



**CURRITUCK COUNTY
NORTH CAROLINA**

June 3, 2019

Minutes – Regular Meeting of the Board of Commissioners

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners held a regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Kimberly Ferebee, St. Mark Church of Christ Disciples

Reverend Kimberly Ferebee attended to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Beaumont amended the agenda and added a bid award for Self-Contained Breathing Apparatus for Fire Protection Equipment to New Business. The County Manager's report was also moved on the agenda to follow the Commissioner's Report.

Commissioner Mary Etheridge moved for approval of the agenda. The motion was seconded by Commissioner Payment. The motion passed.

Approved agenda:

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Kimberly Ferebee,

St. Mark Church of Christ Disciples

B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Commissioner's Report

County Manager's Report-Amended

Administrative Reports

A) **Presentation by College of the Albemarle Board of Trustees-Enrollment for the Currituck County Regional Aviation and Technical Training Center**

Public Hearings

A) **PB 19-09 Bruce Weaver, Kitty Hawk Kites - Text Amendment:** Request to amend the Unified Development Ordinance, Chapter 4. Use Standards and Chapter 10. Definitions and Measurement, to establish Outdoor Tour Operators, Aviation, as a use allowed in the Agriculture (AG) zoning district subject to a use permit and specific conditions.

B) **Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2020.**

New Business

A) **Amended: Bid award for Self-Contained Breathing Apparatus for Fire Protection Equipment**

B) **Consent Agenda**

1. Approval Of Minutes-May 20, 2019
2. Budget Amendments
3. Project Ordinance-Lottery Funds Project-Moyock Elementary Roof Replacement
4. Consideration of a Resolution Requesting the Dissolution of the Whalehead Preservation Trust Endowment.
5. Administrative Policy for Developmental Fees
6. Memorandum of Agreement for Verizon Tower at 734 Ocean Trail, Corolla

Adjourn

Special Meeting-Tourism Development Authority

Tourism Development Authority-Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2020.

Adjourn Meeting-Tourism Development Authority**Special Meeting-Ocean Sands Water & Sewer District**

Ocean Sands Water & Sewer District-Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2020.

Adjourn Meeting-Ocean Sands Water & Sewer District

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mary "Kitty" Etheridge, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Chairman White opened the Public Comment period. No one was signed up nor wished to speak and the Public Comment period was closed.

COMMISSIONER'S REPORT

Commissioner Mary Etheridge, Commissioner J. Owen Etheridge and Commissioner McCord each talked of the recent shootings at the government offices in Virginia Beach. Commissioner Mary Etheridge offered prayers to all those affected and Commissioner McCord and Commissioner J. Owen Etheridge discussed enhanced security at Currituck County facilities.

Commissioner J. Owen Etheridge said he has received complaints from citizens regarding all-terrain vehicles (ATV) trespassing on private land and damaging farm crops and property. He suggested looking at ways to register ATVs on the mainland.

COUNTY MANAGER'S REPORT-AMENDED

Ben Stikeleather, Assistant County Manager, said Airport Manager, William Nelson, performed an assessment of fuel costs and is recommending a price increase for fuel sold at the Currituck County airport. Mr. Stikeleather also discussed results of a safety study previously performed on county facilities and said the county is working to implement recommendations. He

reported upcoming tourism initiatives that include development of a marketing focus on Corolla and a branding initiative for the mainland. He informed the Board two vacant positions in Planning and Community Development may affect staffing at the Corolla Satellite Office, resulting in a temporary need for Corolla patrons to travel to the mainland for some services.

ADMINISTRATIVE REPORTS

A. Presentation by College of the Albemarle Board of Trustees-Enrollment for the Currituck County Regional Aviation and Technical Training Center

S. Paul O'Neal, Member of the College of the Albemarle Board of Trustees, presented information and statistical data on enrollment, growth and educational opportunities at College of the Albemarle (COA) and the Currituck County Regional and Technical Training Center. Budget information included in a handout distributed to Commissioners was reviewed., which was included in a handout distributed earlier to Commissioners. He used a powerpoint presentation to provide a general overview of funding and enrollment. Mr. O'Neal reviewed cost savings realized with a community college versus a four-year college or university and highlighted data and statistics relative to the Currituck County Regional and Technical Training Center. Michelle Waters, Dean of the Currituck County Regional Aviation and Technical Training Center, attended and was introduced to Commissioners.

Mr. O'Neal discussed the county's new Public Safety Center, to begin construction this year, and COA's \$1 million contribution toward construction through bond funds. He discussed educational opportunities in public safety and general education available at the Currituck County campus.

Mr. O'Neal recognized County Manager, Dan Scanlon, as a continuous supporter over the years of College of the Albemarle. Mr. O'Neal and Ms. Waters responded to Commissioner questions after presentation.

PUBLIC HEARINGS

A. PB 19-09 Bruce Weaver, Kitty Hawk Kites - Text Amendment:

To: Board of Commissioners

From: Planning Staff

Date: May 15, 2019

Subject: PB 19-09 Bruce Weaver - Kitty Hawk Kites
Outdoor Tour Operator-Aviation

The enclosed text amendment submitted by Bruce Weaver of Kitty Hawk Kites revises Chapter 4 of the Unified Development Ordinance (UDO) to allow "Outdoor Tour Operators, Aviation" in the Agriculture (AG) zoning district subject to a use permit. The proposed text amendment includes a definition of "Outdoor Tour Operator, Aviation" and establishes use specific standards for aviation related tour operations.

Background

The outdoor recreation use classification of the UDO includes a wide variety of uses including arenas, amphitheaters, stadiums, go-cart racing, water parks, amusement parks and other such uses. These are uses that require significant facilities and structures. Since the outdoor recreation use classification includes uses that are generally large and potentially impactful to adjacent neighbors and the community, "outdoor recreation" was removed as a use allowed in the AG zoning district with a use permit in January 2013. Prior to the January 1, 2013 UDO update, outdoor recreation uses were permitted in the Agriculture (AG) zoning district subject to a use permit.

Outdoor Tour Operators are categorized as Outdoor Recreation/Entertainment thus grouping them in with more impactful and intense outdoor recreation uses. Currently, outdoor tour operators are allowed in the General Business (GB) and Limited Business (LB) Zoning Districts with use specific standards subject to a use permit. The current UDO language does not differentiate potentially less impactful outdoor recreation uses, such as aviation tourism, with higher impact uses such as those listed earlier.

This text amendment proposes to allow aviation related outdoor tour operations in the AG zoning district subject to a use permit and use specific standards.

Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
 - a. *The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*
 - *POLICY AG4: County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.*
 - *POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.*
 - *POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.*
- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
 - a. *The text amendment request is consistent with the following UDO General Purpose and Intent Statements:*
 - *Protect the county's rural character and agricultural heritage.*
 - *Conserve the natural resources, cultural resources, and environmental quality of the county and its environs, particularly in the Outer Banks.*
 - b. *The text amendment request is not in conflict with the County Code of Ordinances.*
- (3) Is required by changed conditions;
- (4) Addresses a demonstrated community need;
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
 - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The AG zoning district is intended to preserve and protect active agricultural uses, farmlands, and other open lands for current or future agricultural use.*

- (6) Would result in a logical and orderly development pattern; and
 - a. *The text amendment request will result in a logical and orderly development pattern and specific standards are provided to mitigate impacts on surrounding residentially zoned properties.*
 - b. *The text amendment request is compatible with current active farming operations and will only require minimal physical alteration to AG zoned properties.*
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
 - a. *The request will not result in significantly adverse impacts on the natural environment, the request will result in a use that is compatible with other uses permitted in the AG zoning district.*

Land Use Plan Consistency

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

The requested text amendment is consistent with the goals, objectives and policies of the 2006 Land Use Plan including:

POLICY AG4: County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

The request is reasonable and in the public interest because:

1. It may help preserve farm culture and promote farm and open space conservation through diversifying low impact uses of agricultural land.
2. It provides for economic diversification and local economic development.

Staff Recommendation:

Staff recommends approval of this text amendment request subject to the proposed staff additions and the suggested Statement of Consistency and Reasonableness provided in this memo and the attached staff report.

Planning Board Recommendation

Planning Board Meeting May 14, 2019 - Planning Board recommends approval as presented.

Jennie Turner, Planner II, presented the staff report. Ms. Turner explained how the requested text amendment for the Unified Development Ordinance (UDO) would create a new Use Type within the Recreation/Entertainment, Outdoor Use Category for Outdoor Tour Operator, Aviation. She explained the added definition, applicant's proposed language, as well as the staff's proposed language highlighted in yellow and approved by Mr. Weaver. The Outdoor Tour Operator, Aviation, would have to meet several standards and a use permit would be required to be issued by the Board of Commissioners. Ms. Turner stated how the review standards were met and gave examples of each

requirement for the requested text amendment. Ms. Turner gave background information and why the text amendment is needed. She said Outdoor Recreation was removed as an allowable use in the Agriculture (AG) zoning district with a use permit in January 2013. This change was needed to keep large businesses which require large facilities/structures from impacting adjacent neighbors and the community. Kitty Hawk Kites does not require large facilities and should have their own Use Type which would be allowed in the AG zoning district. Ms. Turner read the statement of consistency and reasonableness and said staff recommends approval.

Chairman Ballance asked board members if they had any questions for staff. There were no questions.

Chairman Ballance opened the public hearing. John Harris, owner of Kitty Hawk Kites, came before the board. He said Kitty Hawk Kites has been conducting hang gliding/flight services since the 1980's with an excellent operating history. Kitty Hawk Kites has operated at the Cotton Gin since 2011 and Mr. Wright has created nice grass strips for their use. Mr. Harris said the Unified Development Ordinance changed in 2013 which made them nonconforming and they would like to have this requested text amendment approved so they can continue their operation.

Bruce Weaver with Kitty Hawk Kites came before the board. He explained some of the operations of Kitty Hawk Kites concerning the flight school and asked that the text amendment be approved.

Tom Wright, with the Cotton Gin, came before the board in support of the text amendment. He said Kitty Hawk Kites works hard to engage visitors in fun activities which encourage them to come back to the mainland from the beach area.

Chairman Ballance closed the public hearing.

Mr. Bass motioned to approve the requested text amendment, PB 19-09 Bruce Weaver, Kitty Hawk Kites - Outdoor Tour Operator, Aviation as stated subject to the staff recommendation and the suggested Statement of Consistency and Reasonableness.
Mr. Thomas seconded the motion and the motion carried unanimously.

PB 19-09 BRUCE WEAVER
KITTY HAWK KITES
OUTDOOR TOUR OPERATOR- AVIATION
TEXT AMENDMENT
BOARD OF COMMISSIONERS
JUNE 3, 2019

Bruce Weaver of Kitty Hawk Kites has submitted a text amendment to allow "Outdoor Tour Operator, Aviation" in the Agriculture Zoning District subject to a use permit and use specific standards. **Staff additions are highlighted in yellow.**

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

Item 1: That Chapter 4. Use Standards is amended by adding the following underlined language and removing the following strike-through language:

TABLE 4.1.1: SUMMARY USE TABLE

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;
 CZ = Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2.____)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	U	HI	PD-R	PD-M		PD-O
		COMMERCIAL USE CLASSIFICATION																
Recreation / Entertain- ment, Outdoor	<u>Outdoor tour operator.</u> <u>Aviation</u>		U						U	U	Z	Z				M P	M P	4.F.7

4.2.4 Commercial Uses

F. Recreation/Entertainment, Outdoor

(7) Outdoor Tour Operators, Aviation

The base operation and extended business operations shall comply with all applicable standards in the county Code of Ordinances and the following standards:

- (a) Aviation tour operations shall comply with the standards and regulations of the Federal Aviation Administration (FAA).
- (b) Flight patterns shall be established to limit flights below 500' altitude over single-family residential zoning districts or existing single-family residential uses.
- (c) As part of the use permit approval process, the Board of Commissioners may establish hours of operation and permit duration.
- (d) Aviation outdoor tour operator uses shall provide public restrooms and adequate parking.
- (e) Aviation tour operations in the AG zoning district shall:
 - (i) Be located at least 500 feet from any single-family residential zoning district.
 - (ii) Have direct access onto a major arterial or collector street.
 - (iii) Be located on a lot of at least two acres in area.
 - (iv) Have minimal physical alteration to the area where the use is performed.

Item 2: That Chapter 10. Definitions and Measurement is amended by adding the following underlined language and removing the following strike-through language:

OUTDOOR TOUR OPERATOR

A company or individual that arranges travel tours associated with outdoor recreation. This shall include, but is not limited to, guided or independent horse, bicycle, Segway, ~~aviation~~, boat, or vehicle tours. For the purposes of this definition, the term vehicle includes any self-propelled device or structure used for transporting persons.

OUTDOOR TOUR OPERATOR, AVIATION

A company or individual that arranges aerial tours and instruction including hang gliding, paragliding, powered paragliding, powered parachutes, trikes, light sport aircraft, ultralights and general aviation aircraft. The aircraft may be powered or non-

powered. Flights may be guided or independent.

Item 3: Staff's suggested Statement of Consistency and Reasonableness:

The requested text amendment is consistent with the 2006 Land Use Plan and the following specific policies of the plan:

POLICY AG4: County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

The text amendment request is reasonable and in the public interest because

It may help to preserve farm culture and promote farm and open space conservation through diversifying low impact uses of agricultural land.

It provides for economic diversification and local economic development.

Item 4: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Item 5: This ordinance amendment shall be in effect from and after the ____ day of _____, 2019.

Planning and Community Development Director, Laurie LoCicero, reviewed the text amendment request and proposed changes with the Board of Commissioners. Supporting policies were presented and Ms. LoCicero noted both staff and the Planning Board recommended approval of the request. Additional information was provided in response to Commissioner questions and discussion.

Applicant, Bruce Weaver, addressed the Board, introduced staff members in attendance, and provided supporting information for the Board to consider.

Chairman White opened the Public Hearing.

John Harris spoke to the history of Kitty Hawk Kites and its operations in Currituck County. He said the business is a draw that brings people back to the mainland from the beaches. He thanked the Board for considering the request and asked for their support.

No others were signed up nor wished to speak and the Public Hearing was closed.

Commissioner Payment moved to approve PB 19-09 because the request is consistent with the goals, objectives and policies of the 2006 Land Use Plan including:

- Policy AG4-County growth management tools, including particularly zoning,

should provide protection to agriculture and other resource based activities from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.

- Policy ED1-New and expanding industries and business should be especially encouraged that diversify the local economy, train and utilize a more highly skilled labor force, and are compatible with the environmental quality and natural amenity-based economy of Currituck County.
- Policy ED4-In addition to the recruitment and expansion of major new industries, the considerable value of small business start-ups, expansions and spin-offs shall also be recognized.

And, the request is reasonable and in the public interest because it may preserve farm culture and promote farm and open space conservation through diversifying low impact uses of agricultural land; it provides for economic diversity and local economic development.

The motion was seconded the Commissioner J. Owen Etheridge. The motion carried.

RESULT:	MOTION PASSED-ITEM APPROVED [UNANIMOUS]
MOVER:	Mike H. Payment, Vice Chairman
SECONDER:	J. Owen Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

B. Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2020.

Assistant County Manager, Ben Stikeleather, recalled the budget message presented to the Board on May 20, 2019. He noted one significant change from the budget presentation for a Soil and Water position reclassification that resulted in an increase in the General Fund budget by \$5,018.

Chairman White opened a Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner Beaumont moved for approval of the annual budget for Fiscal Year 2019-2020. Commissioner McCord seconded and the motion carried on a vote of 6-1. Commissioner Mary Etheridge voted against the motion for approval.

COUNTY OF CURRITUCK				
BUDGET ORDINANCE				
For the Year Ending June 30, 2020				
BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2019 and ending June 30, 2020.				
SECTION 1. GENERAL FUND				
A. Estimated Resources:				
	Ad Valorem Taxes		\$	30,480,277
	Other Taxes and Licenses			6,921,200
	Intergovernmental Revenues			2,668,354
	Permits and Fees			3,013,587
	Sales and Services			678,217
	Investment Earnings			176,427
	Miscellaneous			427,500
				44,365,562
	Transfers In			7,854,212
	Fund Balance Appropriated			3,236,660
				11,090,872
	TOTAL ESTIMATED RESOURCES		\$	55,456,434

B. Appropriations:		
Administration		\$ 741,828
Legal		492,665
Governing Body		187,059
Elections		227,801
Finance		638,740
Information Technology Services		719,167
Human Resources		208,728
Tax		594,323
Public Works		1,500,124
Public Utilities		127,478
Register of Deeds		782,187
Court Facilities		245,942
Agency Appropriations		38,200
Central Services		678,238
Sheriff		7,610,957
Detention Center		2,482,635
Animal Control		684,568
Jury Commission		2,900
Emergency Medical Services		5,581,584
Emergency Management		289,032
Communications		1,145,174
Inspections		903,113
Fire Services		230,139
Volunteer System		258,734
Moyock Vol Fire Department		165,810
Crawford Vol Fire Department		307,326
Lower Currituck Vol Fire Department		299,000
Carova Bch Vol Fire Department		178,295
Medical Examiner		40,000
Airport		482,272
Inter County Transit Authority		47,987
Soil Conservation		195,079
Forestry		80,264
Cooperative Extension		588,802
Economic Development		282,810
Planning		761,490
Health Administration		133,429
Mental Health		65,332
Social Services Administration		3,692,533
Public Assistance		627,770
County Assistance		151,823
Juvenile Justice Programs		105,179
Parks & Recreation		1,163,657
Rural Center		232,505
Library		612,292
Senior Center		374,180
Local Current Expense		10,968,118
Capital Outlay		1,400,000
College of the Albemarle		190,000
Notes Payable		1,318,961
Interest		428,721
Appropriations to Other Funds		4,191,483
TOTAL APPROPRIATIONS		\$ 55,456,434
SECTION 2. TOURISM DEVELOPMENT AUTHORITY		
A. Estimated Resources:		
Other taxes and licenses		11,900,000
Other revenues		193,500
Investment earnings		152,161
Fund Balance Appropriated		688,250
Transfer In		45,000
TOTAL ESTIMATED RESOURCES		\$ 12,978,911
B. Appropriations:		
Tourism Promotion		3,734,343
Tourism Related Expenditures		
General Tourism Related Expenditures		1,852,122
Whalehead		709,124
Transfers to other funds		6,683,322
TOTAL APPROPRIATIONS		\$ 12,978,911

SECTION 3. REVALUATION FUND			
A. Estimated Resources:			
Transfer In		121,000	
Fund Balance Appropriated		346,050	
TOTAL ESTIMATED RESOURCES		\$ 467,050	
B. Appropriations:			
Operations		467,050	
TOTAL APPROPRIATIONS		\$ 467,050	
SECTION 4. CAROVA BEACH ROAD SERVICE DISTRICT FUND			
A. Estimated Resources:			
Ad Valorem Taxes		28,386	
Permits and fees		34,000	
Transfer In		130,000	
TOTAL ESTIMATED RESOURCES		\$ 192,386	
B. Appropriations:			
Operations		192,386	
TOTAL APPROPRIATIONS		\$ 192,386	
SECTION 5. COROLLA FIRE SERVICE DISTRICT FUND			
A. Estimated Resources:			
Ad Valorem Taxes		1,441,147	
Grants		431,528	
Transfer In		1,550,370	
TOTAL ESTIMATED RESOURCES		\$ 3,423,045	
B. Appropriations:			
Operations		3,423,045	
TOTAL APPROPRIATIONS		\$ 3,423,045	
SECTION 6. KNOTTS ISLAND FIRES SERVICE DISTRICT FUND			
A. Estimated Resources:			
Ad Valorem Taxes		66,040	
Transfer In		1,008,113	
TOTAL ESTIMATED RESOURCES		\$ 1,074,153	
B. Appropriations:			
Operations		1,074,153	
TOTAL APPROPRIATIONS		\$ 1,074,153	
SECTION 7. EMERGENCY EQUIPMENT REPLACEMENT FUND			
A. Estimated Resources:			
Investment earnings		2,500	
Transfer In		267,000	
TOTAL ESTIMATED RESOURCES		\$ 269,500	
B. Appropriations:			
Capital Outlay		269,500	
TOTAL APPROPRIATIONS		\$ 269,500	

SECTION 8. EMERGENCY TELEPHONE SYSTEM FUND		
A. Estimated Resources:		
Other taxes and licenses		212,237
Investment earnings		4,000
TOTAL ESTIMATED RESOURCES		<u>\$ 248,308</u>
B. Appropriations:		
Operations		200,371
Capital Outlay		47,937
TOTAL APPROPRIATIONS		<u>\$ 248,308</u>
SECTION 9. GUINEA MILL WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		43,100
TOTAL ESTIMATED RESOURCES		<u>\$ 43,100</u>
B. Appropriations:		
Operations		43,100
TOTAL APPROPRIATIONS		<u>\$ 43,100</u>
SECTION 10. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		1,935
TOTAL ESTIMATED RESOURCES		<u>\$ 1,935</u>
B. Appropriations:		
Operations		1,935
TOTAL APPROPRIATIONS		<u>\$ 1,935</u>
SECTION 11. MOYOCK WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		19,381
Fund Balance Appropriated		30,879
TOTAL ESTIMATED RESOURCES		<u>\$ 50,260</u>
B. Appropriations:		
Operations		50,260
TOTAL APPROPRIATIONS		<u>\$ 50,260</u>
SECTION 12. NORTHWEST WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		3,093
TOTAL ESTIMATED RESOURCES		<u>\$ 3,093</u>
B. Appropriations:		
Operations		3,093
TOTAL APPROPRIATIONS		<u>\$ 3,093</u>
SECTION 13. OCEAN SANDS NORTH & CROWN POINT WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		248,337
TOTAL ESTIMATED RESOURCES		<u>\$ 248,337</u>
B. Appropriations:		
Operations		248,337
TOTAL APPROPRIATIONS		<u>\$ 248,337</u>
SECTION 14. WHALEHEAD WATERSHED IMPROVEMENT FUND		
A. Estimated Resources:		
Special district taxes		848,323
TOTAL ESTIMATED RESOURCES		<u>\$ 848,323</u>
B. Appropriations:		
Operations		323,777
Transfers to other funds		524,546
TOTAL APPROPRIATIONS		<u>\$ 848,323</u>

SECTION 15. WHALEHEAD BEACH SOLID WASTE COLLECTION & DISPOSAL SERVICE DISTRICT			
A. Estimated Resources:			
Special district taxes		117,010	
Investment earnings		2,000	
TOTAL ESTIMATED RESOURCES		<u>\$ 119,010</u>	
B. Appropriations:			
Operations		119,010	
TOTAL APPROPRIATIONS		<u>\$ 119,010</u>	
SECTION 16. CAPITAL IMPROVEMENT FUND			
A. Estimated Resources:			
Other taxes and licenses		2,485,000	
TOTAL ESTIMATED RESOURCES		<u>\$ 2,485,000</u>	
B. Appropriations:			
Transfers out		1,450,000	
Contingency		1,035,000	
TOTAL APPROPRIATIONS		<u>\$ 2,485,000</u>	
SECTION 17. SCHOOL CAPITAL FUND			
A. Estimated Resources:			
Other taxes and licenses		2,150,000	
TOTAL ESTIMATED RESOURCES		<u>\$ 2,150,000</u>	
B. Appropriations:			
Transfers out		2,150,000	
TOTAL APPROPRIATIONS		<u>\$ 2,150,000</u>	
SECTION 18. TRANSFER TAX CAPITAL FUND			
A. Estimated Resources:			
Other taxes and licenses		3,820,938	
Investment earnings		50,000	
TOTAL ESTIMATED RESOURCES		<u>\$ 3,870,938</u>	
B. Appropriations:			
Operations		700	
Transfers out		3,870,238	
TOTAL APPROPRIATIONS		<u>\$ 3,870,938</u>	
SECTION 19. LAND BANKING FUND			
A. Estimated Resources:			
Transfers in		200,000	
TOTAL ESTIMATED RESOURCES		<u>\$ 200,000</u>	
B. Appropriations:			
Capital outlay		200,000	
TOTAL APPROPRIATIONS		<u>\$ 200,000</u>	

SECTION 20. OCEAN SANDS WATER AND SEWER FUND			
A. Estimated Resources:			
Special district taxes		528,132	
Operating revenues		1,292,475	
Investment earnings		11,000	
Retained Earnings Appropriated		116,357	
TOTAL ESTIMATED RESOURCES		\$ 1,947,964	
B. Appropriations:			
Administration		129,137	
Water Treatment Operations		529,270	
Sewer Treatment Operations		426,910	
Capital outlay		200,334	
Debt Service		662,313	
TOTAL APPROPRIATIONS		\$ 1,947,964	
SECTION 21. MAINLAND WATER FUND			
A. Estimated Resources:			
Operating revenues		3,200,648	
Transfer in		425,000	
Investment earnings		35,040	
TOTAL ESTIMATED RESOURCES		\$ 3,660,688	
B. Appropriations:			
Administration		361,584	
Water Treatment Operations		1,285,908	
Debt Service		1,480,546	
Capital Outlay		532,650	
TOTAL APPROPRIATIONS		\$ 3,660,688	
SECTION 22. MAINLAND WATER DEVELOPMENTAL FEE FUND			
A. Estimated Resources:			
Operating revenues		425,000	
TOTAL ESTIMATED RESOURCES		\$ 425,000	
B. Appropriations:			
Transfers to other funds		425,000	
TOTAL APPROPRIATIONS		\$ 425,000	
SECTION 23. SOLID WASTE FUND			
A. Estimated Resources:			
Operating revenues		3,404,500	
Non-operating revenues		120,500	
Transfers in		1,200,000	
Investment earnings		35,000	
Retained earnings appropriated		469,730	
TOTAL ESTIMATED RESOURCES		\$ 5,229,730	
B. Appropriations:			
Administration		106,399	
Solid Waste Operations		5,002,459	
Capital Outlay		120,872	
TOTAL APPROPRIATIONS		\$ 5,229,730	

SECTION 24. SOUTHERN OUTER BANKS WATER FUND		
A. Estimated Resources:		
Operating revenues		2,699,800
Non-operating revenues		170,000
Investment earnings		33,720
Appropriated retained earnings		254,050
TOTAL ESTIMATED RESOURCES		\$ 3,157,570
B. Appropriations:		
Administration		232,326
Water Operations		1,249,120
Capital assets		780,606
Debt service		895,518
		\$ 3,157,570
SECTION 25. MAINLAND SEWER FUND		
A. Estimated Resources:		
Operating revenues		580,519
Transfers - in		475,000
Retained earnings appropriated		82,081
TOTAL ESTIMATED RESOURCES		\$ 1,137,600
B. Appropriations:		
Administration		213,249
Sewer Operations		685,351
Capital assets		239,000
		\$ 1,137,600
SECTION 26. MAINLAND SEWER DEVELOPMENTAL FEE FUND		
A. Estimated Resources:		
Operating revenues		475,000
TOTAL ESTIMATED RESOURCES		\$ 475,000
B. Appropriations:		
Transfers to other funds		475,000
TOTAL APPROPRIATIONS		\$ 475,000
SECTION 27. POST-EMPLOYMENT RETIREMENT BENEFITS FUND		
A. Estimated Resources:		
Retiree benefits		570,252
TOTAL ESTIMATED RESOURCES		\$ 570,252
B. Appropriations:		
Operations		570,252
		\$ 570,252
SECTION 28. AD VALOREM TAX RATE ESTABLISHED		
There is hereby levied a tax rate of Forty-Eight cents (\$0.48) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2019 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.		
The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$6,222,449,380 and an estimated rate of collection of 99.08%. The estimated rate of collection is based on the fiscal year ended June 30, 2018.		
SECTION 29. SPECIAL DISTRICT TAX RATES ESTABLISHED		
Corolla Fire Service District		0.050
Knotts Island Fire Service District		0.050
Carova Beach Road Service District		0.010
Guinea Mill Watershed Improvement District		0.020
Hog Bridge Ditch Watershed Improvement District		0.010
Moyock Watershed Improvement District		0.015
Northwest Watershed Improvement District		0.020
Ocean Sands North and Crown Point Watershed Improvement District		0.050
Whalehead Watershed Improvement District		0.155
Whalehead Beach Solid Waste Collection & Disposal Service District		0.020
Ocean Sands Water & Sewer District		0.110

SECTION 30. ANIMAL TAX RATE ESTABLISHED

There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2019.

SECTION 31. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED

There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Seventy-three dollars (\$73.00) per ton for in-County waste and Eighty-three dollars (\$83.00) per ton for out-of-County waste.

There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Two Hundred Seventy dollars (\$270) for all units on the Southern Outer Banks and One Hundred Fifty dollars (\$150) for all units located elsewhere within the County of Currituck.

SECTION 32. EMPLOYEE COMPENSATION

Employee compensation is included in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.

SECTION 33. OTHER FEES

The County of Currituck charges various fees. These fees are detailed in the Master Fee schedule that is presented in the appendix of the budget document.

SECTION 34. DISBURSEMENT OF SCHOOL APPROPRIATIONS

The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.

The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.

A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.

SECTION 35. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions:

- a. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- b. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- c. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- d. He may make inter-fund loans for a period of not more than sixty (60) days.
- e. He may not transfer any amounts between funds or from any contingency line items within any funds.

SECTION 36. CONTRACTUAL OBLIGATIONS

The County Manager and the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- a. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for
- c. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted
- d. They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- e. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.
- f. Notwithstanding the authority granted in paragraphs a, b, c, d and e of this section, they may execute contracts with an elected official representing the county only after the contract with an elected official representing the county, and the amount to be paid under the contract, is approved by the Board of Commissioners in the manner provided by G. S. §14-234.

SECTION 37. MEMORANDA

- A. Officers:
Ben Stikeleather is the Budget Officer
Leeann Walton is the Clerk to the Board
Samantha Evans is the Deputy Clerk to the Board
Sandra L. Hill is the Finance Director
Bridget T. Brinkley is the Deputy Finance Director
Tracy L. Sample is the Tax Collector
Michelle Rose is the Deputy Tax Collector
- B. Facsimile Signatures:
The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.
- C. Official Depositories:
The official depositories of the County of Currituck are:
Bank of America, North Carolina
Branch Bank and Trust, North Carolina
North Carolina Cash Management Trust, Charlotte, North Carolina
Towne Bank of Currituck, North Carolina
Wells Fargo, North Carolina
- D. Bank for Imprest Expenditure Accounts for Health Benefits:
Citibank, N.A.
- E. Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).

	F.	Returned Check or Electronic Funds Transfer Fees:		
		The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.		
	G.	Policy on Appropriations:		
		The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.		
		SECTION 38. USE OF BUDGET ORDINANCE		
		The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.		
		ADOPTED this 3rd day of June 2019.		
			Bob White, Chairman	
			Board of Commissioners	
		ATTEST:		
		<u>Leeann Walton</u>		
		Leeann Walton		
		Clerk to the Board		

CURRITUCK COUNTY CLASSIFICATION BY SALARY GRADE FOR THE FISCAL YEAR ENDING JUNE 30, 2020		
SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,290-\$33,293	Custodian
50.5	\$25,666-\$35,831	Senior Center Assistant Coordinator
51	\$26,261-\$36,053	Maintenance Helper
		Park Attendant
		Rural Attendant
52	\$28,232-\$38,852	Accounting Clerk I
		Animal Care Technician
		Community Social Services Assistant DSS
		DCI CP/Clerk
		Deputy Register of Deeds
		Library Assistant I
		Permit Officer I
		Processing Assistant IV
		Public Information Assistant IV
		Recreation Assistant
		Secretary I
		Tax Clerk I
		Visitor Relations Coordinator
53	\$30,204-\$41,575	Line Maintenance Mechanic Helper
		Library Assistant II
		Maintenance/Repair Worker
		Meter Reader
		EMT Basic/Firefighter
		Firefighter EMT/Basic
		Lineman - Airport
		Tax Clerk II
		Utilities Customer Service Representative
53.5	\$30,773-\$42,615	Detention Officer
54	\$32,175-\$44,333	4H Program Assistant
		Animal Control Officer
		Assistant Register of Deeds
		Deputy Director of Elections
		District Administrator
		F&C Sciences Associate
		Income Maintenance Caseworker I
		Library Associate I
		Permit Officer II
		Public Information Assistant V
		Accounting Clerk II
		Rural Center Manager
		Shelter Manager
		Telecommunicator Trainee
		Visitor Relations Specialist
54.5	\$32,783-\$45,442	Intake Officer

55	\$34,147-\$47,096	Accounting Clerk III
		Administrative Assistant I
		Athletic Grounds Manager
		Deputy Tax Collector
		Library Associate II
		Line Maintenance Mechanic
		Maintenance/Repair Worker Electrician
		Maintenance/Repair Worker HVAC
		Park Superintendent
		Public Relations Coordinator
		Recreation Specialist
		Sales & Marketing Associate
		Telecommunicator I
		Tourism Promo & Event Coordinator
		Utilities Customer Service Supervisor
55.5	\$34,795-\$48,274	Firefighter EMT/Advanced EMT Intermediate/Firefighter
56	\$36,120-49,859	Deputy Trainee
		Evidence Technician
		Income Maintenance Caseworker II
		Permit Officer III
		Social Worker I
		Support Technician
		Telecommunicator II
		Wastewater ORC Trainee
		Water Plant Operator Trainee
56.5	\$37,506-\$52,646	Sergeant Detention Officer
57	\$38,091-\$52,617	Administrative Assistant II
		Building Inspector I
		Code Enforcement Officer
		Deputy Sheriff I
		Human Resources Assistant
		Maintenance Supervisor
		Rural Center Director
		Visitor Center Supervisor
		Wastewater Operator
		Water Plant Operator
		Water Plant Operator/Lab Technician
58	\$40,062-\$55,379	Deputy Sheriff II
		Income Maintenance Caseworker III
		Income Maintenance Investigator II
		Training Officer
59	\$42,034-\$58,139	Accounting Technician
		Building Inspector II probationary/ FQ Inspect I
		** E Body
		Deputy Sheriff III
		Development Technician
		Detective I
		Firefighter/EMT Paramedic
		EMT Paramedic/Firefighter
		Planner I
		Tax Appraiser

60	\$44,007-\$60,901	*Administrative Officer I
		*Communications Supervisor
		Deputy Emergency Management Coordinator
		EMS Training Officer
		Fire Training Officer/Recruitment Coordinator
		Fire Lieutenant
		*Income Maintenance Supervisor II
		*Lieutenant Detention Officer
		Fire Marshal
		Lieutenant - EMS
		*Operations Director
		Risk Manager
		Social Worker II
		Soil & Stormwater Technician
		Water Distribution Supervisor Trainee
60.5	\$44,850-\$62,423	*Senior Center Coordinator
61	\$45,978-\$63,662	Building Inspector III probationary/FQ BI II
		Creative Director
		Detective II
		GIS Specialist
		GIS Coordinator
		IT Coordinator
		Paralegal
		Planner II
		Marketing Director
		Public Information Officer
		Video Production Specialist
61	\$45,978-\$63,662	Wastewater Supervisor ORC
		Water Distribution Supervisor
		Web/AV Specialist
62	\$47,950-\$66,423	*Airport Manager□
		*Contract Purchasing Agent
		Fiscal and Budget Assistant
		Sergeant
		Site Manager/Curator
		Social Worker III
		Social Worker Invest/Assess Treatment
		Soil & Stormwater Manager
63	\$49,920-\$69,182	Building Inspector III FQ
		*Director of Elections
		Engineering Technician
		*Social Work Supervisor II
		*Water Treatment Plant Supervisor
64	\$51,893-\$71,944	Senior Planner
		*Jail Superintendent
65	\$54,287-\$75,297	*Administrative Assistant/Clerk to Board
		*Captain - EMS
		*Fire and EMT Captain
		*Project Coordinator
66	\$55,837-\$77,467	*Public Utilities Superintendent
		*Public Works Director
		*Social Worker Supervisor III
		*Wastewater Superintendent
		*Water Superintendent

67	\$57,806-\$80,224	*Chief Building Inspector
		*Emergency Management Director
		*Lieutenant - Sheriff
		*Recreation Director
		*Social Work Program Manager
68	\$59,778-\$82,984	*Assistant Finance Director
		*Human Resources Director
		*IT Director
		*Tax Administrator
69	\$61,749-\$85,746	
70	\$63,781-\$88,590	
71	\$65,693-\$91,267	*Captain- Sheriff
		*Chief Deputy - Fire/EMS
		*Tourism Director
72	\$67,665-\$94,030	*Assistant Planning Director
73	\$69,636-\$96,788	*Assistant Public Services Director/ Assistant County Engineer
		*Chief Deputy - Sheriff
		*Economic Development Director
74	\$71,608-\$99,550	
75	\$73,579-\$102,310	*Chief of EMS
76	\$75,552-\$105,071	*Director of Social Services
		*Finance Director
		*Public Utilities Director
77	\$77,522-\$107,830	
78	\$79,495-\$110,593	
79	\$81,466-\$113,354	
80	\$83,196-\$115,775	
81	\$85,276-\$129,141	
82	\$87,408-\$132,370	
83	\$89,593-\$135,679	*Assistant County Manager
		*Planning Director
84	\$91,833-\$139,071	
85	\$94,129-\$142,548	
86	\$96,482-\$146,111	
87	\$98,750-\$149,546	
88	\$99,729-\$151,029	*Senior Planning Director
89	\$102,222-\$154,805	
90	\$104,778-\$158,675	
91	\$107,397-\$162,642	
92	\$109,673-\$166,088	*Public Services Director/County Engineer
93	\$112,415-\$170,240	
94	\$115,225-\$174,496	
95	\$118,106-\$178,859	
96	\$121,059-\$183,330	
97	\$124,085-\$187,913	
98	\$127,187-\$192,611	
99	\$130,367-\$197,426	
100	\$133,626-\$202,362	
101	\$136,967-\$207,421	
102	\$140,391-\$212,607	
103	\$143,901-\$217,922	
104	\$147,498-\$223,370	
105	\$151,186-\$228,954	
106	\$154,965-\$234,678	
107	\$158,839-\$240,545	
108	\$162,810-\$246,559	
109	\$166,881-\$252,723	
110	\$171,053-\$259,041	
111	\$175,318-\$265,501	*Attorney
* indicates exempt status		

	Board determined	County Manager's salary
	Board determined	*Sheriff's salary
	Board determined	*Register of Deeds' salary
	Board determined	*Attorney's salary
** E Body Grade is Dependent upon State Certification Level		

CURRITUCK COUNTY		
NORTH CAROLINA		
SALARY AND COMPENSATION RESOLUTION		
FOR THE FISCAL YEAR ENDING JUNE 30, 2020		
BE IT RESOLVED by the County Commissioners that the following salaries and other compensation		
SECTION 1 - BOARDS		
<u>Animal Services and Control Advisory Board</u>		
Members	\$50. per meeting	
<u>Board of Adjustment</u>		
Members	\$50. per meeting	
<u>Board of Commissioners</u>		
Chairman	\$1300. per month	
Members	\$1200. per month	
Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.		
<u>Board of Elections</u>		
Chairman	\$75. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate	
Members	\$25. per month plus \$8.00 per meeting hour plus travel reimbursement at per diem rate	
Chief Judge	\$170. on election day, \$20. on canvass day, \$15. on instruction day plus travel reimbursement at per diem rate, \$20. on recount day	
Judge	\$125. on election day, \$15. on instruction day plus travel reimbursement at per diem rate	
Assistants	\$110 on election day, \$15. on instruction day plus travel reimbursement at per diem rate	

<u>Board of Equalization</u>		
Members	\$100. per day; \$50. per half day	
<u>Economic Development Board</u>		
Members	\$50. per meeting	
<u>Fire Advisory Board</u>		
Members	\$50. per meeting	
<u>Historic Preservation Commission</u>		
Members	\$50. per meeting	
<u>Carova Beach Road Service District Advisory Board</u>		
Members	\$50. per meeting	
<u>Ocean Sands North and Crown Pointe Stormwater Advisory Board</u>		
Members	\$50. per meeting	
<u>Tourism Development Authority</u>		
Members	\$50. per meeting	
<u>Land Transfer Tax Appeals Board</u>		
Members	\$50. per meeting	
<u>Jury Commission</u>	\$50. per day	
<u>Library Board of Trustees</u>		
Members	\$50. per meeting	
<u>Nutrition Board</u>		
Members	\$50. per meeting	
<u>Parks and Recreation Board</u>		
Members	\$50. per meeting	
<u>Planning Board</u>		
Members	\$50. per meeting	
<u>Senior Citizens Advisory Board</u>		
Members	\$50. per meeting	
<u>Social Services Board</u>		
Members	\$50. per meeting	
Chairman	\$75. per meeting	

SECTION 2 - PAYMENTS TO BOARDS		
Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.		
SECTION 3 - NEW APPOINTMENTS		
<u>Compensation</u>		
The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.		
<u>Minimum Wage</u>		
Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.		
SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS		
County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.		
PART-TIME/TEMPORARY PAY RATES		
<u>Hourly</u>		
Airport Lineman - Part-time	\$14.52	per hr
Animal Care Technician	\$13.57	per hr
Camp Counselors - Seasonal	\$9.00	per hr
Clerical Position - Temporary	\$11.68	per hr
Deputy I - Part-time	\$18.31	per hr
Deputy II - Part-time	\$19.26	per hr
Deputy III - Part-time	\$20.21	per hr
Deputy Trainee - Part-time	\$17.37	per hr
Detention Officer - Part-time	\$14.79	per hr
DSS On Call	\$22.00	per hr
EMT Basic - Temporary	\$14.52	per hr
EMT Intermediate - Temporary	\$16.73	per hr
EMT Paramedic - Temporary	\$20.21	per hr
Library Assistant I - Part-time	\$13.57	per hr
Maintenance Helper - Temporary	\$12.63	per hr
Park Attendant	\$12.63	per hr
Summer Intern - Whalehead	\$13.57/\$14.10	per hr
Telecommunicator - Part-time	\$16.42	per hr
Telecommunicator Trainee - Part-time	\$15.47	per hr
Tour Guides - Whalehead	\$13.57	per hr
Visitor Relations Coordinator - Temporary	\$13.57	per hr
<u>Parks & Recreation Temporary Staff</u>		
Athletic Complex Attendant	\$11.50	per hr
Janitor - All Sports	\$7.25	per hr
Scorekeeper - All Sports	\$7.25	per hr
Score Board Operator - Tackle Football	\$18.00	per game
Site Coordinator - All Sports	\$14.50	per hr
Referee - 5 - 9 yr old Basketball	\$18.00	per game
Referee - 10 - 15 yr old Basketball	\$20.00	per game
Referee - Flag Football	\$18.00	per game
Referee - Youth Volleyball	\$18.00	per game
Referee - Soccer	\$18.00	per game
Umpire - Baseball Ages 7 - 8	\$18.00	per game
Umpire - Softball 8U	\$18.00	per game
Umpire - Baseball Ages 9 - 10	\$24.00	per game
Umpire - Softball 10U - 16U	\$24.00	per game
Umpire - Baseball Ages 11 - 15	\$27.00	per game
Umpire - Softball 18U	\$30.00	per game

SECTION 5 - TRAVEL		
Per Diem Rate		
Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.		
Adopted this 3rd of June 2019.		
		ATTEST.
Robert White, Chairman		
Board of Commissioners		Leeann Walton
		Clerk to the Board

Currituck County Master Fee Schedule									
Rate and Fee Schedule effective July 1, 2019									
Dept.	Description	Cost							
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$75.00	annual						
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee	due on 10th following quarter end: Jan 10, Apr 10, Jul 10 & Sep 10						
Airport	Concession Fees - Banner Towing Operations	\$75.00	annual						
Airport	Concession Fees - Crop Dusting	\$300.00	annual						
Airport	Concession Fees - Flight Lessons two or more Currituck based aircraft	\$75.00	annual						
Airport	Concession Fees- Flight Lessons no Currituck based aircraft	\$300.00	annual						COMMERCIAL
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$150.00	annual				Annual in Advance	Annual w/ 3 yr term	3 yr term
Airport	Concession Fees- Hang Gliding	\$7,000.00	annual						
Airport	Concession Fees - Rental Car Services	\$300.00	annual						
Airport	Hangar leases, non-commercial	\$2,760.00	annual, payable \$230 per month - Effective 8/1/2013			Monthly	5% Disc	10% Disc	monthly
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$5,796.00	Effective 8/1/2013			\$483.00	\$ 5,506	\$ 5,216	\$ 435
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$6,555.00	Effective 8/1/2013			\$546.25	\$ 6,227	\$ 5,900	\$ 492
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$5,520.00	Effective 8/1/2013			\$460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial B-1-C & B-2-C	\$5,520.00	Effective 8/1/2013			\$460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Hangars, commercial C-1	\$7,590.00	Effective 8/1/2013			\$632.50	\$ 7,211	\$ 6,831	\$ 569
Airport	Late Fee	\$15.00	Payments received after 10th of each month for each hangar and/or tie-down lease						
Airport	Tie-down leases	\$10.00	per month						

Animal Services & Control	Adoption Fee- Dog	\$125.00	Discounts up to 50% off at the discretion of the Director and/or Shelter
Animal Services & Control	Adoption Fee- Cat	\$75.00	
Animal Services & Control	Reclaim Fee- 1st offense	\$25.00 + \$10.00 a day	
Animal Services & Control	Reclaim Fee- 2nd offense	\$50.00 + \$10.00 a day	
Animal Services & Control	Reclaim Fee- 3rd offense	\$75.00 + \$10.00 a day	
Animal Services & Control	Reclaim Fee- 4th offense	\$100.00 + \$10.00 a day	
Animal Services & Control	Rabies Shot at County Sponsored Rabies Clinics	\$10.00	
CCRC	Facility rental fees		
CCRC	Complete facility rental fee/Exclusive right to grounds	\$500.00	per day.
CCRC	Picnic Shelter- half day rental	\$25.00	per day/per room (up to 4 hours)
CCRC	Picnic Shelter- full day rental	\$50.00	per day/per room (up to 8 hours)
CCRC	Indoor Arena:	\$175.00	per weekend day
CCRC		\$125.00	per week day
CCRC	Hourly rental of indoor arena	\$25.00	per hour
CCRC	Outdoor Arena:	\$125.00	per weekend day
CCRC		\$100.00	per week day
CCRC	Hourly rental of outdoor arena	\$25.00	per hour
CCRC	Park Attendant	\$18.00	per hour - nights/weekends/holidays
CCRC	Stall Rental:		
CCRC	Overnight, no event	\$35.00	per nights
CCRC	With event	\$15.00	day stall
CCRC		\$25.00	2 day show
CCRC		\$30.00	3 day show
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.		
CCRC	Shavings	\$7.50	per bag
CCRC	RV/Camper Hook-up	\$25.00	per night
CCRC	Vendor Hook-up	\$25.00	per day
CCRC	Admission Fees - Non-County Event	10% of ticket sales	for all non-County events.
CCRC	Technology fee	\$50.00	Includes wifi, phone, copier, fax access
CCRC	Returned check/credit card/efit fee	\$25.00	
Communications	CD: 911 Data	\$25.00	
Communications	911 Incident Report/911 Transcripts	\$1.00	per page

Community Development	Central Permitting Fees:		Residential	Commercial
Community Development	New construction and additions		\$0.30 per sf	\$0.35 per sf
Community Development	Alterations		\$0.15 per sf	\$0.12 per sf
Community Development	Cell Tower Evaluation			\$1,000 minimum; actual cost for more complex evaluations
Community Development	Chimney/Woodstove		\$35.00	\$50
Community Development	Decks		\$0.30 per sf	\$0.35 per sf
Community Development	Dune decks and walkways		\$0.30 per sf	\$0.35 per sf
Community Development	Demolition		\$35.00	\$75
Community Development	Detached Buildings		\$0.15 per sf	\$0.15 per sf
Community Development	Farm Building		N/A	\$0.35 per sf
Community Development	Fuel Pumps		N/A	\$50 per pump
Community Development	Gas (Propane/Natural)		\$50.00	\$100
Community Development	HVAC changeout (includes all trade permits)		\$35.00	\$50
Community Development	Insulation (new)		\$50.00	\$100
Community Development	Insulation (alteration)		\$25.00	\$50
Community Development	Metal Carport, pre-manufactured	Greater than 400 sq ft	\$50	\$100
Community Development	Mobile Homes		\$0.20 per sf	N/A
Community Development	Modulars		\$0.25 per sf	\$0.30 per sf
Community Development	P M E (New)		\$50 each	\$100 each/per suite
Community Development	P M E (Alterations)		\$25 each	\$50 each/ per suite
Community Development	Roofing (sheathing replacement)		\$50.00	\$50
Community Development	Roofing (shingles only)	Greater than 15,000 sq ft	\$35	\$50
Community Development	Solar array	\$50 base + \$0.20 per panel		\$200 base + \$0.20 per panel
Community Development	County, State, Federal, Non-profit		No fee	No fee
Community Development	Miscellaneous:			
Community Development	Bulkhead, Pier, Dock, Boatlift		\$50.00	\$100
Community Development	CAMA Minor Permit		\$100.00	\$100
Community Development	Elevator (includes trade permits)		\$75.00	\$150
Community Development	Fire Alarm		N/A	\$50
Community Development	Fire Sprinklers		\$50.00	\$100
Community Development	Historic Structure Application Fee		\$100.00	\$100
Community Development	Hot Tub (includes trade permits)		\$50.00	\$100
Community Development	Moving Permit		\$0.20 per sf	\$0.20 per sf
Community Development	Retaining wall		\$50 each	\$100 each
Community Development	Siding replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75
Community Development	Swimming Pool (flat fee includes trade permits)		\$75.00	\$200
Community Development	Signs (on premise)		N/A	\$50 per sign
Community Development	Signs (off premise)		N/A	\$50 per sign
Community Development	Temporary Office		N/A	\$60
Community Development	Tents and Membrane Structures	Greater than 800 sq ft	\$50	\$50 per structure
Community Development	Towers			\$500 each
Community Development	Window, Door replacement >\$15,000 project cost	> \$15,000 project	\$50	\$75
Community Development	Wind Turbine		\$200 each	\$500 each
Community Development	Amusement rides, water slides		N/A	\$500 each ride
Community Development	Minimum permit fee		\$25.00	\$50

	Projects that do not fall within the categories above shall be figured on a cost of construction basis as follows:			
Community Development	\$1-\$5,000		\$50.00	\$100
Community Development	Over \$5,000		\$10 per \$1,000	\$20 per \$1,000
Community Development	Inspection Division Fees:			
Community Development	Re-inspection		\$50 per trip	\$50 per trip
Community Development	Working without a permit		Greater of \$50 or 25% of cost	\$100 or 25% of cost
Community Development	Private Schools/Daycare inspection		N/A	\$100
Community Development	ABC Inspections		N/A	\$100
Community Development	Commercial Exhaust Hoods		N/A	\$100 each
Community Development	Generators (includes trade permits)		\$100.00	\$200
Community Development	Home Occupations		\$50.00	NA
Community Development	Planning Division Fees:			
Community Development	Administrative Adjustment		\$100.00	\$100
Community Development	Clear-Cut Permit		\$50.00	\$50
Community Development	Minor Subdivision (Conventional)		\$25 per lot	\$25 per lot
Community Development	Private Access or Family Subdivision		\$50 per lot	N/A
Community Development	Sign Return Fee (Unlawfully placed signs)		\$25.00	\$25
Community Development	Site Plan - Major		N/A	\$0.02 sf gross floor area; \$50 minimum
Community Development	Site Plan - Minor		\$50.00	\$50
Community Development	Subdivision - Major		\$100 per lot/\$250 Amended Plat	\$100 per lot/\$250 Amended Plat
Community Development	Subdivision - Minor		\$50 per lot	\$50 per lot
Community Development	Temporary Use Permit		\$50.00	\$50
Community Development	Zoning/Flood determination letter		\$25.00	\$25
Community Development	Board of Adjustment Fees:			
Community Development	Appeal or Interpretation		\$150.00	\$150
Community Development	Variance		\$150.00	\$150
Community Development	Literature and Materials			
Community Development	Unified Development Ordinance (UDO)		\$30.00	\$30.00
Community Development	Land Use Plan		\$30.00	\$30.00
Community Development	Small Area Plans or Technical Documents		\$20.00	\$20.00
Community Development	Official Zoning Map (Copy)		\$10.00	\$10.00
Community Development	Planning Board			
Community Development	Conditional Rezoning		\$150 + \$5/acre	\$150 + \$5/acre
Community Development	Development Agreement		\$150 + \$5/acre	\$150 + \$5/acre
Community Development	Planned Development		\$300 + \$5/acre	\$300 + \$5/acre
Community Development	Text Amendment		\$150.00	\$150
Community Development	Land Use Plan Amendment		\$150.00	\$150
Community Development	Use Permit-or Amended Use Permit		\$150.00	\$150
Community Development	Zoning Map Amendment		\$150 + \$5/acre	\$150 + \$5/acre
Community Development	Public Copies - 1 sided		\$0.10	\$
Community Development	Public Copies - 2 sided		\$0.15	\$
Community Development	Public Copies color up the 8.5" X 14"		\$0.25	\$
Community Development	Notary Fees			
Community Development	Official County business		No charge	No charge
Community Development	Other		\$5 per document	\$5 per document
Community Development	Returned check/credit card/efit fee		\$25.00	
Community Development	Note: Preliminary, amended preliminary, final and amended final plats will be assessed at \$33 per lot fee if the sketch plan was approved prior to March 3, 2003.			
Community Development	Beach Parking Permit - Seasonal/Non-resident		\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day
Community Development	Beach Parking Permit - Seasonal/Resident Guest Pass - County address specific/not vehicle specific		\$150.00	per season - 12:01 AM Friday before Memorial Day through 11:59 PM Labor Day
Community Development	Beach Parking Permit - 10 Day		\$50.00	10 days from date of permit - Nonresident
Community Development	Beach Parking Permit - Currituck Property Owners and Residents			
	Seasonal Pass with valid registration - 1 per vehicle		No charge	
	Seasonal Guest Permit - Two for each house located in Off-road area in a verified rental program		No charge	
	Seasonal Guest Permit - Two for each owner occupied FULL-TIME residence located in the off-road area		No charge	
Community Development	Outdoor Tour Operator License		\$950.00	per vehicle
Community Development	Technology fee		\$1 per permit	\$1 per permit

Cooperative Extension	Facility rental fees				
Cooperative Extension	Auditorium		\$500.00	per day	
Cooperative Extension	Auditorium set up day		\$100.00	11-4 business day prior to event	
Cooperative Extension	Conference Room		\$100.00	per 2 hours	
Cooperative Extension	Classrooms		\$50.00	per 2 hours	
Cooperative Extension	Custodian		\$20.00	per hour - nights/weekends/holidays (4 hour minimum)	
Cooperative Extension	Public Copies - 1 sided		\$0.10		
Cooperative Extension	Public Copies - 2 sided		\$0.15		
Cooperative Extension	Public Copies color up the 8.5" X 14"		\$0.25	per side	
Cooperative Extension	Notary Fees				
Cooperative Extension	Official County business		\$0.00		
Cooperative Extension	Other		\$5.00	per document	
Cooperative Extension	Returned check/credit card/eft fee		\$25.00		
Elections	Copies, color double sided		\$0.45		
Elections	Copies, color single sided		\$0.25		
Elections	Copies, standard letter or legal, per copy		\$0.10		
Elections	Diskette		\$10.00		
Elections	Labels, per label		\$0.01	Minimum \$.30	
Elections	Print-out, per page		\$0.05	Minimum \$.25	
EMS	Public Copies - 1 sided		\$0.10		
EMS	Public Copies - 2 sided		\$0.15		
EMS	Public Copies color up the 8.5" X 14"		\$0.25	per side	
EMS	Notary Fees				
EMS	Official County business		\$0.00	no charge	
EMS	Other		\$5.00	per document	
EMS	Returned check/credit card/eft fee		\$25.00		
EMS	Stand-by events		\$50.00	hour	
ITS	CD1: GIS data CD		\$50.00		
ITS	CD2: 2003, 2008, 2010 or 2012 Color Aerial Photography		\$100.00	per year requested	
ITS	Copies, GIS Data, Laser 11 x 17 black and white		\$1.00		
ITS	Copies, GIS Data, Laser 11 x 17 color		\$2.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 black and white		\$0.50		
ITS	Copies, GIS Data, Laser 8 1/2 x 11 color		\$1.00		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 black and white		\$0.75		
ITS	Copies, GIS Data, Laser 8 1/2 x 14 color		\$1.50		
ITS	Copies, GIS Data, Plotter 20 x 24 up to 28 x 36		\$5.00		
ITS	Copies, GIS Data, Plotter Greater than 28 x 36 to 36 x 42		\$8.00		
ITS	Copies, GIS Data, Plotter Greater than 36 x 42		\$10.00		
ITS	Copies, GIS Data, Plotter less than 20 x 24		\$3.00		
ITS	Official Zoning Map		\$10.00		
ITS	CD3: 1995 Aerial Photography (black & white only)		\$50.00		
ITS	Street Naming/Name Changing (payable to U.S. Sign Co.)		\$75.00	plus variable (Exception: Subdivisions created prior to 4/2/89 & sign never installed)	

Library	Books, Fines for Overdues			\$0.10	per day
Library	Copies, standard letter or legal, per copy (black & white)			\$0.10	
Library	Copies, standard letter or legal, per copy (color)			\$0.25	per side
Library	Copies, 11 x 17 black 7 white			\$0.25	
Library	Copies, 11 x 17 color			\$0.50	per side
Library	Fax - Incoming			\$1.00	
Library	Fax - Outgoing			\$2.50	plus \$1.00 each additional page
Mainland Water	3" Riser			Actual cost + 20%	
Mainland Water	6" Riser			Actual cost + 20%	
Mainland Water	Backhoe per hour			\$125.00	
Mainland Water	Bacteriological tests			\$50.00	
Mainland Water	Check Valve			Actual cost + 20%	
Mainland Water	Chloride tests			\$20.00	
Mainland Water	Ditch Witch per hour			\$125.00	
Mainland Water	ERT for Radio Read meter			Actual cost + 20%	
Mainland Water	Excavator per hour			\$125.00	
Mainland Water	Fire hydrant meter - Deposit			\$2,500.00	
Mainland Water	Fire hydrant meter setup fee			\$50.00	
Mainland Water	High-risk deposit (owner or renter)			\$200.00	or three months' billing of previous usage, whichever is greater
Mainland Water	Meter - Single family residential - new service or aged/wom out		Included with connection fee		County staff installations
Mainland Water	Meter - Commercial/Multi-family - new service or aged/wom out			Paid by contractor	Contractor installations
Mainland Water	Water connection - contractor installs			No fee	
Mainland Water	Water connection fee, 3/4 inch			\$1,000.00	County staff installs connection
Mainland Water	Water connection fee, 3/4 inch irrigation			\$1,000.00	
Mainland Water	Water connection fee, > 3/4 inch irrigation			Actual cost + 20%	
Mainland Water	Water connection fee > 3/4 inch			Actual cost + 20%	County staff installs connection
Mainland Water	Water developmental fee, 3/4 inch			\$4,279.00	Minimum fee
Mainland Water	Water developmental fee, > 3/4 inch			TBD	Refer to Developmental Fee Study
Mainland Water	Water developmental fee - Centers of Worship			\$3,000.00	
Mainland Water	Labor per man hour			\$60.00	
Mainland Water	Lid only			Actual cost + 20%	
Mainland Water	Lock			Actual cost + 20%	
Mainland Water	Meter - damaged/vandalized			Actual cost + 20%	
Mainland Water	Meter accessibility charge			\$35.00	
Mainland Water	Meter Box			Actual cost + 20%	
Mainland Water	Meter tampering fee			\$75.00	
Mainland Water	Meter testing fee			\$50.00	If meter accurate
Mainland Water	Meter testing fee			No Charge	If more than 2.5% inaccurate
Mainland Water	Open/reopen/transfer account			\$25.00	
Mainland Water	Pipe pressure/leakage retest			\$150.00	
Mainland Water	Pipe pressure/leakage test			\$150.00	
Mainland Water	Reconnection fee (after cutoff for nonpayment)			\$50.00	8AM - 5PM
Mainland Water	Renter deposit			\$150.00	
Mainland Water	Reread meter - our reading correct			\$25.00	
Mainland Water	Reread meter - our reading incorrect			No Charge	
Mainland Water	Retrofit Meter			Actual cost + 20%	
Mainland Water	Returned check fee			\$25.00	
Mainland Water	Road Bore			Actual cost + 20%	
Mainland Water	Special request meter reading			\$25.00	
Mainland Water	Turn on/off fee, per occurrence			\$25.00	Normal working hours
Mainland Water	Turn on/off fee, per occurrence			\$50.00	After normal working hours
Mainland Water	Union half with nut			Actual cost + 20%	

Mainland Water	Water Charge Fire Service (sprinkler systems)		Same as all other water consumption charges
Mainland Water	Water Charge Local Government/Board of Education		Same as all other water consumption charges
Mainland Water	Water Charge base 0-2000 gallons		\$20.00 month
Mainland Water	Water Charge up to 5000 gallons		\$4.50 per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 10,000 gallons		\$5.50 per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 15,000 gallons		\$6.50 per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge up to 20,000 gallons		\$7.50 per 1000 gal./effective 7/1/2016
Mainland Water	Water Charge all over 20,000 gallons		\$8.50 per 1000 gal./effective 7/1/2016
Mainland Water	Yoke		Actual cost + 20%
Mainland Water	Yoke valve with meter nut		Actual cost + 20%
Mainland Sewer	Sewer developmental fee, 3/4 inch		\$5,806.00 Per residential unit
Mainland Sewer	Sewer developmental fee, > 3/4 inch		\$5,806.00 Per Equivalent Residential Unit of 360 gallons per day
Mainland Sewer	Sewer Utility Charge		3x Water Usage Charge \$40 minimum base rate
Mainland Sewer	Residential renter deposit		\$150.00
Mainland Sewer	Residential renter deposit (High Risk)		\$200.00 3 months past usage with \$200 min
Mainland Sewer	Open/reopen/transfer account		\$25.00
Mainland Sewer	Reconnection fee		\$50.00
Mainland Sewer	Sewer Service Tampering Fee		\$75.00 Min \$75 plus cost of damages
Ocean Sands	Water rates - See Southern Outer Banks Water		Same as SOBWS rates
Ocean Sands	Sewer Utility Charge		\$7.95 base + 1.5x Water
Ocean Sands	Water rate		Refer to SOBWS rates
Ocean Sands	Water connection - contractor installs		No fee
Ocean Sands	Water connection fee, 3/4 inch		\$1,000.00 County staff installs connection
Ocean Sands	Water connection fee, > 3/4 inch		Actual cost + 20% County staff installs connection
Ocean Sands	Water developmental fee		\$5,933.00 Minimum fee
Ocean Sands	Sewer developmental fee		\$5,924.00 Minimum fee
Parks & Rec	Knotts Island		\$200.00 per day
Parks & Rec	Maple Athletic Complex - Baseball/Softball Fields		\$200.00 per field/per day
Parks & Rec	Maple Athletic Complex - Soccer Fields		\$200.00 per field/per day
Parks & Rec	Maple Park		\$300.00 per day
Parks & Rec	Maple Skate Park		\$200.00 per day
Parks & Rec	Sound Park		\$500.00 per day
Parks & Rec	Veteran's Memorial Park		\$200.00 per day
Parks & Rec	Walnut Island Park		\$200.00 per day
Parks & Rec	Adult Softball (men and women)		\$200.00 per team
Parks & Rec	Youth Cheerleading		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Flag Football		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Soccer (Fall and Spring)		\$20.00 per child - Maximum of \$40.00 per family
Parks & Rec	Youth Tackle Football		\$25.00 per child - No Maximum Fee
Parks & Rec	Youth T-Ball/Baseball/Softball		\$25.00 per child - \$35.00 (2 children) Maximum of \$50.00 for a family of 3 or more per child - Maximum of \$40.00 per family
Parks & Rec	Youth/Junior Basketball		\$20.00
Parks & Rec	Tournament Admission Fees- Under 5		No Charge
Parks & Rec	Tournament Admission Fees- Ages 6-12		\$3.00
Parks & Rec	Tournament Admission Fees-13 and up		\$5.00
Parks & Rec	Concessions		Cost + 100% to 300%
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$25.00 1/2 day - does not include staff, security or clean-up charges
Parks & Rec	Field Fees - Soccer, Baseball/Softball, Tennis Courts		\$50.00 daily - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Baseball/Softball		\$20.00 per field - does not include staff, security or clean-up charges
Parks & Rec	Field Set-up Fees - Soccer		\$25.00 per field - does not include staff, security or clean-up charges
Parks & Rec	Park Picnic Shelter		\$25.00 per 1/2 day/\$50 daily
Parks & Rec	Parks		
Parks & Rec	Staff for Events (if required) - Park Attendant		\$18.00 per hour/per attendant
Parks & Rec	Staff for Events (if required) - Park Superintendent		\$18.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Director		\$28.00 per hour
Parks & Rec	Staff for Events (if required) - Recreation Specialist		\$18.00 per hour

Solid Waste	Tipping Fees per ton for all solid waste that originates outside the County		\$83.00	per ton
Solid Waste	Tipping Fees per ton for mixed solid waste MSW		\$73.00	per ton
Register of Deeds	Birth or Death Amendments (preparation)		\$10.00	
Register of Deeds	Birth or Death Amendments, NC Vital Records		\$15.00	payable to N.C. Vital Records Section
Register of Deeds	Birth or Death Legitimations County		\$10.00	
Register of Deeds	Birth or Death Legitimations State (via check)		\$10.00	
Register of Deeds	Birth or Death Record, Certified Copy		\$10.00	
Register of Deeds	Birth, Delayed Birth Applications		\$20.00	
Register of Deeds	Copies, Certified 1st page		\$5.00	plus \$2.00 each page of document
Register of Deeds	Copies, Uncertified		\$0.25	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page		\$0.50	
Register of Deeds	Copies, Uncertified Plats (11"x17")-per page VIA Mail or Fax		\$1.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page		\$2.00	
Register of Deeds	Copies, Uncertified Plats (18"x24")-per page VIA Mail		\$3.00	
Register of Deeds	Copies, Uncertified VIA Mail		\$1.00	
Register of Deeds	Deeds of Trust and Mortgages		\$64.00	Minimum fee for pages 1-35
Register of Deeds	Deeds of Trust and Mortgages per page for pages over 35		\$4.00	
Register of Deeds	Deeds of Trust and Mortgages Additional (multi-instrument)		\$10.00	
Register of Deeds	Deeds of Trust and Mortgages Satisfaction/Cancellation		No charge	
Register of Deeds	Highway Maps 1st page		\$21.00	
Register of Deeds	Highway Maps Additional Page(s)		\$5.00	
Register of Deeds	Highway Maps Certified Copy (per 1st page)		\$5.00	
Register of Deeds	Instrument, General		\$26.00	Minimum fee for pages 1-15
Register of Deeds	Instrument, General per page for pages over 15		\$4.00	
Register of Deeds	Instrument, General Additional (multi-instrument)		\$10.00	
Register of Deeds	Marriage License		\$60.00	
Register of Deeds	Marriage License Certified Copy		\$10.00	
Register of Deeds	Marriage License Corrections		\$10.00	
Register of Deeds	Notary Oath		\$10.00	
Register of Deeds	Plats 1st page (GS 161-10)		\$21.00	
Register of Deeds	Plats Additional Page(s)		\$21.00	
Register of Deeds	Plats Certified Copy (per 1st page)		\$5.00	
Register of Deeds	Plats Certified Copy - each additional page after first page		\$2.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 1-2 pages		\$38.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only 3-10 pages		\$45.00	
Register of Deeds	Uniform Commercial Code Fixture Filing Only over 10 pages		\$45.00	plus \$2.00 each additional page over 10
Register of Deeds	Excessive Recording Data - more than 20 distinct parties		\$2.00	each name over 20 - G.S. 161-10(a)(1)
Register of Deeds	Non-standard Fee		\$25.00	G.S. 161-14(b)
Soil Conservation	Soil surveys/publications		No charge	
Sheriff	Peddler License initial fee		\$35.00	
Sheriff	Peddler License renewal fee		\$20.00	
Sheriff	Noise permits		\$25.00	
Sheriff	Adult Entertainment Business Permit - New		\$100.00	
Sheriff	Adult Entertainment Business Permit - Renew		\$50.00	
Sheriff	Copies; uncertified black & white	\$0.10 single side/\$0.15 duplex		
Sheriff	Copies; uncertified color	\$0.25 per page		
Sheriff	Copies; Certified	\$1.00		
Sheriff	Copies; Certified - for official County business	No charge		
Sheriff	CD - Detention Interviews	\$10.00		
Sheriff	Entertainer's License - New	\$50.00		
Sheriff	Entertainer's License - Renew	\$25.00		
Sheriff	Fingerprint fee - Official County business	No charge		
Sheriff	Fingerprint fee - other	\$5.00		
Sheriff	Handgun Purchase Permit	\$5.00		
Sheriff	Concealed Weapon Permit - New	\$90.00		
Sheriff	Concealed Weapon Permit - Renew	\$80.00		
S Outer Banks Water	3" Riser		Actual cost + 20%	
S Outer Banks Water	6" Riser		Actual cost + 20%	
S Outer Banks Water	Backhoe per hour		\$125.00	
S Outer Banks Water	Excavator per hour		\$125.00	
S Outer Banks Water	Bacteriological tests		\$50.00	
S Outer Banks Water	Check Valve		Actual cost + 20%	
S Outer Banks Water	Chloride tests		\$20.00	
S Outer Banks Water	Ditch Witch per hour		\$125.00	
S Outer Banks Water	ERT for Radio Read meter		Actual cost + 20%	
S Outer Banks Water	Fire hydrant meter - Deposit		\$2,500.00	
S Outer Banks Water	Fire hydrant meter setup fee		\$50.00	
S Outer Banks Water	High risk deposit (owner or renter)		\$200.00	or three months' billing of previous usage, whichever is greater
S Outer Banks Water	Water connection - contractor installs		No fee	

S Outer Banks Water	Water connection fee, 3/4 inch residential meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch		Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water connection fee, 3/4 inch irrigation meter		\$1,000.00	County staff installs connection
S Outer Banks Water	Water connection fee > 3/4 inch irrigation meter		Actual cost + 20%	County staff installs connection
S Outer Banks Water	Water developmental fee, 3/4 inch		\$7,281.00	Minimum fee
S Outer Banks Water	Water developmental fee, > 3/4 inch		TBD	Refer to Developmental Fee Study
S Outer Banks Water	Water developmental fee, Centers of Worship		\$3,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, commercial	VOH	\$1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, hotels/motels per two rooms	VOH	\$1,000.00	
S Outer Banks Water	Impact Fee standard 3/4" meter, laundry	VOH	\$1,000.00	per 3 machines
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$1,000.00	(condos, cottage courts, apartments)
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$1,000.00	Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$700.00	per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, single family residential	VOH	\$1,000.00	
S Outer Banks Water	Labor per man hour		\$60.00	
S Outer Banks Water	Lid only		Actual cost + 20%	
S Outer Banks Water	Lock		Actual cost + 20%	
S Outer Banks Water	Meter		Actual cost + 20%	
S Outer Banks Water	Meter accessibility charge		\$35.00	
S Outer Banks Water	Meter Box		Actual cost + 20%	
S Outer Banks Water	Meter tampering fee		\$75.00	
S Outer Banks Water	Meter testing fee		\$50.00	If meter accurate
S Outer Banks Water	Meter testing fee		No Charge	If more than 2.5% inaccurate
S Outer Banks Water	Open/reopen/transfer account		\$25.00	
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00	
S Outer Banks Water	Pipe pressure/leakage test		\$150.00	
S Outer Banks Water	Reconnection fee (after cutoff for nonpayment)		\$50.00	8AM - 5PM
S Outer Banks Water	Renter deposit		\$150.00	
S Outer Banks Water	Reread meter - our reading correct		\$25.00	
S Outer Banks Water	Reread meter - our reading incorrect		No Charge	
S Outer Banks Water	Retrofit Meter		Actual cost + 20%	
S Outer Banks Water	Returned check fee		\$25.00	
S Outer Banks Water	Road Bore		Actual cost + 20%	
S Outer Banks Water	Special request meter reading		\$25.00	
S Outer Banks Water	Turn on/off fee, per occurrence		\$25.00	Normal working hours
S Outer Banks Water	Turn on/off fee, per occurrence		\$50.00	After normal working hours
S Outer Banks Water	Union half with nut		Actual cost + 20%	
S Outer Banks Water	Water Charge - Pine Island Base Rate		\$30.00	month
S Outer Banks Water	Water Charge - Pine Island per 1,000 gallons		\$4.50	per 1000 gal
S Outer Banks Water	Water Charge Base Rate		\$20.00	month
S Outer Banks Water	Water charge up to 2,500 gallons		\$3.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5,000 gallons		\$4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons		\$5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons		\$6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons		\$7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge over 20,000 gallons		\$8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Yoke		Actual cost + 20%	
S Outer Banks Water	Yoke valve with meter nut		Actual cost + 20%	
S Outer Banks Water	Pipe pressure/leakage retest		\$150.00	
Sr. Center	Deposit, Rental of Senior Center Space (Refundable)		\$100.00	
Sr. Center	Powells Point Bldg- Deposit		\$100.00	per event
Sr. Center	Powells Point Bldg- Rent		\$100.00	per event
Sr. Center	Fax - outgoing		\$2.50	first page
Sr. Center	Fax - Incoming		\$1.00	\$1.00 each additional page
Sr. Center	Public Copies - 1 sided		\$0.10	
Sr. Center	Public Copies - 2 sided		\$0.15	
Sr. Center	Notary Fees			
Sr. Center	Official County business		\$0.00	
Sr. Center	Other		\$5.00	per document
Sr. Center	Returned check/credit card/eft fee		\$25.00	
Tax	Public Copies - 1 sided		\$0.10	
Tax	Public Copies - 2 sided		\$0.15	
Tax	Public Copies - Color (Up to 8.5" X 14")		\$0.25	per side
Tax	Public Copies - Color (11" x 17")		\$0.50	per side
Tax	Labels, per label		\$0.03	Minimum \$10.00
Tax	Aerial Tax Maps		\$8.00	
Tax	Subdivision Tax Maps		\$3.00	per sheet
Tax	Street Atlas		\$8.00	
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$0.10	Payment for Taxes; Minimum \$25.00
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$25.00	G.S. 105-357(b)(2)
Tax	Property Record Card		\$0.50	All other than taxes
				each

Tourism	Heritage Festival - BBQ Contest Registration		\$300.00	per team - includes RV hookup fee
Tourism	Heritage Festival - Rodeo admission - Ages 13+		\$15 Adv/\$20 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 6-12		\$10 Adv/\$15 Day of Event	
Tourism	Heritage Festival - Rodeo admission - Ages 0-5		No Charge	
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)		\$45.00	Advance sales only
Tourism	Heritage Festival - Rodeo admission - BBQ Participants		\$10.00	Advance sales only
Tourism	Legacy Tours Whalehead Ages 0-5		No charge	
Tourism	Legacy Tours Whalehead Ages 6-12		\$5.00	
Tourism	Legacy Tours Whalehead Ages 13-54		\$7.00	
Tourism	Legacy Tours Whalehead Ages 55+		\$5.00	
Tourism	Legacy Tours Whalehead Active Military		\$5.00	
Tourism	Legacy Tours Wounded Warrior		No charge	
Tourism	Legacy Tours Whalehead Group Student		\$3.00	Coordinator/Bus Driver No charge
Tourism	Legacy Tours Whalehead Group Adult		\$5.00	Coordinator/Bus Driver No charge
Tourism	Specialty Tours		TBD	involved
Tourism	Whalehead Wednesday		\$20.00	Price includes wine tasting and glass
Tourism	Legacy Tour with purchase of Whalehead Wednesday admission		\$3.00	
	Events requiring tent rentals or other structures on grounds must be rented for the day before, day of and day after event.			
Tourism	Grounds Rental - Primary Site (N Lawn/S Lawn/Point)		\$750.00	
Tourism	Grounds Rental - Secondary Site		\$400.00	
Tourism	Grounds Rental - Picnic Shelter		\$50.00	
Tourism	Grounds Rental - Gazebo		\$150.00	
Tourism	Grounds Rental - Side Porch		\$50.00	
Tourism	Grounds Refundable Security Deposit		\$750.00	
Tourism	Picnic Shelter Refundable Security Deposit		\$25.00	
Tourism	Golf Cart Rental per 8 hours		\$300.00	each per day
Tourism	Tourism and Whalehead \$0.00 - \$6.99 our cost retail merchandise			Cost + 100%
Tourism	Tourism and Whalehead \$7.00 - \$10.99 our cost retail merchandise			Cost + 50%
Tourism	Tourism and Whalehead \$11.00 - \$19.99 our cost retail merchandise			Cost + 35%
Tourism	Tourism and Whalehead \$20.00 & up our cost retail merchandise			Cost + 25%
Tourism	Vendor Booth Fee		No Charge - Currituck County Property Owner	
Tourism	Vendor Booth Fee		\$25 - Out of County Resident/Business	
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours		\$400.00	per month for June, July & August
Tourism	Historic Corolla Park Usage- unlimited usage with the exception of stated hours		\$250.00	per month January - May and September - December
Tourism	Historic Corolla Park Usage- for businesses needing the Park 1 day a week or less		\$50.00	per day for all months
Other	Notary Fees		No charge	Official County Business
Other	Notary Fees		\$5.00	Other than County Business
Other	Returned Check Fee		\$25.00	
NOTES:				
Occupancy Tax and Sales Taxes will be charged if applicable.				
All Water Systems	3/4" irrigation meter \$1,000 and 1" irrigation meter \$1,300 are available to any customer with an existing paid tap.			
Mainland Water	Water Charge: Commercial master meter accts charged at above rates per unit served. Hotels and motels: Four rooms equal one commercial master meter billing unit.			
Inspections	Movable agricultural buildings occupied for farm purposes shall be exempt from fees prescribed above.			
Inspections	*Alterations include work within existing structures and upgrading existing service do not include additions, new construction, providing power to structures not previously having power, or new service to existing buildings.			

Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.	
Revised this 3rd day of June 2019.		
Bob White, Chairman		
Attest:		
Leeann Walton, Clerk to the Board		

RESULT:	APPROVED [6 TO 1]
MOVER:	Paul M. Beaumont, Commissioner
SECONDER:	Kevin E. McCord, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
NAYS:	Mary "Kitty" Etheridge, Commissioner

NEW BUSINESS

A. Amended: Bid award for Self-Contained Breathing Apparatus for Fire Protection Equipment

Assistant County Manager, Ben Stikeleather, reviewed the Fire and Emergency Medical Services (EMS) request for approval of the bid award to purchase Self-Contained Breathing Apparatus for fire services personnel. Mr. Stikeleather said a Federal Emergency Management Administration (FEMA) grant awarded to the Fire and EMS Department in the amount of \$1,094,500, would reimburse almost \$1 million dollars toward the cost of the air packs.

Mr. Stikeleather said three bids were received. He noted the low bidder did not meet the specifications included in the bid package and recommended the next lowest bidder, Fire Protection Equipment, for the bid award.

Mr. Stikeleather responded to Commissioner questions and the Board discussed fire apparatus and equipment and the goal of standardizing equipment throughout the county. Commissioner Beaumont made a motion to approve the purchase of the self-

contained breathing apparatus. The motion was seconded by Commissioner McCord. The motion carried.

RESULT: APPROVED [UNANIMOUS]
MOVER: Paul M. Beaumont, Commissioner
SECONDER: Kevin E. McCord, Commissioner
AYES: Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

B) Consent Agenda

Commissioner Mary Etheridge moved to approve the Consent Agenda. Commissioner Payment seconded the motion. The motion carried.

RESULT: APPROVED [UNANIMOUS]
MOVER: Mary "Kitty" Etheridge, Commissioner
SECONDER: Mike H. Payment, Vice Chairman
AYES: Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

1) Approval Of Minutes-May 20, 2019

1. Minutes for May 20, 2019

2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
30850-545000	Contract Services	\$ 12,000	
30380-481000	Investment Earnings		\$ 12,000
		\$ 12,000	\$ 12,000
Explanation:	Postemployment Benefits (30850) - Increase appropriations for actuarial studies for Retiree Health Insurance (OPEB) and Law Enforcement Special Separation Allowance (LEOSSA). This have historical be prepared after the close of the fiscal year. Due to implementation of GASB 75, the actuaries have advanced the preparation of the studies so they will become due in the current fiscal year.		
Net Budget Effect:	Postemployment Retiree Benefits (30) - Increased by \$12,000.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
67878-561000	Professional Services		\$ 14,400
67878-514500	Travel and Education		\$ 2,400
67878-531000	Fuel		\$ 3,000
67878-532000	Supplies	\$ 3,200	
67878-533200	Lab Tests	\$ 3,000	
67878-545000	Contracted Services	\$ 9,320	
67878-553000	Dues and Subscriptions	\$ 4,264	
67878-557100	Software License Fee	\$ 16	
		\$ 19,800	\$ 19,800

Explanation: Mainland Sewer System (67878) - Transfer funds for operations for the remainder of this fiscal year.

Net Budget Effect: Mainland Sewer System (67) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10460-516200	Vehicle Maintenance	\$ 1,000	
10460-516400	Equipment Maintenance		\$ 1,000
10460-553000	Dues & Subscription		\$ 1,300
10460-516200	Vehicle Maintenance	\$ 1,300	
10460-532160	Maintenance Supplies	\$ 5,000	
10460-592000	Projects		\$ 5,000
		\$ 7,300	\$ 7,300

Explanation: Public Works (10460) - Transfer budgeted funds to fix the hydraulic cylinder on the bucket truck, two new steer tires for the bucket truck, and to replace ceiling tiles .

Net Budget Effect: Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
66868-511000	Telephone & Postage	\$ 10,000	
66868-557100	Software License Fees	\$ 290	
66868-588000	Contingency		\$ 10,290
		\$ 10,290	\$ 10,290

Explanation: Southern Outer Banks Water (66868) - Transfer funds from contingency for increased postage costs and software license fees.

Net Budget Effect: Southern Outer Banks Water (66) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10480-514500	Training & Education	\$ 27	
10480-511000	Telephone & Postage		\$ 27
10490-532003	Supplies - Court/Jail	\$ 500	
10490-513003	Utilities - Court/Jail		\$ 500
10511-536000	Uniforms	\$ 1,000	
10511-590000	Capital Outlay	\$ 500	
10511-506000	Health Insurance		\$ 1,500
10512-545000	Contract Services	\$ 500	
10512-506000	Health Insurance		\$ 500
10530-532000	Supplies	\$ 2,000	
10530-553000	Dues & Subscriptions	\$ 100	
10530-590000	Capital Outlay		\$ 2,100
		\$ 4,627	\$ 4,627

Explanation: Register of Deeds (10480); Court Facilities (10490); Jail (10511); Animal Services and Control (10512); Emergency Medical Services (10530) - Transfers from multiple departments for operations for the remainder of this fiscal year.

Net Budget Effect: Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
12548-511010	Data Transmission	\$ 500	
12548-553015	Dues & Subscriptions	\$ 1,000	
12548-506000	Health Insurance		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>
Explanation:	Knotts Island Fire Services (12548) - Transfer budgeted funds for operations for the remainder of the fiscal year.		
Net Budget Effect:	Fire Services Fund (12) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
61818-511000	Telephone & Postage	\$ 5,000	
61818-513000	Utilities	\$ 20,000	
61818-533200	Lab Tests	\$ 1,500	
61818-545100	Credit Card Fees	\$ 3,000	
61818-557100	Software License Fees	\$ 250	
61818-590003	Fire Hydrants		\$ 1,000
61818-561000	Professional Services		\$ 4,858
61818-506000	Health Insurance		\$ 5,531
61360-473000	Reconnection Fees		\$ 18,361
		<u>\$ 29,750</u>	<u>\$ 29,750</u>
Explanation:	Mainland Water (61818) - Increase appropriations due to increase postage and utilities and transfer funds for operations.		
Net Budget Effect:	Mainland Water Fund (61) - Increased by \$18,361.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
63838-516000	Maintenance & Repair	\$ 1,000	
63838-545900	Tire Disposal	\$ 6,000	
63838-561500	Monitoring Wells	\$ 20	
63340-462000	Tipping Fees		\$ 7,020
		\$ 7,020	\$ 7,020
Explanation:	Solid Waste (63838) - Increase appropriation for increased tire disposal costs and for facility repairs.		
Net Budget Effect:	Solid Waste (63) - Increased by \$7,020.		

3. Project Ordinance-Lottery Funds Project-Moyock Elementary Roof Replacement

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is replace the main roof at Moyock Elementary School.

SECTION 2. The following amounts are appropriated for the project:

Moyock Elementary School - Replace Main Roof	\$ 103,000
	<u>\$ 103,000</u>

SECTION 3. The following revenues are available to complete this project:

State Lottery Proceeds	\$ 103,000
	<u>\$ 103,000</u>

SECTION 4. The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 3rd day of June 2019.

4. Consideration of a Resolution Requesting the Dissolution of the Whalehead Preservation Trust Endowment.

RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS REQUESTING DISSOLUTION OF THE WHALEHEAD PRESERVATION TRUST ENDOWMENT ESTABLISHED BY THE NORTH CAROLINA COMMUNITY FOUNDATION

WHEREAS, on February 8, 2005 Whalehead Preservation Trust, Inc., also known as The Whalehead Preservation Trust and the Currituck Wildlife Museum, Inc., ("Whalehead Preservation Trust"), executed an Agreement Creating a Designated Endowment for The Whalehead Preservation Trust, Inc. to create a Designated Endowment Fund named Whalehead Preservation Trust Endowment; and

WHEREAS, on May 24, 2016 Whalehead Preservation Trust was dissolved by its board of directors pursuant to N.C. Gen. Stat. §55A-14-04 and provided in its Plan for

Dissolution that assets of the corporation are to be distributed to the County of Currituck, North Carolina; and

WHEREAS, Currituck County is informed by North Carolina Community Foundation that the amount of funds invested in the Whalehead Preservation Trust Endowment does not meet minimum requirements for designation or maintenance of an endowment fund and upon dissolution of the endowment fund any funds to be returned to Currituck County could be better utilized for enhancement of facilities located at the county's Historic Corolla Park, including a planned historic boat museum facility.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina that:

Section 1. Currituck County requests that the North Carolina Community Foundation dissolve the Whalehead Preservation Trust Endowment and disburse funds to the county funds in the endowment owned by Currituck County as successor to Whalehead Preservation Trust.

Section 2. This resolution shall be effective upon its adoption.

ADOPTED the 3rd day of June, 2019.

5. Administrative Policy for Developmental Fees

ADMINISTRATIVE PROCEDURES

SUBJECT: Developmental fee guideline

EFFECTIVE DATE: June 3, 2019

SUPERSEDES: N/A

APPROVED BY: County Manager

PURPOSE

To establish uniform treatment for select projects that were delayed due to NCDEQ sewer permitting problems at Moyock Regional Wastewater.

GENERAL

On April 1 2019 the Board of Commissioners approved a fee schedule that contained developmental fees for sewer and water connections. At that time there were projects with either board approval or that would have been allowed by right that could not move forward because of sewer issues. This policy recognizes this and allows them to be charged the lesser water and sewer tap fee.

PROCEDURES

Projects that had a sewer obligation letter, were approved by right or had some form of Board of Commissioner approval, and were unable to receive a NCDEQ sewer permit on the Moyock Regional Wastewater Plant prior to the adoption of developmental fees on the April 1, 2019 Board of Commissioners meeting shall be charged the tap fee amount on the prior fee schedule or the

current developmental fee whichever is lesser.

6. Memorandum of Agreement for Verizon Tower at 734 Ocean Trail, Corolla

ADJOURN

Motion to Adjourn Meeting

There was no further business and Commissioner Payment motioned for adjournment. The motion was seconded by Commissioner McCord. The motion carried and the regular meeting of the Board of Commissioners adjourned at 6:51 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike H. Payment, Vice Chairman
SECONDER:	Kevin E. McCord, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority immediately following adjournment of the 6:00 PM regular meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to hold a public hearing and consider adoption of the Tourism Development Authority's annual budget for Fiscal Year 2019-2020.

Tourism Development Authority-Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2020.

Assistant County Manager, Ben Stikeleather, noted a substantial change from the budget message originally presented on May 20, 2019. He explained construction bids received for the Historic Boat Museum came in over budget, prompting an increase of \$1,325,000 from Tourism Related funds to cover the additional appropriation. Mr. Stikeleather said the County would look to value engineer the project to identify cost reductions.

Chairman White opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Chairman White moved for approval of the Tourism Development Authority budget for Fiscal Year 2019-2020. Commissioner Payment seconded and the motion carried.

CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY									
BUDGET ORDINANCE									
For the Year Ending June 30, 2020									
BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2019 and ending June 30, 2020.									
SECTION 1. OCCUPANCY TAX - PROMOTION									
A. Estimated Resources:									
	Occupancy Tax				11,900,000				
	Other revenues				193,500				
	Investment earnings				152,161				
	Transfers-in				45,000				
	Appropriated Fund Balance				688,250				
					<u>12,978,911</u>		-		
	TOTAL ESTIMATED RESOURCES				<u>\$ 12,978,911</u>				
B. Appropriations:									
	Occupancy Tax - Promotion			\$	3,869,343				
	Occupancy Tax - Tourism related				<u>9,109,568</u>				
					<u>12,978,911</u>				
	TOTAL APPROPRIATIONS			\$	<u>12,978,911</u>				
The information above is presented in summary form. Complete detailed information is available in the County budget.									

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS												
The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.												
a.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.											
b.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.											
c.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.											
d.	He may make interfund loans for a period of not more than sixty days (60).											
e.	He may not transfer any amounts between funds or from any contingency line items within any funds.											
SECTION 3. CONTRACTUAL OBLIGATIONS												
The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:												
a.	They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.											
b.	They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.											
c.	They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.											
d.	They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.											
e.	They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.											

SECTION 4. MEMORANDA

- A. Officers:
Ben Stikeleather is the Budget Officer
Leeann Walton is the Clerk to the Board
Samantha Evans is the Deputy Clerk to the Board
Sandra L. Hill is the Finance Director
Bridget T. Brinkley is the Deputy Finance Director
Tracy L. Sample is the Tax Collector
Michelle Rose is the Deputy Tax Collector
- B. Facsimile Signatures:
The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.
- C. Official Depositories:
The official depositories of the County of Currituck are:
Bank of America, North Carolina
Branch Bank and Trust, North Carolina
North Carolina Cash Management Trust, Charlotte, North Carolina
Towne Bank of Currituck, North Carolina
Wells Fargo, North Carolina
- D. Bank for Imprest Expenditure Accounts for Health Benefits:
Citibank, N.A.
- E.
Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).
- F. Returned Check or Electronic Funds Transfer Fees:
The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.
- G. Policy on Appropriations:
The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 38. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this 3rd day of June 2019.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Bob White, Chairman
SECONDER: Mike H. Payment, Vice Chairman
AYES: Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

ADJOURN MEETING-TOURISM DEVELOPMENT AUTHORITY

There was no further business and Commissioner Jarvis motioned for adjournment. Commissioner Beaumont seconded the motion and the motion carried. The Special Meeting of the Tourism Development Authority was adjourned at 6:54 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Selina S. Jarvis, Commissioner
SECONDER:	Paul M. Beaumont, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

SPECIAL MEETING-OCEAN SANDS WATER & SEWER DISTRICT

The Currituck County Board of Commissioners held a Special Meeting sitting as the Ocean Sands Water and Sewer District Board following adjournment of the 6:00 PM regular meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina. The purpose of the meeting was to hold a public hearing and consider adoption of the Ocean Sands Water and Sewer District's annual budget for Fiscal Year 2019-2020.

Ocean Sands Water & Sewer District-Public Hearing and Possible Action on Annual Budget for the Fiscal Year Ending June 30, 2020.

Assistant County Manager, Ben Stikeleather, reported no changes to the budget from the original budget message presented at the May 20, 2019, meeting.

Chairman White opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Chairman White moved to approve the Ocean Sands Water & Sewer District annual budget for Fiscal Year 2019-2020. Commissioner J. Owen Etheridge seconded the motion and the motion carried.

OCEAN SANDS WATER AND SEWER DISTRICT									
BUDGET ORDINANCE									
For the Year Ending June 30, 2020									
BE IT ORDAINED by the Ocean Sands Water and Sewer District, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2019 and ending June 30, 2020.									
SECTION 1. OCEAN SANDS WATER & SEWER DISTRICT									
A. Estimated Resources:									
	Ad Valorem Taxes				528,132				
	Water operating revenues				631,800				
	Sewer operating revenues				660,675				
	Investment earnings				11,000				
	Appropriated Fund Balance				116,357				
					<u>1,947,964</u>				
	TOTAL ESTIMATED RESOURCES				\$ 1,947,964				
B. Appropriations:									
	Water operations			\$	612,487				
	Sewer operations				472,830				
	Debt - Sewer				662,313				
	Capital outlay - Water				33,334				
	Capital outlay - Sewer				167,000				
					<u>1,947,964</u>				
	TOTAL APPROPRIATIONS			\$	1,947,964				
The information above is presented in summary form. Complete detailed information is available in the County budget.									

SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS												
The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.												
a.	He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners sitting as the Ocean Sands Water											
b.	He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners sitting as the Ocean Sands											
c.	He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners sitting as the Ocean Sands Water and Sewer District Board.											
d.	He may make interfund loans for a period of not more than sixty days (60).											
e.	He may not transfer any amounts between funds or from any contingency line items within any funds.											
SECTION 3. CONTRACTUAL OBLIGATIONS												
The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:												
a.	They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.											
b.	They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.											
c.	They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.											
d.	They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners sitting as the Ocean Sands											
e.	They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.											

SECTION 4. MEMORANDA

A.

Officers:

Ben Stikeleather is the Budget Officer
 Leeann Walton is the Clerk to the Board
 Samantha Evans is the Deputy Clerk to the Board
 Sandra L. Hill is the Finance Director
 Bridget T. Brinkley is the Deputy Finance Director
 Tracy L. Sample is the Tax Collector
 Michelle Rose is the Deputy Tax Collector

B.

Facsimile Signatures:

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

C.

Official Depositories:

The official depositories of the County of Currituck are:
 Bank of America, North Carolina
 Branch Bank and Trust, North Carolina
 North Carolina Cash Management Trust, Charlotte, North Carolina
 Towne Bank of Currituck, North Carolina
 Wells Fargo, North Carolina

D.

Bank for Imprest Expenditure Accounts for Health Benefits:
 Citibank, N.A.

E.

Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).

F.

Returned Check or Electronic Funds Transfer Fees:

The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$25.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

G.

Policy on Appropriations:

The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

SECTION 38. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this 3rd day of June 2019.

RESULT:**APPROVED [UNANIMOUS]****MOVER:**

Bob White, Chairman

SECONDER:

J. Owen Etheridge, Commissioner

AYES:

Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

ADJOURN MEETING-OCEAN SANDS WATER & SEWER DISTRICT

There was no further business and Commissioner Jarvis moved for adjournment. Commissioner Mary Etheridge seconded and the motion carried. The Special Meeting of the Ocean Sands Water & Sewer District Board adjourned at 6:55 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Selina S. Jarvis, Commissioner
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner



Currituck County

Planning and Community Development Department
 Planning and Zoning Division
 153 Courthouse Road, Suite 110
 Currituck, North Carolina 27929
 252-232-3055 FAX 252-232-3026

To: Board of Commissioners

From: Planning Staff

Date: May 15, 2019

Subject: PB 19-09 Bruce Weaver – Kitty Hawk Kites
 Outdoor Tour Operator-Aviation

The enclosed text amendment submitted by Bruce Weaver of Kitty Hawk Kites revises Chapter 4 of the Unified Development Ordinance (UDO) to allow “Outdoor Tour Operators, Aviation” in the Agriculture (AG) zoning district subject to a use permit. The proposed text amendment includes a definition of “Outdoor Tour Operator, Aviation” and establishes use specific standards for aviation related tour operations.

Background

The outdoor recreation use classification of the UDO includes a wide variety of uses including arenas, amphitheaters, stadiums, go-cart racing, water parks, amusement parks and other such uses. These are uses that require significant facilities and structures. Since the outdoor recreation use classification includes uses that are generally large and potentially impactful to adjacent neighbors and the community, “outdoor recreation” was removed as a use allowed in the AG zoning district with a use permit in January 2013. Prior to the January 1, 2013 UDO update, outdoor recreation uses were permitted in the Agriculture (AG) zoning district subject to a use permit.

Outdoor Tour Operators are categorized as Outdoor Recreation/Entertainment thus grouping them in with more impactful and intense outdoor recreation uses. Currently, outdoor tour operators are allowed in the General Business (GB) and Limited Business (LB) Zoning Districts with use specific standards subject to a use permit. The current UDO language does not differentiate potentially less impactful outdoor recreation uses, such as aviation tourism, with higher impact uses such as those listed earlier.

This text amendment proposes to allow aviation related outdoor tour operations in the AG zoning district subject to a use permit and use specific standards.

Text Amendment Review Standards

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of

PB 19-09 Bruce Weaver Kitty Hawk Kites
 Outdoor Tour Operator - Aviation
 Text Amendment
 Page 1 of 8

Attachment: PB 19-09 Bruce Weaver - Kitty Hawk Kites - Text Amendment Staff Report (BOC 6-3-19) (PB 19-09 Bruce Weaver)

Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

- (1) Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
 - a. *The proposed text amendment is consistent with the following 2006 Land Use Plan Policies:*
 - POLICY AG4: County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.
 - POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.
 - POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.
- (2) Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
 - a. *The text amendment request is consistent with the following UDO General Purpose and Intent Statements:*
 - Protect the county's rural character and agricultural heritage.
 - Conserve the natural resources, cultural resources, and environmental quality of the county and its environs, particularly in the Outer Banks.
 - b. *The text amendment request is not in conflict with the County Code of Ordinances.*
- (3) Is required by changed conditions;
- (4) Addresses a demonstrated community need;
- (5) Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
 - a. *The text amendment request is consistent with the purpose and intent of the zoning districts. The AG zoning district is intended to preserve and protect active agricultural uses, farmlands, and other open lands for current or future agricultural use.*
- (6) Would result in a logical and orderly development pattern; and
 - a. *The text amendment request will result in a logical and orderly development pattern and specific standards are provided to mitigate impacts on surrounding residentially zoned properties.*
 - b. *The text amendment request is compatible with current active farming operations and will only require minimal physical alteration to AG zoned properties.*
- (7) Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
 - a. *The request will not result in significantly adverse impacts on the natural environment, the request will result in a use that is compatible with other uses permitted in the AG zoning district.*

Land Use Plan Consistency

The UDO requires that the Board of Commissioners adopt a statement of consistency and reasonableness that describes whether the decision on the amendment is consistent with county adopted plans that are applicable and why the decision is reasonable and in the public interest.

The requested text amendment is consistent with the goals, objectives and policies of the 2006 Land Use Plan including:

POLICY AG4: County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

The request is reasonable and in the public interest because:

1. It may help preserve farm culture and promote farm and open space conservation through diversifying low impact uses of agricultural land.
2. It provides for economic diversification and local economic development.

Staff Recommendation:

Staff recommends approval of this text amendment request subject to the proposed staff additions and the suggested Statement of Consistency and Reasonableness provided in this memo and the attached staff report.

Planning Board Recommendation

Planning Board Meeting May 14, 2019 - Planning Board recommends approval as presented.

Jennie Turner, Planner II, presented the staff report. Ms. Turner explained how the requested text amendment for the Unified Development Ordinance (UDO) would create a new Use Type within the Recreation/Entertainment, Outdoor Use Category for Outdoor Tour Operator, Aviation. She explained the added definition, applicant's proposed language, as well as the staff's proposed language highlighted in yellow and approved by Mr. Weaver. The Outdoor Tour Operator, Aviation, would have to meet several standards and a use permit would be required to be issued by the Board of Commissioners. Ms. Turner stated how the review standards were met and gave examples of each requirement for the requested text amendment. Ms. Turner gave background information and why the text amendment is needed. She said Outdoor Recreation was removed as an allowable use in the Agriculture (AG) zoning district

PB 19-09 Bruce Weaver Kitty Hawk Kites
Outdoor Tour Operator - Aviation
Text Amendment
Page 3 of 8

with a use permit in January 2013. This change was needed to keep large businesses which require large facilities/structures from impacting adjacent neighbors and the community. Kitty Hawk Kites does not require large facilities and should have their own Use Type which would be allowed in the AG zoning district. Ms. Turner read the statement of consistency and reasonableness and said staff recommends approval.

Chairman Ballance asked board members if they had any questions for staff. There were no questions.

Chairman Ballance opened the public hearing. John Harris, owner of Kitty Hawk Kites, came before the board. He said Kitty Hawk Kites has been conducting hang gliding/flight services since the 1980's with an excellent operating history. Kitty Hawk Kites has operated at the Cotton Gin since 2011 and Mr. Wright has created nice grass strips for their use. Mr. Harris said the Unified Development Ordinance changed in 2013 which made them nonconforming and they would like to have this requested text amendment approved so they can continue their operation.

Bruce Weaver with Kitty Hawk Kites came before the board. He explained some of the operations of Kitty Hawk Kites concerning the flight school and asked that the text amendment be approved.

Tom Wright, with the Cotton Gin, came before the board in support of the text amendment. He said Kitty Hawk Kites works hard to engage visitors in fun activities which encourage them to come back to the mainland from the beach area.

Chairman Ballance closed the public hearing.

Mr. Bass motioned to approve the requested text amendment, PB 19-09 Bruce Weaver, Kitty Hawk Kites - Outdoor Tour Operator, Aviation as stated subject to the staff recommendation and the suggested Statement of Consistency and Reasonableness. Mr. Thomas seconded the motion and the motion carried unanimously.



**PB 19-09 BRUCE WEAVER
KITTY HAWK KITES
OUTDOOR TOUR OPERATOR- AVIATION
TEXT AMENDMENT
BOARD OF COMMISSIONERS
JUNE 3, 2019**

Bruce Weaver of Kitty Hawk Kites has submitted a text amendment to allow "Outdoor Tour Operator, Aviation" in the Agriculture Zoning District subject to a use permit and use specific standards. **Staff additions are highlighted in yellow.**

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

Item 1: That Chapter 4. Use Standards is amended by adding the following underlined language and removing the following strike-through language:

TABLE 4.1.1: SUMMARY USE TABLE

Z = Zoning Compliance Permit; U = Use Permit; MP = Allowed with Master Plan;
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT (CURRENT DISTRICT IN PARENTHESIS) [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]															ADDITIONAL REQ. (4.2)	
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	HI	PD-R	PD-M		PD-O
		COMMERCIAL USE CLASSIFICATION																
Recreation/ Entertain- ment, Outdoor	<u>Outdoor tour operator, Aviation</u>		U						U	U	Z	Z				M P	M P	<u>4.F.7</u>

4.2.4 Commercial Uses

F. Recreation/Entertainment, Outdoor

(7) Outdoor Tour Operators, Aviation

The base operation and extended business operations shall comply with all applicable standards in the county Code of Ordinances and the following standards:

PB 19-09 Bruce Weaver Kitty Hawk Kites
Outdoor Tour Operator - Aviation
Text Amendment
Page 5 of 8

Attachment: PB 19-09 Bruce Weaver - Kitty Hawk Kites - Text Amendment Staff Report (BOC 6-3-19) (PB 19-09 Bruce Weaver)

- (a) Aviation tour operations shall comply with the standards and regulations of the Federal Aviation Administration (FAA).
- (b) Flight patterns shall be established to limit flights below 500' altitude over single-family residential zoning districts or existing single-family residential uses.
- (c) As part of the use permit approval process, the Board of Commissioners may establish hours of operation and permit duration.
- (d) Aviation outdoor tour operator uses shall provide public restrooms and adequate parking.
- (e) Aviation tour operations in the AG zoning district shall:
 - (i) Be located at least 500 feet from any single-family residential zoning district.
 - (ii) Have direct access onto a major arterial or collector street.
 - (iii) Be located on a lot of at least two acres in area.
 - (iv) Have minimal physical alteration to the area where the use is performed.

Item 2: That Chapter 10. Definitions and Measurement is amended by adding the following underlined language and removing the following strike-through language:

OUTDOOR TOUR OPERATOR

A company or individual that arranges travel tours associated with outdoor recreation. This shall include, but is not limited to, guided or independent horse, bicycle, Segway, ~~aviation~~, boat, or vehicle tours. For the purposes of this definition, the term vehicle includes any self-propelled device or structure used for transporting persons.

OUTDOOR TOUR OPERATOR, AVIATION

A company or individual that arranges aerial tours and instruction including hang gliding, paragliding, powered paragliding, powered parachutes, trikes, light sport aircraft, ultralights and general aviation aircraft. The aircraft may be powered or non-powered. Flights may be guided or independent.

PB 19-09 Bruce Weaver Kitty Hawk Kites
Outdoor Tour Operator - Aviation
Text Amendment
Page 6 of 8

Item 3: Staff's suggested Statement of Consistency and Reasonableness:

The requested text amendment is consistent with the 2006 Land Use Plan and the following specific polices of the plan:

POLICY AG4: County growth management tools, including particularly zoning, should provide PROTECTION TO AGRICULTURE and other RESOURCE BASED ACTIVITIES from incompatible land uses, such as a residential subdivision in the midst of generally uninterrupted farm land.

POLICY ED1: NEW AND EXPANDING INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and (3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

POLICY ED4: In addition to the recruitment and expansion of major new industries, the considerable value of SMALL BUSINESS START-UPS, EXPANSIONS AND SPIN-OFFS shall also be recognized.

The text amendment request is reasonable and in the public interest because

1. It may help to preserve farm culture and promote farm and open space conservation through diversifying low impact uses of agricultural land.
2. It provides for economic diversification and local economic development.

Item 4: The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

Item 5: This ordinance amendment shall be in effect from and after the __ day of _____, 2019.

Board of Commissioners' Chairman
Attest:

Leeann Walton
Clerk to the Board

DATE ADOPTED: _____
MOTION TO ADOPT BY COMMISSIONER: _____
SECONDED BY COMMISSIONER: _____
VOTE: _____AYES _____NAYS

PLANNING BOARD DATE: 5/14/19
PLANNING BOARD RECOMMENDATION: Approved
VOTE: 5 AYES 0 NAYS

ADVERTISEMENT DATE OF PUBLIC HEARING: 5/22/19 & 5/29/19

PB 19-09 Bruce Weaver Kitty Hawk Kites
Outdoor Tour Operator - Aviation
Text Amendment
Page 7 of 8

Attachment: PB 19-09 Bruce Weaver - Kitty Hawk Kites - Text Amendment Staff Report (BOC 6-3-19) (PB 19-09 Bruce Weaver)

BOARD OF COMMISSIONERS PUBLIC HEARING: 6/3/19
BOARD OF COMMISSIONERS ACTION: _____
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: _____
AMENDMENT NUMBER: _____

Attachment: PB 19-09 Bruce Weaver - Kitty Hawk Kites - Text Amendment Staff Report (BOC 6-3-19) (PB 19-09 Bruce Weaver)



Text Amendment Application

OFFICIAL USE ONLY: PB19-69
 Case Number: 3/27/19
 Date Filed: 3/27/19
 Gate Keeper: \$300.00
 Amount Paid: \$300.00

Contact Information

APPLICANT:

Name: BRUCE WEAVER
 Address: KITTY HAWK KITES
P.O. Box 1839 NAGS HEAD, NC 27959
 Telephone: (252) 441-2424
 E-Mail Address: BRUCE@KITTYHAWK.COM

Request

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) 4 Section(s) 2.4.F as follows:

10

DEFINITIONS + MEASUREMENTS

(SEE ATTACHED)

*Request may be attached on separate paper if needed.

BRUCE WEAVER
 Petitioner

3/27/19
 Date

Text Amendment Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

Text Amendment Submittal Checklist

Date Received: 3/27/19
 Project Name: PB19-09 Bruce Weaver / CityHawk Kites
 Applicant/Property Owner: Bruce Weaver

Text Amendment Submittal Checklist

1	Complete Text Amendment application	✓
2	Application fee (\$300)	✓
3	2 hard copies of ALL documents	✓
4	1 PDF digital copy of all documents (ex. Compact Disk – e-mail not acceptable)	✓

For Staff Only

Pre-application Conference

Pre-application Conference was held on 3/22/2019 and the following people were present:

Lavriel Cicero, Jennie Turner, Bruce Weaver

Comments

Request to add "Outdoor Tour Operator" and "Outdoor Tour Operator, Aviation" to the permitted uses of agricultural zoned land with a "use permit".

Additions to the U.D.O.:

4.2.4.F.

(7) Outdoor Tour Operator, Aviation

Outdoor aviation operations shall comply with all applicable standards in the county code of ordinances and the following standards:

- A.) Tour operators must abide by all FAA regulations
- B.) Flight patterns established to limit flights below 500' over residential neighborhoods

Chapter 10: definitions and Measurements

Outdoor Tour Operator, Aviation

A company or individual that arranges aerial tours and instruction. This shall include hang gliding, paragliding, powered paragliding, powered parachutes, trikes, LSA aircraft, ultralights and general aviation aircraft. The aircraft can be powered or non-powered. Flights can be guided or independent.



**Currituck County
FIRE-EMERGENCY MEDICAL SERVICES**

153 Courthouse Rd. Suite 303
Currituck, North Carolina 27929
(252) 232-7746 (Office)
(252) 232-0015 (Fax)



"Positive, Progressive and Professional in Service"

May 31, 2019

Currituck County Board of Commissioners
153 Courthouse Rd.
Currituck NC 27929

Dear Sirs & Madam,

Currituck County Fire & EMS is seeking permission to spend the budgeted \$1,095,000 for SCBAs (Self-contained breathing apparatus) for all fire departments within our County. On May 28th 2019, we performed an Invitation for Bid (IFB) from SCBA manufacturers. We had three responses; on Tuesday May 28th 2019 we had a public bid opening, below are the responses:

- | | | |
|-----------------------------|----------------|---------|
| • Stevens Fire Equipment | \$1,120,431.86 | (Avon) |
| • Fire Protection Equipment | \$1,189,405.95 | (MSA) |
| • Rhinehart Fire Service | \$1,290,517.10 | (Scott) |

We determined the lowest bid (Stevens) was noncompliant / nonresponsive for the following reasons:

- Failure to comply to section 10.2 of the IFB
- The Avon part configuration DEL3-03-22-00-40-00-B-G was equipped with a "Buddy Breather" on all 175 packs, the specifications called for 3 foot trans-fill hose, which is omitted in this bid. This did not meet bid specifications / is non-complaint.
- No "Time Remaining" Air display on remote gauge / PASS device (main specification)
- No Digital Air Pressure display on remote gauge / PASS device (main specification)
- No telemetry capability (main specification)
- No Bluetooth capability (main specification)
- No adjustable lumbar support (main specification)
- "Buddy Breather" submitted in place of 3' transfill hose
- "No Bid" for Air Management System (option 1)
- "No Bid" for Integrated Thermal Imager (option 5)

We are requesting permission to award the contract to Fire Protection Equipment who was the most responsive and lowest bid. The purchase is up to \$1,094,500.00, Currituck County will be reimbursed \$995,000 from FEMA, Assistance to Firefighters Grant (AFG) after receipt of the approved equipment.



**Currituck County
FIRE-EMERGENCY MEDICAL SERVICES**

153 Courthouse Rd. Suite 303
Currituck, North Carolina 27929
(252) 232-7746 (Office)
(252) 232-0015 (Fax)



"Positive, Progressive and Professional in Service"

Currently, this process has been vetted by the Assistant County Manager, Legal & Finance Offices and has met all current legal requirements.

In February & March 2019, CCFEMS conducted 18 separate field evaluations and stopped at every fire department multiple times (Carova only asked for one evaluation date). 108 firefighters performed 216 SCBA evaluations. Of the 25 different SCBA evaluation criteria MSA ranked higher in each category. A presentation of the SCBA evaluation was provided to the Fire-EMS Advisory Board and they also approved the purchase of MSA. This purchase will standardize all SCBAs used by all fire departments in the County.

Respectfully,


Tim Riley

Deputy Chief
Currituck County Fire & EMS

Attachment: Board Approval SCBA (Amended-Approval of Bid Award-Air Paks for Fire & EMS)



Currituck County
FIRE-EMERGENCY MEDICAL SERVICES
 153 Courthouse Rd. Suite 303
 Currituck, North Carolina 27929
 (252) 232-7746 (Office)
 (252) 232-0015 (Fax)



“Positive, Progressive and Professional in Service”

May 31, 2019

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 153 Courthouse Rd.
 Currituck NC 27929

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- | | | |
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| • Rhinehart Fire Service | \$1,290,517.10 | (Scott) |

We determined the lowest bid (Stevens) was noncompliant / nonresponsive for the following reasons:

- Failure to comply to section 10.2 of the IFB
- The Avon part configuration DEL3-03-22-00-40-00-B-G was equipped with a “Buddy Breather” on all 175 packs, the specifications called for 3 foot trans-fill hose, which is omitted in this bid. This did not meet bid specifications / is non-complaint.
- No “Time Remaining” Air display on remote gauge / PASS device (main specification)
- No Digital Air Pressure display on remote gauge / PASS device (main specification)
- No telemetry capability (main specification)
- No Bluetooth capability (main specification)
- No adjustable lumbar support (main specification)
- “Buddy Breather” submitted in place of 3’transfill hose
- “No Bid” for Air Management System (option 1)
- “No Bid” for Integrated Thermal Imager (option 5)

We are requesting permission to award the contract to Fire Protection Equipment who was the most responsive and lowest bid. The purchase is up to \$1,094,500.00, Currituck County will be reimbursed \$995,000 from FEMA, Assistance to Firefighters Grant (AFG) after receipt of the approved equipment.



Currituck County
FIRE-EMERGENCY MEDICAL SERVICES

153 Courthouse Rd. Suite 303
 Currituck, North Carolina 27929
 (252) 232-7746 (Office)
 (252) 232-0015 (Fax)



“Positive, Progressive and Professional in Service”

Currently, this process has been vetted by the Assistant County Manager, Legal & Finance Offices and has met all current legal requirements.

In February & March 2019, CCFEMS conducted 18 separate field evaluations and stopped at every fire department multiple times (Carova only asked for one evaluation date). 108 firefighters performed 216 SCBA evaluations. Of the 25 different SCBA evaluation criteria MSA ranked higher in each category. A presentation of the SCBA evaluation was provided to the Fire-EMS Advisory Board and they also approved the purchase of MSA. This purchase will standardize all SCBAs used by all fire departments in the County.

Respectfully,

Tim Riley

Deputy Chief
 Currituck County Fire & EMS

Attachment: CC Board approval (Amended-Award-Air Paks for Fire & EMS)



**CURRITUCK COUNTY
NORTH CAROLINA**

May 20, 2019

Minutes – Regular Meeting of the Board of Commissioners

6:00 PM CALL TO ORDER

The Currituck County Board of Commissioners held a regular meeting at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Bob White	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	

Chairman White called the meeting to order.

A) Invocation & Pledge of Allegiance-Reverend Michael Williams, Moyock United Methodist Church

Reverend Michael Williams attended to offer the Invocation and lead the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Jarvis made a motion to amend the agenda and moved the County Manager's Report to follow the Commissioner's Report. The motion was seconded by Commissioner Payment. The motion carried.

Approved agenda:

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance-Reverend Michael Williams,
Moyock United Methodist Church

B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on this

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

agenda as a Public Hearing. Public comments are limited to 3 minutes.

Commissioner's Report

County Manager's Report-Amended

Administrative Reports

- A) Budget Presentation for Fiscal Year 2019-2020 and Set Date for Public Hearing and Possible Action

Public Hearings

- A) PB 19-11 Complete Auto Credit: Marc Sisino has requested an Automobile Sales Use Permit for property located at 1383 Caratoke Highway, Moyock, Tax Map 23, Parcel 10, Moyock Township.

New Business

- A) Board Appointments
 - 1. Reappointment of Joann DiBello to the Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC)
 - 2. Ocean Sands Water & Sewer District Advisory Board
 - 3. Senior Citizens Advisory
- B) Consent Agenda
 - 1. Approval Of Minutes for May 6, 2019
 - 2. Budget Amendments
 - 3. Resolution Supporting North Carolina's Current Public Alcoholic Beverage Control System
 - 4. Resolution of the Board of Commissioners Opposing NC House Bill 486 that Would Change the Definition of Commercial Fishing
 - 5. Resolution of the Board of Commissioners in Support of Strengthening Critical Drainage and Water Quality Infrastructure
 - 6. Job Description-IT Coordinator and Revised Classification Chart
 - 7. NCDOT Petition for Road Addition-Lake Point Way, Sunny Lake Road, and Green Lake Road: Lake View at Currituck, Moyock

8. NCDOT Petition for Road Addition-Chickadee Street & Wren Drive, West Point Estates, Moyock
9. Cellco License Agreements-Verizon Wireless: 877 Whalehead Drive, 929 Whalehead Drive, 1053 Whalehead Drive & 1091 Whalehead Drive, Corolla, North Carolina
10. Approval to set up Trust Account for Other Post Employment Benefits (OPEB) Funds
11. First Amendment to Lease Agreement with Currituck County ABC Board
12. Approval to set up Trust Account for Law Enforcement Officer Special Separation Allowance (LEOSSA) Funds

Recess Regular Meeting

Special Meeting-Tourism Development Authority

Tourism Development Authority Budget Presentation for Fiscal Year 2019-2020 and Set Date for Public Hearing and Possible Action

Budget Amendments-TDA

Adjourn Special Meeting of the TDA

Special Meeting-Ocean Sands Water & Sewer District Board

Ocean Sands Water & Sewer District Budget Presentation for Fiscal Year 2019-2020 and Set Date for Public Hearing and Possible Action

Adjourn Special Meeting of the OSWSD

Reconvene Regular Meeting

Closed Session

Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and Preserve the Attorney-Client Privilege in the Matters Entitled: Letendre v. Currituck County and Costanzo, Corolla Civic Association, et al. vs. Currituck County, et al.

Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Selina S. Jarvis, Commissioner
SECONDER:	Mike H. Payment, Vice Chairman
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

No one was signed up nor wished to speak at Public Comment.

COMMISSIONER'S REPORT

Chairman White introduced Ben Stikeleather, Assistant County Manager, and announced Mr. Stikeleather will assume the manager duties when current manager, Dan Scanlon, retires in June. He reported on Tourism Advisory Board meeting discussion topics such as future focuses for advertising Corolla, marketing on the Mainland, and the use of tourism marketing assistance funds.

Commissioner Payment acknowledged his sister in the audience, visiting from Georgia, and announced the Let Summer Begin event to benefit Currituck Kids, which will be held June 1st at Currituck BBQ.

Commissioner Mary Etheridge reported on the recent meeting of the Juvenile Crime Prevention Council (JCPC), on which she is a member. She discussed the role of the JCPC and thanked those who serve on the committee.

Commissioner Beaumont announced the opening of the Hatteras/Ocracoke Passenger Ferry and commented on the impressive Ocean Rescue lifeguard staff he had the opportunity to meet.

Commissioner McCord acknowledged last week's observance of National Police week and reported the Sheriff's office received a plaque recognizing a Currituck County officer, Franklin Morgan, who died in the line of duty in 1967. He reminded everyone to drive carefully with the increased visitor traffic beginning this weekend.

Commissioner J. Owen Etheridge also discussed traffic and, citing recent accidents, suggested the Department of Transportation be asked to set a 35 mile per hour speed limit on North Carolina Highway 168 in Moyock and on a portion of North Carolina Highway 34 in Shawboro.

Commissioner Jarvis reported on the recent Trillium Regional Health advisory meeting where they discussed development a transportation plan and agreement for each county. She said updates on the state Medicaid transformation were also discussed, which is slated to be implemented in the Piedmont region first, with Currituck County slated for 2021.

COUNTY MANAGER'S REPORT

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

Assistant County Manager, Ben Stikeleather, thanked Commissioners and citizens of Currituck for trusting him to fill the role of County Manager.

He presented the following updates:

- Reviewed tasks undertaken by Corolla Fire & Emergency Medical Services employees when they are not on a call and noted they recently installed the parking permit signage in Corolla.
- Because not enough bids were received, the Historic Boat Building would need to be re-advertised and bid out again.
- North Carolina Department of Transportation will cease construction work and open both lanes on the Coinjock Bridge on Friday, Memorial Day weekend.
- Moyock Sewer plant operational issues were discussed, and he reported a mobile sewer plant will be brought in temporarily to allow for repair of the system. In response to Board questions, Mr. Stikeleather explained the state legislation that resulted in increases in customer utility rates. He confirmed the Moyock sewer plant design was faulty and Ike McRee, County Attorney, said staff is looking into that issue and possible remedies.

ADMINISTRATIVE REPORTS

A. Budget Presentation for Fiscal Year 2019-2020 and Set Date for Public Hearing and Possible Action

Assistant County Manager, Ben Stikeleather, presented the county's annual budget message for Fiscal Year 2019-2020. Historical data and tax rates, general fund revenues and spending, debt management and the operating funds were reviewed. Particular aspects highlighted included major departmental budget increases, changes in personnel and school funding. The proposed budget figure sits at just over \$80 million.

During presentation, Mr. Stikeleather confirmed the county had not received a budget from the Board of Education. Chairman White said he had spoken with the Board of Education Chair and that school budgets would be submitted to the County annually going forward. Commissioner Beaumont voiced concerns over the Board of Education's spending of their \$4 million fund balance over the last few years, and said he has trouble approving a budget increase for schools when there is no understanding of where the additional funds are being spent. Methods for oversight to ensure education priorities are being funded were discussed, including requiring an education budget be submitted to the county as is statutorily required.

Mainland sewer rate increases resulting from new state legislation were explained, and Mr. Stikeleather presented information on tax service districts, construction projects, and other capital spending included in the annual budget.

Mr. Stikeleather said a cost of living increase for county staff is not included in this year's budget but will be a priority in next year's budget. He reviewed Sheriff's Department requests for additional compensation for those who meet certain criteria related to education or certification. Commissioner Mary Etheridge expressed concern that Sheriff departmental increases would be unfair to other employees. She said information presented by the department at the budget work session was confusing, and asked Mr. Stikeleather to clarify

some of the data. He noted a 3% turnover rate in the Sheriff's department and said comparative salary information from the University of North Carolina School of Government noted Currituck County deputies, compared with other areas of similar size, were well compensated. Commissioners discussed the importance of employee retention and encouraging education and training with the increased duties of the department.

The Board set a date of June 3, 2019, to receive comment at a Public Hearing, followed by consideration and possible adoption of the annual budget with an effective date of July 1, 2019. The Budget is available in the office of the County Manager or may be viewed online.

RECESS

A recess was called at 7:29 PM. Chairman White reconvened the meeting at 7:38 PM.

PUBLIC HEARINGS

A. PB 19-11 Complete Auto Credit:

APPLICATION SUMMARY	
Property Owner: Tiffany Richardson	Applicant: Marc Sisino
Case Number: PB 19-11	Application Type: Use Permit
Parcel Identification Number: 0023-000-0010-0000	Existing Use: Automobile sales
Land Use Plan Classification: Rural	Parcel Size (Acres): 1.58
Moyock Small Area Plan, Future Land Use Plan Classification: Rural	
Request: Use Permit for Auto Sales in GB	Zoning: General Business

SURROUNDING PARCELS		
	Land Use	Zoning
North	Office Strip	General Business
South	Vacant	Heavy Industrial
East	Vacant	Heavy Industrial
West	Solar Array	Heavy Industrial

It is our plan to develop an automobile dealership that will provide good reliable transportation to people with less than perfect credit. The dealership will be aesthetically and personally welcoming to all members of the community. The business will look to assist the community by being civically engaged, supportive of community programs (with an emphasis on youth sports), and being philanthropically minded. We will also look to create jobs and employ residents of Currituck County.

A use permit for automobile sales was issued to the subject property in 2013 but the use was never established. By Unified Development Ordinance, use permits expire if the use is not established within two years of the approval date. The applicant is requesting a new use permit for automobile sales and has submitted a concurrent application for a minor site plan. The conceptual plan is similar to the one approved in 2013. Improvements will be made to the parking and display areas. The landscaping will be upgraded in accordance with the UDO. All vehicles will be parked in the approved display areas. Display areas will be screened with a Type A buffer yard.

INFRASTRUCTURE	
Water	Public
Sewer	Septic
Landscaping	Will meet current ordinance requirements

RECOMMENDATIONS**TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee recommends **adoption** of the use permit subject to the following conditions of approval:

1. The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
 - a. ***Type A landscaping buffers are required between the street and all display areas.***
2. The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
 - a. ***The property shall be developed in accordance with an approved minor site plan.***
 - b. ***Outdoor storage of vehicles shall occur only within the approved display areas.***

USE PERMIT REVIEW STANDARDS

A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.

The use will not endanger the public health or safety.

Preliminary Applicant Findings:

1. There will be no endangerment of public health or safety. As this property has had very limited use in recent years, cleaning up and using the property as a retail location will be a health and safety improvement by keeping the property cleaner and eliminating an area that could lend itself to trespassing and vandalism.

The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

Preliminary Applicant Findings:

1. The location is directly across from Summit Farms Solar Farm and in between vacant property (Heavy Industrial Zone) and a strip office center. Diagonally across the street there is an auto repair use and a recycling yard. The proposed use will improve the local area and increase property values. Instead of a rundown property, it will be attractive and bustling with business.

The use will be in conformity with the Land Use Plan or other officially adopted plans.

Preliminary Staff Findings:

1. The 2006 land Use Plan classifies this site as Rural within the Moyock Subarea.
The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4
2. The Moyock Small Area Plan Classifies the site as Rural.
The proposed use is in keeping with the policies of the plan, including Policy BI3

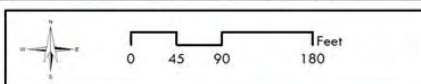
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

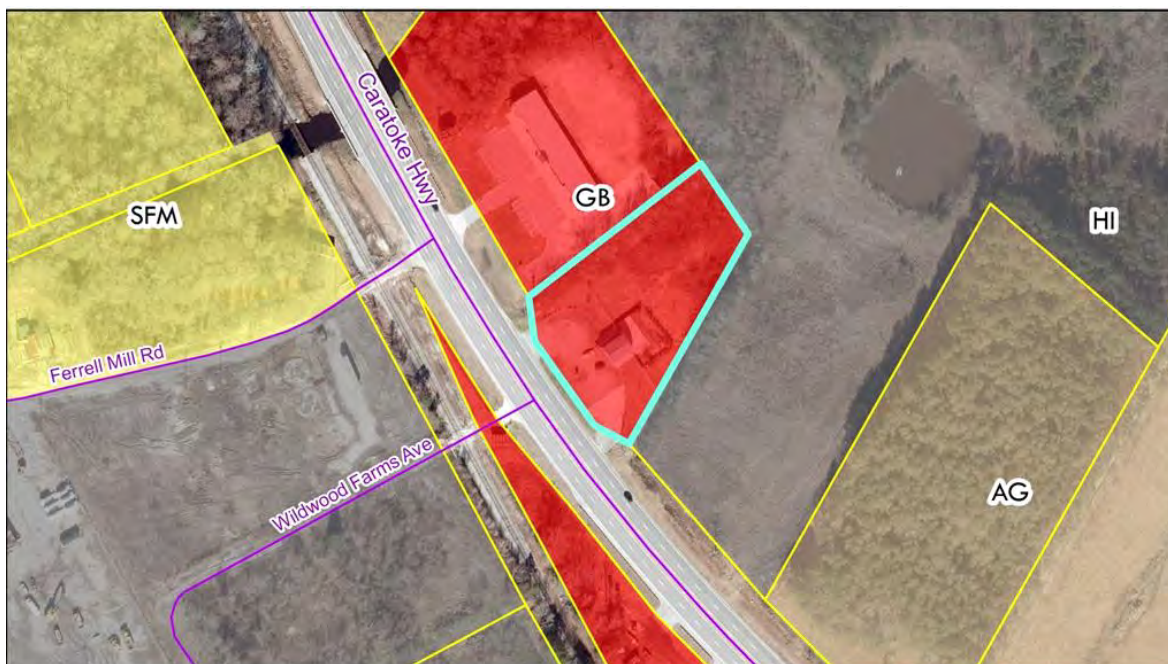
1. There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.



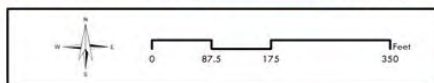
PB 19-11 Complete Auto Credit
Automobile Sales - Use Permit
Aerial



Currituck County
Planning and
Community Development



PB19-11 Complete Auto Credit
Zoning Map



Currituck County
Planning and Community
Development

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Parties to speak were sworn in and Laurie LoCicero, Planning and Community Development Director, reviewed the item for the Board. She noted the recommended approval by the Technical Review Committee (TRC), with conditions, and presented the findings of fact for the Board. Ms. LoCicero responded to questions and confirmed the property size, discussed violations at the location, and the site improvements required per the site plan. Ms. LoCicero reviewed the process for a stay of violations enforcement after an application was resubmitted.

Additional sworn testimony was presented by applicant, Marc Sisino. He recalled his receipt of a letter approving auto sales at the location, but a letter two months later informed him the use permit was expired and that he was in violation. Mr. Sisino responded to questions from Commissioners regarding the site, types of vehicles to be sold, and improvements that will be needed to comply with the site plan. Clarifications were made with regard to the auto storage area at the site. Mr. Sisino reviewed his plan to bring the site into compliance and agreed to reduce inventory to do so, if needed. Ms. LoCicero said the minor site plan would be addressed through TRC at permitting, and she clarified comments included in the staff report.

After a review of options for Board consideration to ensure compliance, there was discussion of necessary upgrades for commercial use of the building on the property and concerns with emergency access and vehicles parked in the Department of Transportation right-of-way. Mr. Sisino said there are 43 vehicles on the property currently and the Board discussed establishment of a timeline for compliance, if approved.

Commissioner Mary Etheridge moved to continue to the June 17, 2019, Board of Commissioners meeting, to allow for the movement of vehicles to present the lot in a manner to demonstrate how the site will look when in compliance with the site plan. The motion was seconded by Commissioner Beaumont. The motion carried.

RESULT:	CONTINUED [UNANIMOUS]	Next: 6/17/2019 6:00 PM
MOVER:	Mary "Kitty" Etheridge, Commissioner	
SECONDER:	Paul M. Beaumont, Commissioner	
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner	

NEW BUSINESS

A) Board Appointments

1. Reappointment of Joann DiBello to the Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC)

Commissioner Payment moved to approve Joann DiBello for reappointment to the Regional Advisory Council. The motion was seconded by Commissioner Mary Etheridge. The motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike H. Payment, Vice Chairman
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

2. Ocean Sands Water & Sewer District Advisory Board

Chairman White moved to appoint Roger Green to the Ocean Sands Water and Sewer District Advisory. Commissioner Mary Etheridge seconded and the nominee was unanimously approved.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, Chairman
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

Removal of Advisory Board members litigating against Currituck County

Commissioner Beaumont discussed litigation recently initiated by the Corolla Civic Association and others against the county pertaining to Occupancy Tax spending. He expressed concerns with signators of the litigation or their spouses serving on county advisory boards and made a motion, in the best interest of the county and the citizens, that anyone signed onto the lawsuit or a spouse of one signed onto the lawsuit, be removed from any boards on which they serve.

County Attorney, Ike McRee, reviewed the county ordinance referring to advisory boards and appointments to advisories. He reviewed some of the charges in the suit against the county and noted they included the County Manager, Dan Scanlon, individually. Mr. McRee said there are concerns with advisory members meeting with county staff while the litigation is pending.

After discussion, the motion was seconded by Chairman White. The motion carried unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul M. Beaumont, Commissioner
SECONDER:	Bob White, Chairman
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

3. Senior Citizens Advisory

Commissioner J. Owen Etheridge nominated Janet Taylor to serve on the Senior Citizens Advisory. The motion was seconded by Commissioner McCord. The nominee was unanimously approved.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	J. Owen Etheridge, Commissioner
SECONDER:	Kevin E. McCord, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

B) Consent Agenda

Commissioner Beaumont moved to approve the Consent Agenda. The motion was seconded by Commissioner Mary Etheridge. The motion carried and the Consent Agenda was approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Paul M. Beaumont, Commissioner
SECONDER: Mary "Kitty" Etheridge, Commissioner
AYES: Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

1) Approval Of Minutes for May 6, 2019

1. Minutes for May 6, 2019

2. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10480-557300	Excise Tax on Deeds	\$ 75,000	
10320-410000	Deed Stamp Excise Tax		\$ 150,000
10390-499900	Appropriated Fund Balance	\$ 75,000	
		\$ 150,000	\$ 150,000

Explanation: Register of Deeds (10480) - To record increases in collection of Deed Stamp Excise Taxes over original budget.

Net Budget Effect: Operating Fund (10) - Increased by \$75,000.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10410-511000	Telephone & Postage	\$ 3,500	
10410-526000	Advertising	\$ 500	
10410-532000	Supplies	\$ 1,800	
10410-506000	Health Insurance Expense		\$ 5,800
		\$ 5,800	\$ 5,800

Explanation: Administration (10410) - Transfer budgeted funds for costs related to creating and expanding Watershed and Road districts.

Net Budget Effect: Operating Fund (10) - No change.

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10795-545100	Credit Card Fees	\$ 560	\$ -
10795-576003	Flag Football		\$ 280
10795-576010	Cheerleading		\$ 280
		\$ 560	\$ 560

Explanation: Parks & Recreation (10795) - Transfer budgeted funds for increased use of credit cards for recreation activities.

Net Budget Effect: Operating Fund (10) - No change.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10980-502100	Salaries - Overtime	38,541	
10980-503500	Temporary Services	262	
10980-505000	FICA Expense	2,933	
10980-506000	Insurance Expense	4,679	
10980-507000	Retirement Expense	4,993	
10980-508000	Supplemental Pension	210	
10980-532000	Supplies	\$ 423	
10980-545000	Contract Services	\$ 2,271	
10340-450500	Administration & Filing Fees		\$ 43,000
10350-464000	Rents		\$ 6,663
10380-481000	Investment Earnings		\$ 4,649
		\$ 54,312	\$ 54,312

Explanation: Disaster Recovery (10980) - Increase appropriations for emergency protective measures during the July 2018 flooding and September 2018 Hurricanes Florence and Michael. Although the hurricanes were named storm events, Currituck did not sustain damages that met the thresholds for FEMA assistance.

Net Budget Effect: Operating Fund (10) - Increased by \$54,312.

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10460-545000	Contract Services	\$ 20,000	
10460-590000	Capital Outlay		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>
Explanation:	Public Works (10460) - Transfer funds for moisture remediation in County facilities and tree removal.		
Net Budget Effect:	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
10415-514000	Travel		\$ 400
10415-514500	Training and Education	\$ 400	
		<u>\$ 400</u>	<u>\$ 400</u>
Explanation:	Legal (10415) - Transfer budget funds for increased registration costs.		
Net Budget Effect:	Operating Fund (10) - No change.		

3. Resolution Supporting North Carolina's Current Public Alcoholic Beverage Control System

RESOLUTION

IN SUPPORT OF THE CURRENT ABC CONTROL SYSTEM FOR THE SALE OF LIQUOR

WHEREAS, the citizens of the County of Currituck voted to permit the sale of liquor through the establishment of an ABC Board, which is a part of the North Carolina's control system for the sale of spirituous liquors;

WHEREAS, House Bill 971 (Modern Licensure Model for Alcohol Control) was filed on April 25, 2019 and this bill privatizes the retail sale and wholesale distribution of liquor, allows a minimum of 1,500 permits to be issued to any business that sells food (grocery stores, convenience stores, pharmacies, variety stores, etc.) or to any "retail business", with additional numbers of permits available for issuance based on population growth, with retail liquor sales authorized between the hours of 7 a.m. and 2 a.m., and with those businesses allowed to ship liquor directly to individuals in or out of the State;

WHEREAS, North Carolina's local ABC boards operate about 423 retail stores, balancing access to liquor and generating local revenue while maintaining control;

WHEREAS, NC's Department of Health and Human Services' website notes that *excessive alcohol use cost NC more than \$7 Billion* in 2010, that excessive alcohol use is the third leading preventable cause of death in NC, and that according to "Centers for Disease Controls Community Guide on Excessive Alcohol Use" <<https://www.thecommunityguide.org/topic/excessive-alcohol->

consumption> strategies to reduce excessive drinking include maintaining state control of alcohol sales and continuing to limit the number of outlets selling and distributing alcohol;

WHEREAS, the General Assembly's nonpartisan Program Evaluation Division (PED) was directed to examine whether other systems for alcohol beverage control, including privatized systems, are appropriate for North Carolina, specially to include the State of Washington, which recently changed its beverage control system from state government control of wholesale and retail control of spirituous liquor to a licensure model;

WHEREAS, The PED Report, "Changing How North Carolina Controls Liquor Sales Has Operational, Regulatory, and Financial Ramifications", released on February 11, 2019: (1) did not recommend privatization, (2) found that among the southeastern states, NC collects the most revenue per gallon, has the lowest outlet density and has the second lowest per capita consumption; and (3) the PED expects retail liquor consumption to increase by 20% with privatization based on 1,000 expected outlets.

WHEREAS, for fiscal year ending 2018, local ABC boards distributed \$430,635,861: County-City Distributions \$80 million; State General Fund \$323 million; Local Alcohol Education/Treatment \$13 million; Local Law Enforcement \$8.8 million; and Rehabilitation Services \$5 million; and local ABC boards also paid \$17.7 million for the operation of the ABC Commission/Warehouse.

WHEREAS, North Carolina is unique as it allows communities to vote to establish local ABC boards for the sale of liquor in their communities, with liquor profits distributed back to those communities, thereby reducing the need to increase local property taxes.

WHEREAS, the citizens of the County of Currituck, in voting to permit the operation of ABC stores, did not vote to allow spirits to be sold in private retail liquor stores and did not vote to allow spirits to be sold retail outlets where beer and wine are sold;

WHEREAS, No State funds are spent to distribute or sell liquor as the state and local operation of the ABC system is receipt supported;

WHEREAS, Of the 50 states, North Carolina ranks 44th lowest in consumption per capita and 7th highest in revenue per capita and NC's ABC system accomplishes both revenue and public health, welfare and safety objectives;

WHEREAS, privatization will result in a marked increase in the number of outlets, longer hours of sale, greater advertising and more promotion, significantly more consumption, and increased societal costs;

WHEREAS, local revenue from ABC stores operations is important;

WHEREAS, local control over the sale of liquor is an important function.

NOW THEREFORE, BE IT RESOLVED, that the County of Currituck desires to retain North Carolina's current control system for the sale of liquor and believes that privatization of liquor will lead to many adverse effects.

ADOPTED this 20th day of May, 2019

4. Resolution of the Board of Commissioners Opposing NC House Bill 486 that Would Change the Definition of Commercial Fishing

RESOLUTION

OPPOSING NORTH CAROLINA HOUSE BILL 486

THAT WOULD CHANGE THE DEFINITION OF COMMERCIAL FISHING

WHEREAS, the Currituck County Board of Commissioners has steadfastly supported North Carolina's Commercial Fishermen who are a vital part of our State's history, heritage, and culture and represent a crucial component of the economy for Currituck County and other coastal communities.

According to the NC Division of Marine Fisheries, the sales impact of the harvesting and sale of commercial seafood is \$388,325,000 and the income impact of employed commercial fishermen is \$166,066,000; and

WHEREAS, House Bill 486 proposes to drastically raise the annual Commercial Fishing license fee and impose burdensome requirements on commercial license holders, who are still recovering from the devastation caused by Hurricane Florence; and

WHEREAS, the introduction of House Bill 486 is yet another attempt to redefine commercial fishing, which would be detrimental to North Carolina's Commercial Fishing Industry. In fact, last year the North Carolina Marine Fisheries Commission embarked on an effort to change the criteria of what constitutes a commercial fishing operation by imposing, among other things, that license holders document annual seafood landings of at least 1,000 pounds; and

WHEREAS, the Currituck County Board of Commissioners on February 5, 2018, and again on March 5, 2018, adopted unanimous resolutions opposing any change in the definition of commercial fishing based on the following:

- No other professional license issued by the State dictates a level of participation in order for its holders to qualify. Furthermore the definition of what constitutes commercial fishing in North Carolina has already been determined by the General Assembly and has long been established in section 113-168 of North Carolina's General Statutes.
- Imposing an arbitrary level of participation based on landings would unfairly have a harsh and punitive effect on coastal communities hit by hurricanes and other natural disasters where many commercial license holders, whose income generating season may have been entirely wiped out by a storm, are forced to temporarily divert their time and talents to other business enterprises.
- Those who engage in commercial fishing already suffer because of government overregulation that imposes severe quotas and unnecessary restrictions on fishing seasons, limits, and gear forcing many to take on additional jobs and engage in part-time businesses in order to support their families.
- In October of 2010, the Marine Fisheries Commission empaneled a Fishing License Review Taskforce, which examined in detail the requirements for holding a commercial fishing license and concluded that the definition contained in the General Statutes was adequate and therefore there was no real need to modify the definition of what constitutes a commercial fisherman. In its Final Report the Taskforce clearly stated its recommendation that "no changes are needed to the existing definition;"

WHEREAS, House Bill 486 is an attempt to fix something that is not broken and would jeopardize coastal communities whose economy and wellbeing are dependent upon both full-time and part-time commercial fishermen who are small, independent businesses that work hard under adverse conditions to put fresh, healthy North Carolina seafood on American tables.

NOW THEREFORE BE IT RESOLVED that the Currituck County Board of Commissioners reaffirms its unwavering commitment to North Carolina's commercial fishing industry by strongly opposing House Bill 486, or any other action, that would change the definition of Commercial Fishing or cause harm to North Carolina's Working Watermen.

Adopted this 20th day of May, 2019.

5. Resolution of the Board of Commissioners in Support of Strengthening Critical Drainage and Water Quality Infrastructure

Resolution For

Strengthening Critical Drainage and Water Quality Infrastructure

WHEREAS, the Currituck County Board of Commissioners, which recognizes that more frequent

and stronger storm events are causing longer periods of severe flooding and the subsequent degradation of water quality, AND that these problems are negatively impacting our rural residents, businesses, and our regional economy, DESIRES to work with our legislators, local governments, businesses, Albemarle Resource Conservation and Development Council (ARC&D), Albemarle Commission (AC), Soil and Water Conservation Districts (SWCD), farmers, non-profit groups, universities, state and federal agencies and citizen scientists to strengthen critical drainage and water quality infrastructure in northeast North Carolina.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Currituck County Board of Commissioners requests the State of North Carolina to increase financial assistance to the ten counties in northeast North Carolina around the Albemarle and Pamlico Sounds for the following activities, which will help strengthen critical drainage and water quality infrastructure in northeast NC.

- 1) We recognize that creeks, rivers and canals are critical for draining stormwater off our flat landscape. However, many of these systems become clogged with woody debris during storm events, both minor and major. We request matching funds for local governments to annually clear debris from creeks, rivers and canals. This will help strengthen critical drainage infrastructure and lessen the damage that can occur during major storms such as Matthew and Florence.
- 2) We recognize that swamp forests are a critical component of drainage infrastructure as they help mitigate floodwaters and improve water quality. We request funds to help provide financial incentives to owners of swamp forests to conserve a minimum 100-foot buffer along creeks and rivers, which is essential for protecting both drainage and water quality.
- 3) We recognize that the return of algal blooms to our waters after an absence of 30 to 35 years is a threat to fisheries, recreation, property values, and human health, and thus to our regional economy. We request funds to help identify the causes of, and solutions to, the algal blooms, specifically to proactively monitor water quality in creeks and rivers-where NCDEQ does not have monitoring stations-in order to identify the specific sources of nutrients and sediment entering our waterways. This work would be performed in collaboration with local governments, ARC&D, AC, SWCD, universities, and citizen scientists.

Adopted by the Currituck County Board of Commissioners this 20th day of May, 2019.

6. Job Description-IT Coordinator and Revised Classification Chart

7. NCDOT Petition for Road Addition-Lake Point Way, Sunny Lake Road, and Green Lake Road: Lake View at Currituck, Moyock

8. NCDOT Petition for Road Addition-Chickadee Street & Wren Drive, West Point Estates, Moyock

9. Cellco License Agreements-Verizon Wireless: 877 Whalehead Drive, 929 Whalehead Drive, 1053 Whalehead Drive & 1091 Whalehead Drive, Corolla, North Carolina

10. Approval to set up Trust Account for Other Post Employment Benefits (OPEB) Funds

RESOLUTION TO ESTABLISH AN OPEB TRUST AND PARTICIPATE IN AGPIP

WHEREAS, the **Board of Commissioners (the Board)** of the **County of Currituck (the County)** wishes to establish a Local Government Other Post-Employment Benefits Trust ("OPEB Trust") pursuant to N.C.G.S. § 159-30.1 for the purpose of paying post-employment benefits for which the **County** is liable;

WHEREAS, the OPEB Trust will be an irrevocable trust, and the assets of the OPEB Trust will not be subject to the claims of the **County's** creditors;

WHEREAS, the **Board** wishes to invest assets from the OPEB Trust in the Ancillary Governmental Participants Investment Program ("AGPIP") established by the Treasurer of the State of North Carolina (the "Treasurer");

WHEREAS, the **Board** has determined that it is advisable and in the best interests of the **County** to contribute assets from the OPEB Trust to AGPIP, as provided in the Deposit Agreement between the **County** and the Treasurer, which is attached to this resolution as Attachment 2 (the "Deposit Agreement").

NOW, THEREFORE, BE IT RESOLVED, that

The OPEB Trust is established by adoption of the trust agreement in Attachment 1 to this resolution;

The person serving in the Finance Director position at the **County** is appointed the Plan Administrator pursuant to the provisions of the trust agreement for the OPEB Trust;

The OPEB Trust is established for the purpose of paying post-employment benefits for which the **County** is liable;

The trustee(s) of the OPEB Trust is/are determined and selected as follows:
the persons serving in the following positions: County Manager, County Attorney and Finance Director.

The OPEB Trust shall participate in AGPIP pursuant to the terms and conditions of the Deposit Agreement;

The initial contribution of the OPEB Trust to AGPIP shall be \$500,000 (the "Contribution").

The Plan Administrator and the following officers, managers, and/or representatives of the **County** (collectively, the "Authorized Representatives") are authorized and directed to execute and deliver the Deposit Agreement, to take any other actions deemed necessary or appropriate to consummate the transactions provided for therein, and to cause the Contribution to be made:
Deputy Finance Director;

The Authorized Representatives, acting on behalf of the **County**, are authorized to take all such actions as they may deem necessary or appropriate to give effect to the foregoing resolutions; and

All actions heretofore taken by any of the Authorized Representatives acting on behalf of the **County** in furtherance of the foregoing resolutions are hereby ratified, adopted, approved, and confirmed in all respects.

Approved by the **Board** of the **County of Currituck**, this 20th day of May, 2019.

11. First Amendment to Lease Agreement with Currituck County ABC Board

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

12. Approval to set up Trust Account for Law Enforcement Officer Special Separation Allowance (LEOSSA) Funds

RESOLUTION TO ESTABLISH A LEOSSA TRUST AND PARTICIPATE IN AGPIP

WHEREAS, the **Board of Commissioners (Board)** of the **County of Currituck (County)** wishes to establish a trust pursuant to N.C.G.S. § 159-30.2 for the purpose of paying law enforcement officer special separation allowance benefits for which the **County of Currituck** is liable ("LEOSSA Trust");

WHEREAS, the LEOSSA Trust will be an irrevocable trust, and the assets of the LEOSSA Trust will not be subject to the claims of the **County's** creditors;

WHEREAS, the **Board** wishes to invest assets from the LEOSSA Trust in the Ancillary Governmental Participants Investment Program ("AGPIP") established by the Treasurer of the State of North Carolina (the "Treasurer");

WHEREAS, the **Board** has determined that it is advisable and in the best interests of the **County** to contribute assets from the LEOSSA Trust to AGPIP, as provided in the Deposit Agreement between the **County** and the Treasurer, which is attached to this resolution as Attachment 2 (the "Deposit Agreement").

NOW, THEREFORE, BE IT RESOLVED, that

The LEOSSA Trust is established by adoption of the trust agreement in Attachment 1 to this resolution;

The person serving as the Finance Director at the **County** is appointed the Plan Administrator pursuant to the provisions of the trust agreement for the LEOSSA Trust;

The LEOSSA Trust is established for the purpose of paying law enforcement officer special separation allowance benefits for which the **County** is liable;

The trustee(s) of the LEOSSA Trust is/are determined and selected as follows:
County Manager, County Attorney and Finance Director

The LEOSSA Trust shall participate in AGPIP pursuant to the terms and conditions of the Deposit Agreement;

The initial contribution of the LEOSSA Trust to AGPIP shall be \$500,000 (the "Contribution").

The Plan Administrator and the following officers, managers, and/or representatives of the **County** (collectively, the "Authorized Representatives") are authorized and directed to execute and deliver the Deposit Agreement, to take any other actions deemed necessary or appropriate to consummate the transactions provided for therein, and to cause the Contribution to be made:
Deputy Finance Director;

The Authorized Representatives, acting on behalf of the **County**, are authorized to take all such actions as they may deem necessary or appropriate to give effect to the foregoing resolutions; and

All actions heretofore taken by any of the Authorized Representatives acting on behalf of the **County** in furtherance of the foregoing resolutions are hereby ratified, adopted, approved, and confirmed in all respects.

Approved by the **Board** of the **County of Currituck**, this 20th day of May, 2019.

RECESS REGULAR MEETING

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

Chairman White recessed the regular meeting of the Board of Commissioners to hold a Special Meeting of the Tourism Development Authority.

SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY

The Currituck County Board of Commissioners recessed the 6:00 PM regular meeting to sit as the Tourism Development Authority in a Special Meeting. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of hearing the Tourism Development Authority budget message and to consider budget amendments.

Tourism Development Authority Budget Presentation for Fiscal Year 2019-2020 and Set Date for Public Hearing and Possible Action

Ben Stikeleather presented to the Board the Tourism Development Authority's annual budget for Fiscal Year 2019-2020 for spending of Occupancy Tax. Revenues and appropriations for Tourism Promotion and Tourism Related Expenditures were reviewed.

The Board set a date of June 3, 2019, to receive comment at a Public Hearing, followed by consideration and possible adoption of the annual budget for an effective date of July 1, 2019. The Budget is available in the office of the County Manager or may be viewed online.

Budget Amendments-TDA

Commissioner Mary Etheridge reviewed the budget amendments for consideration and moved to approve. The motion was seconded by Chairman White. The motion carried.

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15442-514000	Travel		\$ 4,000
15442-532000	Supplies		\$ 7,000
15442-526200	Promotions	\$ 11,000	
		\$ 11,000	\$ 11,000
Explanation:	Occupancy Tax Promotions (15442) - Transfer budgeted funds for funding to cover additional advertising - National Country Sales Marketing Cooperative.		
Net Budget Effect:	Occupancy Tax Fund (15) -No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
15447-561000	Professional Services	\$ 100,000	
15320-415000	Occupancy Tax		\$ 100,000
		\$ 100,000	\$ 100,000
Explanation:	Occupancy Tax - Tourism Related (15447) - Increase appropriations to defend recent lawsuit.		
Net Budget Effect:	Occupancy Tax Fund (15) -Increased by \$100,000.		

RESULT: APPROVED [UNANIMOUS]
MOVER: Mary "Kitty" Etheridge, Commissioner
SECONDER: Bob White, Chairman
AYES: Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

ADJOURN SPECIAL MEETING OF THE TDA

There was no further business and Commissioner Beaumont moved for adjournment. The motion was seconded by Commissioner Mary Etheridge. The motion passed and the special meeting of the Tourism Development Authority was adjourned.

RESULT: APPROVED [UNANIMOUS]
MOVER: Paul M. Beaumont, Commissioner
SECONDER: Mary "Kitty" Etheridge, Commissioner
AYES: Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

SPECIAL MEETING-OCEAN SANDS WATER & SEWER DISTRICT BOARD

The Currituck County Board of Commissioners, during a recess of the 6:00 PM regular meeting, sat in a Special Meeting as the Ocean Sands Water and Sewer District Board. The Special Meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of hearing the Ocean Sands Water and Sewer District budget message for Fiscal Year 2019-2020.

Ocean Sands Water & Sewer District Budget Presentation for Fiscal Year 2019-2020 and Set Date for Public Hearing and Possible Action

Ben Stikeleather, Assistant County Manager, presented the budget message for the Ocean Sands Water & Sewer District for Fiscal Year 2019-2020. Information included operating

and district tax and expenses. Mr. Stikeleather highlighted information pertaining to new developmental fees and noted significant increases for water and sewer connections.

The Board set a date of June 3, 2019, to receive comment at a Public Hearing, followed by consideration and possible adoption of the annual budget for an effective date of July 1, 2019. The Budget is available in the office of the County Manager or may be viewed online.

ADJOURN SPECIAL MEETING OF THE OSWSD BOARD

There was no further business and Commissioner McCord motioned for adjournment. The motion was seconded by Commissioner Beaumont. The motion carried and the Special Meeting of the Ocean Sands Water and Sewer District Board concluded at 8:39 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kevin E. McCord, Commissioner
SECONDER:	Paul M. Beaumont, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

RECONVENE REGULAR MEETING

The regular meeting of the Board of Commissioners was reconvened by Chairman White.

CLOSED SESSION

- 1. Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and Preserve the Attorney-Client Privilege in the Matters Entitled: Letendre v. Currituck County and Costanzo, Corolla Civic Association, et al. vs. Currituck County, et al.**

Chairman White moved to enter Closed Session pursuant to G.S. 153-318.11(a)(3) to consult with the County Attorney and to preserve the Attorney-Client privilege in the matters entitled: Letendre v. Currituck County and Constanzo, Corolla Civic Association, et al., v. Currituck County, et al.

Commissioner Mary Etheridge seconded the motion, the motion carried, and the Board of Commissioners entered Closed Session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, Chairman
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

ADJOURN

Motion to Adjourn Meeting

The Board of Commissioners returned from Closed Session. There was no further business and Commissioner Payment moved for adjournment. The motion was seconded by Commissioner Jarvis. The motion carried and the regular meeting concluded at 9:23 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mike H. Payment, Vice Chairman
SECONDER:	Selina S. Jarvis, Commissioner
AYES:	Bob White, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner

Communication: Minutes for May 20, 2019 (Approval Of Minutes-May 20, 2019)

Number

2019130

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
30850-545000	Contract Services	\$ 12,000	
30380-481000	Investment Earnings		\$ 12,000
		<u>\$ 12,000</u>	<u>\$ 12,000</u>

Explanation: Postemployment Benefits (30850) - Increase appropriations for actuarial studies for Retiree Health Insurance (OPEB) and Law Enforcement Special Separation Allowance (LEOSSA). This have historical be prepared after the close of the fiscal year. Due to implementation of GASB 75, the actuaries have advanced the preparation of the studies so they will become due in the current fiscal year.

Net Budget Effect: Postemployment Retiree Benefits (30) - Increased by \$12,000.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019131

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
67878-561000	Professional Services			\$	14,400
67878-514500	Travel and Education			\$	2,400
67878-531000	Fuel			\$	3,000
67878-532000	Supplies	\$	3,200		
67878-533200	Lab Tests	\$	3,000		
67878-545000	Contracted Services	\$	9,320		
67878-553000	Dues and Subscriptions	\$	4,264		
67878-557100	Software License Fee	\$	16		
		<u>\$ 19,800</u>		<u>\$ 19,800</u>	

Explanation: Mainland Sewer System (67878) - Transfer funds for operations for the remainder of this fiscal year.

Net Budget Effect: Mainland Sewer System (67) - No change.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019132

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-516200	Vehicle Maintenance	\$ 1,000	
10460-516400	Equipment Maintenance		\$ 1,000
10460-553000	Dues & Subscription		\$ 1,300
10460-516200	Vehicle Maintenance	\$ 1,300	
10460-532160	Maintenance Supplies	\$ 5,000	
10460-592000	Projects		\$ 5,000
		<u>\$ 7,300</u>	<u>\$ 7,300</u>

Explanation: Public Works (10460) - Transfer budgeted funds to fix the hydraulic cylinder on the bucket truck, two new steer tires for the bucket truck, and to replace ceiling tiles .

Net Budget Effect: Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019133

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
66868-511000	Telephone & Postage	\$ 10,000	
66868-557100	Software License Fees	\$ 290	
66868-588000	Contingency		\$ 10,290
		<u>\$ 10,290</u>	<u>\$ 10,290</u>

Explanation: Southern Outer Banks Water (66868) - Transfer funds from contingency for increased postage costs and software license fees.

Net Budget Effect: Southern Outer Banks Water (66) - No change.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019134

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10480-514500	Training & Education	\$ 27	
10480-511000	Telephone & Postage		\$ 27
10490-532003	Supplies - Court/Jail	\$ 500	
10490-513003	Utilities - Court/Jail		\$ 500
10511-536000	Uniforms	\$ 1,000	
10511-590000	Capital Outlay	\$ 500	
10511-506000	Health Insurance		\$ 1,500
10512-545000	Contract Services	\$ 500	
10512-506000	Health Insurance		\$ 500
10530-532000	Supplies	\$ 2,000	
10530-553000	Dues & Subscriptions	\$ 100	
10530-590000	Capital Outlay		\$ 2,100
		<u>\$ 4,627</u>	<u>\$ 4,627</u>

Explanation: Register of Deeds (10480); Court Facilities (10490); Jail (10511); Animal Services and Control (10512); Emergency Medical Services (10530) - Transfers from multiple departments for operations for the remainder of this fiscal year.

Net Budget Effect: Operating Fund (10) - No change.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019135

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
12548-511010	Data Transmission	\$ 500	
12548-553015	Dues & Subscriptions	\$ 1,000	
12548-506000	Health Insurance		\$ 1,500
		<u>\$ 1,500</u>	<u>\$ 1,500</u>

Explanation: Knotts Island Fire Services (12548) - Transfer budgeted funds for operations for the remainder of the fiscal year.

Net Budget Effect: Fire Services Fund (12) - No change.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019136

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
61818-511000	Telephone & Postage	\$ 5,000	
61818-513000	Utilities	\$ 20,000	
61818-533200	Lab Tests	\$ 1,500	
61818-545100	Credit Card Fees	\$ 3,000	
61818-557100	Software License Fees	\$ 250	
61818-590003	Fire Hydrants		\$ 1,000
61818-561000	Professional Services		\$ 4,858
61818-506000	Health Insurance		\$ 5,531
61360-473000	Reconnection Fees		\$ 18,361
		<u>\$ 29,750</u>	<u>\$ 29,750</u>

Explanation: Mainland Water (61818) - Increase appropriations due to increase postage and utilities and transfer funds for operations.

Net Budget Effect: Mainland Water Fund (61) - Increased by \$18,361.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

Number

2019137

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 3rd day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
63838-516000	Maintenance & Repair	\$ 1,000	
63838-545900	Tire Disposal	\$ 6,000	
63838-561500	Monitoring Wells	\$ 20	
63340-462000	Tipping Fees		\$ 7,020
		<u>\$ 7,020</u>	<u>\$ 7,020</u>

Explanation: Solid Waste (63838) - Increase appropriation for increased tire disposal costs and for facility repairs.

Net Budget Effect: Solid Waste (63) - Increased by \$7,020.

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Clerk to the Board

Attachment: BAs for June 3_Regular (Budget Amendments)

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is replace the main roof at Moyock Elementary School.

SECTION 2. The following amounts are appropriated for the project:

Moyock Elementary School - Replace Main Roof	\$ 103,000
	<u>\$ 103,000</u>

SECTION 3. The following revenues are available to complete this project:

State Lottery Proceeds	\$ 103,000
	<u>\$ 103,000</u>

SECTION 4. The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

SECTION 7. USE OF BUDGET ORDINANCE

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 3rd day of June 2019.

Bob White, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS REQUESTING DISSOLUTION OF THE WHALEHEAD
PRESERVATION TRUST ENDOWMENT ESTABLISHED BY THE NORTH
CAROLINA COMMUNITY FOUNDATION**

WHEREAS, on February 8, 2005 Whalehead Preservation Trust, Inc., also known as The Whalehead Preservation Trust and the Currituck Wildlife Museum, Inc., ("Whalehead Preservation Trust"), executed an Agreement Creating a Designated Endowment for The Whalehead Preservation Trust, Inc. to create a Designated Endowment Fund named Whalehead Preservation Trust Endowment; and

WHEREAS, on May 24, 2016 Whalehead Preservation Trust was dissolved by its board of directors pursuant to N.C. Gen. Stat. §55A-14-04 and provided in its Plan for Dissolution that assets of the corporation are to be distributed to the County of Currituck, North Carolina; and

WHEREAS, Currituck County is informed by North Carolina Community Foundation that the amount of funds invested in the Whalehead Preservation Trust Endowment does not meet minimum requirements for designation or maintenance of an endowment fund and upon dissolution of the endowment fund any funds to be returned to Currituck County could be better utilized for enhancement of facilities located at the county's Historic Corolla Park, including a planned historic boat museum facility.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina that:

Section 1. Currituck County requests that the North Carolina Community Foundation dissolve the Whalehead Preservation Trust Endowment and disburse funds to the county funds in the endowment owned by Currituck County as successor to Whalehead Preservation Trust.

Section 2. This resolution shall be effective upon its adoption.

ADOPTED the 3rd day of June, 2019.

ATTEST:

Bob White, Chairman
Board of Commissioners

Leeann Walton, Clerk to the Board

[COUNTY SEAL]

NORTH CAROLINA COMMUNITY FOUNDATION

ORIGINAL

Form Seven

**Agreement Creating a Designated Endowment
for The Whalehead Preservation Trust**

This Endowment Agreement ("Agreement") is made this 8 day of February, 2005, between the North Carolina Community Foundation, Inc., a nonprofit North Carolina corporation and community foundation ("Foundation"), and The Whalehead Preservation Trust ("Donor") to create a Designated Endowment ("Designated Endowment") of the Foundation. All persons and organizations making contributions to this Designated Endowment shall be bound by the terms of this Agreement.

(1) **Name of Endowment.** The name of the Endowment shall be the "Whalehead Preservation Trust Endowment". Any recipient of distributions from the Designated Endowment shall be advised that such benefits are from such Endowment.

(2) **Initial Contribution.** Upon delivery of this Agreement, Donor has transferred and delivered to the Foundation all right, title and interest to the property described in Exhibit A as the initial contribution to the Designated Endowment. The Foundation acknowledges receipt of the contribution and agrees to hold and administer the Designated Endowment as provided herein.

(3) **Gift to Foundation; Foundation Documents Control.** The Designated Endowment, including all investment income, capital gains and subsequent contributions, are the Foundation's property. This Agreement and the Designated Endowment shall be governed by North Carolina law and the Foundation's governing instruments (including the articles of incorporation, bylaws and resolutions and procedures of its Board of Directors) as updated from time to time. Donor acknowledges receipt of a current copy of the Foundation's "Standard Operating Policies and Procedures." This document provides more detailed information about the Foundation's current policies and procedures respecting such matters as administration, investment and distributions of Foundation component funds. These policies and procedures are subject to change at the Foundation's discretion.

(4) **Purposes.** The Designated Endowment shall be devoted to the support of the Whalehead Preservation Trust [designated charitable beneficiary] and its use shall be restricted as follows: _____ (if no restrictions are used, please mark here X). Should the time come when this charitable use, in the judgment of the Foundation's Board of Directors, has become unnecessary, undesirable, impracticable, incapable of fulfillment, or inconsistent with the charitable needs of the community served by the Foundation, the Designated Endowment shall be redirected to the most similar cause as can be determined by the Foundation's Board of Directors.

Whalehead Preservation Trust
Currituck-Dare 2005

(5) **Distributions.** As provided by the Foundation's current general policy, a distribution is made annually. Generally, the principal is not distributed, thus building a permanent and growing support for this charitable cause. However, the Foundation may distribute all or any part of the Designated Endowment, including principal and income, at any time for any authorized purpose, in the Foundation's discretion.

X Donor reserves the right to consult with, advise, and make recommendations to the Foundation with respect to any distribution of income and/or principal from the Designated Endowment. The Foundation shall consider and evaluate all such advice or recommendations, but the Foundation shall not be bound by any such advice or recommendations.

(6) **Designation of Asset Manager.** (Please choose from one of two options):

X Donor requests that BB&T have custody of and administer the investment and reinvestment of the Designated Endowment;

☐ Donor has no preference for an asset manager and requests that the Foundation make the selection. Foundation selection is _____.

(7) **Entire Agreement; Changes.** This Agreement contains the entire agreement between the Foundation and Donor. To be effective, any changes to this Agreement must be written and signed by both parties.

IN WITNESS WHEREOF, Donor and North Carolina Community Foundation, Inc., have caused this Agreement to be duly executed, sealed and delivered, as of the day and year first written above.

Signed by the Donor in the presence of:

(CORPORATE SEAL)

ATTEST:

Elaine Alexander Goodwin
Treasurer: Elaine Alexander Goodwin

Printed Name: _____
Elaine Alexander Goodwin

Whalehead Preservation Trust

By: Edna B. Baden
Authorized Officer: Edna B Baden, Ex. Director

Printed Name: Edna B. Baden

**NORTH CAROLINA
COMMUNITY FOUNDATION, INC.**

By: Elizabeth C. Fentress
Elizabeth C. Fentress, President

Date: _____

(CORPORATE SEAL)

ATTEST: Billy T. Woodard
Billy T. Woodard, Secretary


APPROVED AS TO FORM:
Kilpatrick Stockton, LLP
Attorneys for the Foundation:

By: [Signature]
Date: 3/10/05

EXHIBIT A

Check # 006070 in the amount of \$ 5,000.00

ORIGINAL CHECK HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER - SEE BACK FOR DETAILS

THE WHALEHEAD PRESERVATION TRUST P.O. BOX 307 COROLLA, NC 27927		THE BANK OF CURRITUCK Established 1920	86-730/531	0060
PAY *****\$5000 AND 00/100 DOLLARS		DATE	AMOUNT	
		02/01/05	\$5000.00	
PAY TO THE ORDER OF	NC COMMUNITY FOUNDATION NORTHEASTERN REGION SUITE 4, HARBINGER CENTER POINT HARBOR, NC 27964			
				

⑈00006070⑈ ⑆053107303⑆ 01 218103 10⑈

Attachment: NC Community Foundation-WHALEHEAD Pres Trust Endowment (Resolution-Dissolve Whalehead Preservation Trust Endowment)

DONOR'S BOARD RESOLUTION

BE IT RESOLVED that the Whalehead Preservation Trust, Inc.
 [full corporate name], a North Carolina nonprofit or charitable organization, does hereby (request and) authorize establishment of a Designated Endowment Fund in its name, on its behalf and for its benefit by the North Carolina Community Foundation, Inc. ("NCCF"), pursuant to the Agreement signed by Donee and NCCF. The Designated endowment is to be owned and managed by the NCCF as provided by said Agreement and held by the NCCF as a component fund thereof; and

BE IT RESOLVED that the Whalehead Preservation Trust, Inc.
 hereby authorizes NCCF and its officers and agents to accept contributions to the said Designated Endowment Fund on its behalf, and further authorizes its own officers and directors to execute and deliver to NCCF any instruments or documents necessary or useful to effect the authorization, establishment, use and continued maintenance of such Designated Endowment Fund.

ADOPTED on November 8, 2004, by such organization's governing body at a meeting duly called and held, at which a quorum was present and acting throughout.


Signed this 8th day of February,

(Corporate Seal)

Alyd E. West, II
 Secretary:

Board res.Gen.admin.

Attachment: NC Community Foundation-Whalehead Pres Trust Endowment (Resolution-Dissolve Whalehead Preservation Trust Endowment)

	ADMINISTRATIVE PROCEDURES		
	SUBJECT: Developmental fee guideline		
	EFFECTIVE DATE: June 3, 2019	SUPERSEDES: N/A	APPROVED BY: County Manager

PURPOSE

To establish uniform treatment for select projects that were delayed due to NCDEQ sewer permitting problems at Moyock Regional Wastewater.

GENERAL

On April 1 2019 the Board of Commissioners approved a fee schedule that contained developmental fees for sewer and water connections. At that time there were projects with either board approval or that would have been allowed by right that could not move forward because of sewer issues. This policy recognizes this and allows them to be charged the lesser water and sewer tap fee.

PROCEDURES

Projects that had a sewer obligation letter, were approved by right or had some form of Board of Commissioner approval, and were unable to receive a NCDEQ sewer permit on the Moyock Regional Wastewater Plant prior to the adoption of developmental fees on the April 1 ,2019 Board of Commissioners meeting shall be charged the tap fee amount on the prior fee schedule or the current developmental fee whichever is lesser.

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NOW, THEREFORE, for and in consideration of the Premises, and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are expressly acknowledged by the parties, Lessor and Lessee agree and acknowledge for themselves and their respective successors and assigns, as follows:

1. The above recitals are incorporated herein by reference.
2. Effective upon the expiration of the current term, the Agreement shall automatically be extended for three (3) additional five (5) year terms (the “Renewal Terms”), Unless earlier terminated in accordance with the Agreement, the term of the Agreement shall expire on February 28, 2046, unless otherwise extended
3. The terms, covenants and provisions of the Agreement of which this is an Amended Memorandum, shall extend to and be binding upon the respective executors, administrators, heirs, successors and assigns of Lessor and Lessee.

Balance of page intentionally left blank

Signature page following

Attachment: MOA Corolla-Verizon Wireless (MOA-Verizon Tower-734 Ocean Trail)

IN WITNESS WHEREOF, Lessor and Lessee have executed this Memorandum the day and year first above written.

Lessor:

CURRITUCK COUNTY

WITNESS

By: _____

Name: _____

Title: _____

Date: _____

STATE OF _____

:

.

SS

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COUNTY OF _____

I, _____, a Notary Public for said County and State, do hereby certify that _____, to me personally known, who, being by me duly sworn, did say that she/he is _____ of **CURRITUCK COUNTY**, and that she/he executed the foregoing Memorandum on its behalf.

Sworn to and subscribed before me
this _____ day of _____,
201__.

Notary Public

My Commission Expires:_____

Attachment: MOA Corolla-Verizon Wireless (MOA-Verizon Tower-734 Ocean Trail)

Lessee:

Cellco Partnership
d/b/a Verizon Wireless

By: _____
Name: Thomas O'Malley
Title: Director - Network Field Engineering
Date: _____

STATE OF MARYLAND

:

:

SS

:

COUNTY OF HOWARD

I, _____, a Notary Public for said County and State, do hereby certify that Thomas O'Malley, to me personally known, who, being by me duly sworn, did say that he is Director - Network Field Engineering of **Cellco Partnership** d/b/a Verizon Wireless, and that he executed the foregoing Memorandum on its behalf.

Sworn to and subscribed before me
this _____ day of _____,
201__.

Notary Public
My Commission Expires: _____

Attachment: MOA Corolla-Verizon Wireless (MOA-Verizon Tower-734 Ocean Trail)