that MIS would move into it.

Mayor Voller suggested doing some type of study for space needs for Pittsboro.

Chair Kost said that the County has done its own space study, and the Town would probably have to do something independently to address the space needs. She agrees with working together, but it is a Pittsboro issue.

The motion carried five (5) to zero (0).

Chair Kost asked staff to draft the letter to be sent to the Town of Pittsboro explaining the background information, with the motion and outlining concerns.

LUNCH

Chair Kost called for a lunch break to reconvene at 12:30 PM.

GOALS

Chair Kost said that it would be nice to have a statewide bill that if an event is sanctioned by the local Board of County Commissioners that signs could be put in the right-of-way.

The Board agreed to go through the goals by exception.

Open Government:

Chair Kost made reference to the first goal, Open Government, and offered some changes in the wording. She suggested that the first sentence say, "The current Chatham County Board of Commissioners *is committed to* making county government more transparent...."

The Board agreed.

Also, on page 2, item #6, it should read, "Direct the Manager to develop a comprehensive legislative goals process that engages departments *and advisory boards* early on..."

Chair Kost said that this is an ongoing project and not yet "complete" as noted on the handout.

Fiscal Management:

Chair Kost made reference to Fiscal Management and noted some typographical errors.

Commissioner Lucier made reference to item 1 on this goal, the impact fee, and asked if the exemption for age-restricted housing could be abolished.

Ms. Paschal said that there are some issues with the age-restricted housing.

County Attorney Jep Rose said that he would look into this.

Chair Kost said that this has a tremendous financial impact on Chatham County because right now people ages 65 and older are exempted and Cary is not exempt. This is probably \$1 million a year based on the development that is occurring right now.

Commissioner Lucier said that he thought everyone should pay, no matter their age, but if it is children-prohibitive, then this is a different issue.

Chair Kost asked for clear direction from the County Attorney on age-restrictive or children-prohibitive.

Commissioner Lucier made reference to item #3, "revisit issue of school nurses and social workers," and said that this was revisited and it was decided that they were not going to deal with the social workers, but only the school nurses. The Board concurred.

Chair Kost made reference to item #8 and said that this was newly added. She would like to take this one step further and request that the North Carolina Department of Revenue do an audit on a building supply company to check and identify this as a problem (not collecting sales tax). She suggested writing a letter to the Department of Revenue to request an audit.

Ms. Paschal said that you had to target a specific business. She said that she would be glad to talk to the Department of Revenue again. She stated that if a business is really sophisticated and they have a sophisticated addressing system where they can tie the address to the county, then we are probably getting our sales tax. But in most cases, they are reporting the zip code and they are using the zip code as the basis to send the money back so we are not getting our fair share.

Land Use Planning:

Commissioner Lucier made reference to Land Use Planning and said that he had an issue with item #1. He thinks that there should be more words on the Land Development and Conservation Plan. He wants to refer to integrating the various plans in place – Economic Development Plan, Farmland Preservation Plan, Recreation Master Plan, and other relevant plans. The other part is that the County has decided to go forward with an area-specific land use plan that recognizes differences in different areas of the County based on the issues that each area faces. He said that the Corridor Ordinance Overlay should not be included in this.

Chair Kost made reference to item #4 and said that it is in the document about three or four times. She suggested going in and getting out all of the duplicates. She made reference to item #8 and said that she talked with the County Attorney about this. This is, "Establish a Board of Adjustment separate from the Board of Commissioners." She said that in recent weeks this has become a bigger issue, and that she thinks it needs to move up as a priority as she thinks it is a problem that the Board is hearing these cases.

The County Manager asked if the Board would like for Staff to suggest a group of people or establish a process with regard to who it needs to be.

Commissioner Vanderbeck said that the Board needs the process and how the Board of Adjustment would function in order to recruit for it.

Commissioner Lucier stated that the Board needed to have an idea regarding the number and the types of people they want.

Chair Kost asked how many members there should be and where they should reside.

Commissioner Lucier said that his preference is that the members should live in the County, but he does not have a preference where in the County the members live.

Chair Kost said that she wants to know the limitations legally as far as the membership.

The County Attorney asked if the Board wished to move forward with this now.

By consensus, the Board agreed to move forward with this and move it up in the priorities.

Commissioner Lucier made reference to item #6 and said that instead of, "Adopt joint Cary/Chatham Land Use Plan," it should say "finalize joint Cary/Chatham Land Use Plan."

The Board agreed.

Commissioner Vanderbeck made reference to item #7 and promoting public transportation and said that there should be something about transportation for the new Workforce Development at the Community College in Pittsboro. Also, Chatham County is #2 in the State for a Comprehensive Transportation Plan, which will touch on public transportation. There is also a grant for the Land Conservation Development Plan and transportation as it relates to that.

Chair Kost said that the Comprehensive Plan would incorporate the transportation piece. She said that the Board really needs action steps for this. The middle column is a bit out-of-date because of the timing of the goals. She said that if anyone wanted to add anything specific to the goal of Promote Public Transportation, then she is amenable to that.

By consensus, the Board agreed.

Charlie Horne made reference to item #9 and said that this has been completed.

Chair Kost said that staff has done the work and homebuilders have been contacted about some options. It has not been implemented because of the issue of collection/when to collect.

Conservation/Sustainability:

Chair Kost said that the Board recommended some things in the overall goal that did not make this cut. She read the first part of the goal, "The Chatham County Board of Commissioners is committed to sustainable practices," and she said that the Board added, "environmental, economy, and social impact." She asked that this be included.

Commissioner Lucier stated that anything in #1 that is not in the Land Use Plan, especially the way it was revised, could be added but for the most part they are duplicative.

Chair Kost made reference to #3 and asked for an update from the Manager on telecommuting and teleconferencing.

Charlie Horne said that it is part of the overall availability for employees.

Commissioner Vanderbeck said that the plan was developed in the leadership program and moved into the departments for them to digest.

Ms. Paschal said that there was a pilot for telecommuting last fiscal year and it was ready to implement, but it missed the deadline for the budget for things that people might need such as cell phones and laptops. She said that it could be implemented more widely in next year's budget.

Charlie Horne said that there are webinars frequently also.

Public Safety:

Chair Kost made reference to item #3, "Ambulance Transport Service-evaluate effectiveness and expense," and asked if this should be an ongoing goal. She said that this is a day-to-day business and not necessarily a goal. She suggested that #3 and #4 are part of the budget process and should not be part of the goal. She said that the Board also talked about a review of those areas that are outside of the six-mile line to a fire department. She would like to know what it would take to bring everyone within a six-mile area. She has brought this up with Cary because if/when the Cary/Chatham Land Use Plan is adopted, those areas serviced by Cary will leave the far eastern part of the County without an upgraded fire service forever because the density will be set at one house per five acres and the economy is not there. This area also pays a double insurance premium because it is so far away from a fire department. She suggested working with Cary's fire departments to try and get this area fire coverage.

Personnel/Hiring/Staffing:

Commissioner Lucier made reference to item #9, "Develop and Implement a Chatham County Equal Employment Opportunity and Recruitment Plan," and asked about this. It was answered that this was current. The County Manager stated that he would double check this and make sure that it includes a recruitment plan.

Commissioner Lucier said that the wording should be changed because it sounds like there is no plan at all. He suggested something like, "reviewing the adequacy of the Equal Employment Opportunity and Recruitment Plan." The Board agreed.

Commissioner Thompson said that he would like to see a copy of the current plan.

Commissioner Lucier suggested that the Human Relations Commission should look at this as part of the review. The Board agreed.

Chair Kost said that under the notes there is the issue of the "pay-for-performance" process. It was answered that staff was still working on this.

Ms. Paschal said that the goal is to give the Board something at the retreat.

Commissioner Thompson made reference to #7 and asked if the consultant has been hired. Ms. Paschal said that Jim Johnson with UNC was hired for this.

Sales Tax Issue:

Ms. Paschal said that she found an email that she had sent to the Board last year after she had talked to the Department of Revenue about the sales tax issue. She is not sure where else to go with the Department of Revenue. She said that there was agreement that the smaller and middle-sized companies are not reporting sales taxes correctly, but there is no way to get at this. It was recommended that the County do a survey of local builders to see who the major vendors are. She said that the only thing the Department of Revenue will do is that if the County suspects that a vendor is not reporting its sales tax correctly, the Department of Revenue will look at the information and will send a letter asking the company to report it correctly.

Chair Kost said that she would gladly draft a formal letter to the Department of Revenue outlining the problems. If there is no response, then the County can take the legislative approach. She suspects that the County is losing several hundred thousand dollars of sales taxes.

Chair Kost said that finally people are starting to talk about sales tax on internet purchases, but she heard that it was a use tax and not a sales tax. She asked if the County was cut out of this. She said that this needs to be a sales tax.

Economic Development:

Commissioner Lucier made reference to item #3 and said that this list should be more inclusive to include life sciences, wood processing, and food processing. The other issue is that there is nothing in the document that is explicit about retaining existing businesses as well as attracting new ones. Dianne Reid is doing this, but there is nothing about it.

Commissioner Vanderbeck suggested that this go in the Strategic Plan in item #1.

Commissioner Lucier said that it should be a separate goal stating that #1 is obviously implementing the Strategic Plan and a lot of other stuff is under that but he thinks it makes sense to have a specific goal to retain existing businesses.

Schools:

Chair Kost made reference to item #5 and said that this needs to be corrected.

Commissioner Lucier made reference to item #3, "Lay the groundwork for construction of the new high school so that construction can begin when funds are available," and said that the Board has talked about evaluating when a new elementary school will be needed. He said that this should be part of the same goal.

Chair Kost asked about item #10 and whether the library building has been turned over to the County yet. Ms. Paschal said that the County got the Sustainable Technologies Building on July 30th, and she was told that they would have the Certificate of Occupancy on the library this week.

Human Services:

Chair Kost made reference to the suggested goals distributed by Commissioner Lucier from Public Health.

Commissioner Lucier said that the first two also deal with Social Services has provided seven which are listed. The first two in the ones he distributed are also included and deal with both Social Services and Health Services and are duplicative of #1 and #7. The new ones are from Public Health and deal with blood borne poisoning, obesity prevention, support the Chatham County Schools, and partnership things. He suggested adding a goal to maintain a readiness to deal with influenza outbreaks.

The County Manager said that he might make it more generic and include other outbreaks.

Commissioner Lucier suggested adding something about continuing to add clinical services and continue to implement as broad County-wide services as possible and as budgets allow.

Commissioner Vanderbeck stated that he might be open to going back to school-based clinics in an effort to broaden coverage.

Chair Kost went back to Schools and said that the County has developed a Comprehensive Student Health Plan and the last goal from Public Health really addresses that. She suggested putting this under Human Services and deleting #12 under Schools. The Board agreed.

Legislative Goals:

Commissioner Lucier flagged item #3, Revenue Issues, Increase Chatham County Occupancy Tax from 3 percent to 6 percent. He said that, given the Board's action, this could be removed.

Chair Kost said that she flagged this too because she wants some direction about this.

Other Goals:

Chair Kost made reference item #4, work closely with municipalities, and said that this needs to be clarified. She said that if there is a goal that is listed under two different topics, then it should be cross-referenced somehow.

Commissioner Lucier said that the one under Economic Development deals with economic issues so they can be cross-referenced, but they are not identical.

Chair Kost made reference to page 30, item #1, and said that this should come out from under Human Services.

Chair Kost made reference to item #5, Study the methodology of various options for electing the Board of Commissioners and the Board of Education, based on census data, and said that there should also be a statement included about redistricting based on the census data, because this will be on the work plan for next year.

Commissioner Lucier asked when the census data would be available. The County Manager said that it would not be available until January 2011.

Chair Kost said that the preliminary numbers should be available in November.

By consensus, the Board agreed to add the issue of redistricting.

Commissioner Lucier stated that the statement should read, “establishing a process for redistricting based on the new census data and study the methodology of various options for electing the Board of Commissioners.”

Commissioner Vanderbeck said that the County Attorney is checking out the option of allowing a non-profit transit network to be able to purchase fuel through the County and not pay the tax. The transit network used to be able to buy from the County and pay it, but something was discovered and it cannot be done this way anymore, so it is costing the County a fortune. He said that the County Attorney is looking into the possibility of going back to this method as the sole agency for the County in this community transportation.

The County Attorney stated that he was not sure that they cited a case. They made an argument.

Chair Kost said that two things are missing that the Board wanted to add to the goals. One is encouraging community gardens.

Commissioner Lucier said that he has talked with the Recreation Advisory Board, as we start thinking about developing parks, to use some part of the parkland for a community gardens.

Chair Kost said that she would also like to see Recreation and Parks in this document and what the goals are for this department.

Chair Kost said that the other issue was looking at increasing the Occupancy Tax from 3 to 6 percent and what the plan would be for the hotel industry and how the County would work with them to promote this. She said that this needs to be in someone’s work plan to do this. The second part of that is that the Board has talked about studying bringing the Visitor’s Bureau under the Economic Development Corporation and how doable that is.

Commissioner Vanderbeck stated that he thought it should be stated as a goal. He thinks they should keep on it, and they need to have other revenue streams identified other than the Occupancy Tax to help tourism.

Commissioner Lucier said that they either state that as a goal, but at this point, he would not say look into ways of increasing the Occupancy Tax. He said that the County needs to identify other revenue streams than the occupancy tax to help out tourism, etc. He said that on the Occupancy Tax, the bottom line is that they are not going to increase that

until they have a stronger hotel and motel industry. And that he would leave that out as a goal but he would put in the one bringing the Travel and Tourism under the Economic Development Commission and make that as a goal.

Commissioner Vanderbeck when they talked about tourism, part of the problem was that it did not have a marketing plan. Even if they had raised it, no one could come up with a plan.

Jeffrey Starkweather, a citizen, suggested putting this under Economic Development.

Chair Kost offered the following wording for the goal: Develop a marketing plan to strengthen the hotel/motel sector.

Chair Kost said that they would work with staff to make all of these changes and bring back one final document, which will include some proposed recreation goals that were discussed.

BUDGET CRITIQUE

Ms. Paschal said that this is a critique of last year's budget process to find out what the Board would like changed. The abstract lists things the Board asked the staff to change last year with a calendar of last year's budget process. Staff is asking for any changes to the document and ways to be more efficient. She said that she would like to change the organizational charts in the document because there is no way in the software to keep from changing them manually.

Chair Kost said that she would be fine with having the organizational charts in the appendix.

Commissioner Lucier said that he likes them where they are because it provides a framework for him. He is willing to go along with the rest of the Board.

Commissioner Thompson said that it is handy to have the chart in the section where it belongs.

Chair Kost suggested having it in the section, but on a separate page. The Board agreed.

Chair Kost said that there is no summary of departments with various information about their budgets (actual, budget, dollar amount difference, etc.). She would like this information in the front.

Ms. Paschal said that she could do this.

Chair Kost said that she had requested that when there are one-time expenses to know specifically. If the write-ups did not work with this, then she is fine with just asking questions. Ms. Paschal said that the dollar amounts were in the write-ups.

Commissioner Lucier said that this is one the best organized budgets that he has seen. Chair Kost agreed.

Chair Kost made reference to the process and said that she would like to focus more on the goals at the retreat this time. She is open to having a facilitator for the retreat.

Commissioner Vanderbeck said that it would make sense to start off talking about the goals at the beginning of the retreat.

Ms. Paschal asked if the Board wanted to take something off of the retreat in order to talk about goals. She asked if the Heads Up document was useful.

Chair Kost said that it does not need to be as detailed, but more general.

Commissioner Lucier said that the Heads Up document should be standardized to the extent possible for each department. He said that if it is more than two pages for each department, it is too long.

Ms. Paschal asked if the Board was amenable to doing the budget survey this year since it was not done last year. The results would be presented at the retreat.

The Board agreed by consensus.

Commissioner Thompson said that he would like to see how effective it is.

Chair Kost asked if there would be any useful information in it.

Ms. Paschal said that it would be a fairly general, high-level survey. She thinks it can give a general indication of people's reaction to the overall direction of the County, but it might not be useful in helping to frame a lot of detailed policy issues.

Commissioner Lucier said that this kind of information is useful.

Ms. Paschal said that the last issue she has is the non-profit allocations process. She said that this process has been refined and it works as well as it ever has. She thinks there is a disconnect because a tremendous amount of staff and volunteer time is being invested in the process and the decisions are only incremental. She thinks that a more strategic process would be to identify gaps in service and write an RFP for agencies to respond to.

Commissioner Vanderbeck agreed and said that this process could be streamlined.

Commissioner Lucier said that the process does accomplish some things, in that there are a lot of people working hard to benefit the County. It is important not to slight this group.

Chair Kost suggested having a panel made up of representatives from the Health Department, Social Services, OPC, Council on Aging, and three citizens to review this process.

Ms. Paschal said that she could bring back some solutions. She likes the idea of involving County departments.

The Board agreed with this by consensus.

EVALUATION PROCESS

Sybil Tate, Performance Manager, said that staff would like the Board to choose two to three programs for evaluation. The recommendations are Bookmobile, Staff Attorney, the mowing contract, and substance abuse treatment programs. Last year the Manager's Office and Parks and Recreation were evaluated. The abstract had a tentative schedule. She asked that the County Commissioners send questions to the County Manager that they want answered by August 5th.

Commissioner Vanderbeck said that he agrees with the recommendations for departments to be evaluated.

Commissioner Lucier said that it would be good to wait on Solid Waste until the County moves further along with the landfill.

Ms. Tate asked the Board to narrow the list down to three.

Chair Kost said that the Bookmobile and the mowing contract are pretty narrowly focused.

Ms. Tate said that she has done some preliminary investigation on the mowing contract. The real issue is whether there is nicer landscaping or not.

Commissioner Lucier said that they are very happy with Jep Rose as the County Attorney, but at some point they may want to hire a staff attorney that works under Mr. Rose's direction.

Chair Kost said that she cannot think of one of the four to give up.

Commissioner Vanderbeck said that the question of the staff attorney is very narrow.

Ms. Tate said that the schedule was so tight because the CIP will begin in mid-September. She said that she would be ok with doing all four. She asked about limiting the scope.

Commissioner Vanderbeck said that the Bookmobile service could be broken down into two parts. The first thing is the extent or lack of service and a survey. The solution would be the second part.

Chair Kost said that she would have no problem with any of this slipping into October or November.

Commissioner Lucier said that another option would be to separate out the Staff Attorney and do it during the course of this year instead of during the evaluation period. Chair Kost agreed with that.

A discussion ensued about the schedules of the County Commissioners and the ability to get questions back by August 5th.

Chair Kost said that the timeline would have to be shifted until after the next County Commissioners' meeting, which is in two weeks.

Ms. Tate said that the Performance Team Meetings was useful to keep the Board up to speed. This included the County Manager, two Assistant County Managers, the Chair, and the Vice-Chair. She asked if there could be a meeting during the mid-point with the performance team.

The Board agreed.

HIGHWAY #64 UPDATE

Charlie Horne said that he emailed some additional comments last week. He put together a draft Executive Summary, as was requested by the Board.

Commissioner Lucier asked if they were waiting on the EDC and Charlie Horne said yes.

Chair Kost said that she hoped that a cover letter would be sent with the final report, which will be discussed at the next meeting. She would like to express to DOT her disappointment that they extended the comment period for Chatham County but not for general citizens.

Chair Kost verified that the Executive Summary would pick up the major key points from each entity and also the major points in the prior letter that was submitted by the County.

Rita Spina, a citizen, distributed a flyer.

Loyse Hurley, a citizen, said that there was a point that was not covered in the County Commissioners' letter last year, and that is that 64 could be an emergency evacuation route.

Commissioner Vanderbeck said that he asked the Manager to make sure and get feedback from Tony Tucker and he asked for this at a meeting.

Chair Kost said that this would be back on the agenda for August 16th.

ADJOURNMENT

Commissioner Lucier moved, seconded by Commissioner Cross, to adjourn the meeting. The motion carried five (5) to zero (0), and the meeting was adjourned at 2:32 PM.

Sally Kost, Chair

ATTEST:

Sandra B. Sublett, CMC, NCCCC Clerk to the Board
Chatham County Board of Commissioners