



**CURRITUCK COUNTY  
NORTH CAROLINA**

June 17, 2019

Minutes – Regular Meeting of the Board of Commissioners

**SPECIAL MEETING**

**1. 5:00-5:30 PM Board of Equalization and Review**

The Currituck County Board of Commissioners met at 5:00 PM in a Special Meeting to sit as the Board of Equalization and Review. Mr. Tracy Sample, Tax Administrator, was present to open the meeting and perform the swearing in of new Commissioners. There were no appeals and the meeting of the Board of Equalization and Review adjourned at 5:30 PM.

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners held its 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	Absent	
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 Eric Rainwater, Currituck Bible Baptist Church**

Reverend Rainwater did not attend. Sergeant N. Buddy Capps of the Currituck County Sheriff's Department offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner Payment proposed the agenda amendments to move the County Manager's Report after the Commissioner's Report and to add Closed Session discussion items pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney in order to preserve the attorney-client privilege and pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter.

Commissioner McCord moved for approval and the motion was seconded by Commissioner Mary Etheridge. The motion carried.

Approved agenda:

**Special Meeting**

5:00-5:30 PM Board of Equalization and Review

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance-Reverend Eric Rainwater, Currituck Bible Baptist Church
- 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-Agenda was amended-Item was moved to follow Commissioner's Report**

**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) **Consideration and Action: PB 13-12 Moyock Commons, Phase 1: Request for a two year extension of the preliminary plat/use permit for a 55 lot residential subdivision located on the westerly terminus of Moyock Commons Drive, behind the Food Lion Shopping Center, Tax Map 15, Parcel 79, Moyock Township.**
- B) **Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.**
- C) **Consent Agenda**
  - 1. Approval Of Minutes for June 3, 2019
  - 2. Budget Amendments

3. Resolution Authorizing the County of Currituck to Provide for the Defense of a Civil Action Brought Against Daniel F. Scanlon, II in his Official and Individual Capacity as County Manager
4. Surplus Resolution and Authorization for Sergeant Randall S. Jones to Purchase Duty Weapon Upon Retirement
5. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics at Eagle Creek Golf Course, Moyock, North Carolina.
6. Petition to NCDOT for Road Addition-Holly Ridge Drive, Moyock

### **Closed Session**

Closed session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange owned by Panther Landing, LLC, and located at 101 Panther Landing Road at the Western corner of Tulls Creek Road and Panther Landing Road, to be used for any public purpose. Agenda was Amended to include: pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter and pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in pending matters entitled Corolla Civic Association, et al. v. Currituck County, et al., and Schneirla v. Currituck County.

### **Adjourn**

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

Chairman White encouraged citizens to attend his State of the County presentation, June 18th at The Pointe Golf Club. He recognized all of the service workers for their efforts to support

our Outer Banks businesses and communities. Chairman White acknowledged Commissioner Beaumont's absence.

Commissioner Payment offered his thanks to first responders, discussed the increase in the number of accidents on the highway, and asked that everyone be safe and careful on the roadway. He encouraged citizens to get out and vote and announced early voting starts Wednesday and Election Day is July 9.

Commissioner McCord discussed the fatal accident on Highway 158 earlier in the day and offered his condolences to the families. He acknowledged all emergency responders and encouraged safe driving. He said he enjoyed spending a day off in Corolla and will be working beach duty in his capacity as a Sheriff's Sergeant as a way to get more involved in the community. Recognizing Move Over-Slow Down month, Commissioner McCord reminded drivers to move over if emergency vehicles are on the roadside.

Commissioner J. Owen Etheridge attended fifth grade graduation ceremonies at Moyock and Shawboro elementary schools. He also attended Currituck County High School graduation and said he was impressed with the number of honor students. He recognized Commissioner Jarvis, who gave the keynote address to the graduates. He announced his attendance at the grand reopening of Pilgrimage Church in Moyock and suggested the county compile a map to promote historic and cultural tourism.

Commissioner Jarvis thanked Commissioner J. Owen Etheridge for his positive comments about her graduation keynote address. She recognized the accomplishments and offered congratulations to this year's graduates.

## COUNTY MANAGER'S REPORT

Ben Stikeleather, Assistant County Manager, in recognition of two recent medical emergencies on the beach, expressed appreciation to both Corolla beach rescue and Corolla Fire and Emergency Medical Services for their exemplary service and lifesaving skill. He announced reading programs are available throughout the summer and encouraged people to contact the library for details.

## PUBLIC HEARINGS

### A. PB 19-11 Complete Auto Credit:

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

<b>RECOMMENDATIONS</b>
<b>TECHNICAL REVIEW COMMITTEE</b>

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.***

<b>USE PERMIT REVIEW STANDARDS</b>
<b>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.</b>

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 B13

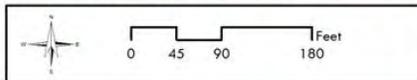
The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Preliminary Staff Findings:

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



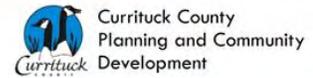
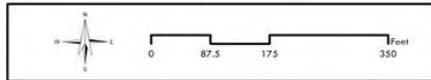
PB 19-11 Complete Auto Credit  
Automobile Sales - Use Permit  
Aerial



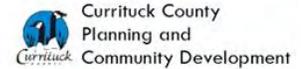
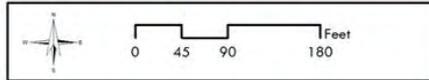
Currituck County  
Planning and  
Community Development



PB19-11 Complete Auto Credit Zoning Map



PB 19-11 Complete Auto Credit Automobile Sales - Use Permit Land Use Classification



Parties were sworn in prior to providing testimony. Planning and Community Development Director, Laurie LoCicero, gave a brief review of the application which had been continued

from the May 20, 2019, Board meeting.

Chairman White opened the hearing and sworn testimony was provided by James Innes of Moyock, owner of a commercial property just north of the applicant's location. He expressed concern that landscaping to be installed would make it difficult for his clients to safely enter or exit his property. The vehicles were moved back when requested by Mr. Innes, and he wants to ensure a clear sight line remains.

Ms. LoCicero described the Type A buffer required for the site, and noted staff can work a plan that will keep the site line open. She displayed photos at the location that had been taken earlier in the day.

Additional testimony was provided by the applicant, Marc Sisino. He relayed his efforts to clean up and relocate vehicles to demonstrate how the site will look when meeting the site plan requirements. He responded to Commissioner questions regarding vehicle placement. There was discussion of the need to convert the building on the property from residential to commercial and bring it into compliance with commercial standards.

Ike McRee, County Attorney, confirmed a time frame could be set for the applicant to meet commercial building standards. Mr. Sisino said he has not been told what needs to be done to the building but believes ninety days is reasonable to complete any repairs. Commissioner Jarvis asked about septic repair, and Mr. Sisino said the septic was permitted for residential, and he doesn't believe a commercial use would require additional upgrades.

Kenneth Sisino, the applicant's father, testified that a new septic tank was installed about five years ago and discussed renovations done to the property for residential purposes.

After discussion the hearing was closed by Chairman White.

Commissioner McCord moved to approve PB 19-11 use permit with staff recommendations because the applicant has demonstrated the proposed use meets the use permit review standards of the Unified Development Ordinance (UDO). Suggested conditions including staff recommendations:

- Ninety (90) days to complete having the building to commercial standards as required by the UDO and to get a certificate of occupancy
- Trees can be moved to keep the twenty-five (25) foot area of visibility for the line of sight. The twenty-five foot site line will be measured from the curb
- Improvements will be made to the parking and display areas in accordance with the approved minor site plan
- Landscaping will be upgraded in accordance to the UDO with the exception of the trees being moved out of the twenty-five foot sight area
- Display areas will be screened with a Type A buffer, also keeping the twenty-five foot area
- Outdoor storage of vehicles shall occur only within the approved display areas

The use will not endanger the 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 clean; it will eliminate 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: 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 (LUP) or other officially adopted plans: The 2006 LUP classifies this site as Rural within the Moyock Subarea-

- 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 use will not exceed the county's ability to provide adequate public facilities: The proposed use will have no impact on schools and the county has the ability to provide adequate public facilities to the business.

The motion was seconded by Commissioner Payment. The motion carried.

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

## NEW BUSINESS

- A. Consideration and Action: PB 13-12 Moyock Commons, Phase 1: Request for a two year extension of the preliminary plat/use permit for a 55 lot residential subdivision located on the westerly terminus of Moyock Commons Drive, behind the Food Lion Shopping Center, Tax Map 15, Parcel 79, Moyock Township.**

Planning and Community Development Director, Laurie LoCicero, reviewed the request for an extension of the Use Permit for Moyock Commons, Phase I, Moyock, due to the applicant's inability to apply for a sewer permit. Assistant County Manager, Ben Stikeleather, explained the county's challenges with the sewer plant.

Commissioner J. Owen Etheridge moved to grant the extension. The motion was seconded by Commissioner Mary Etheridge. The motion carried.

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

**B. Agenda Order of Business-An Ordinance of the Currituck County Board of Commissioners Amending Section 2-65 of the Currituck County, North Carolina Code of Ordinances.**

County Attorney, Ike McRee, reviewed the ordinance to amend the Board's Rules of Procedure and move the County Manager's Report within the agenda order of items. Mr. McRee explained since all Commissioners were not present a second reading would be required should the ordinance pass its first reading.

Commissioner Mary Etheridge moved for approval and the motion was seconded by Commissioner J. Owen Etheridge. The motion carried.

<b>RESULT:</b>	<b>ORDINANCE PASSED FIRST READING [UNANIMOUS] Next: 7/1/2019 6:00 PM</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Bob White, Chairman, Mike H. Payment, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner
<b>ABSENT:</b>	Paul M. Beaumont, Commissioner

**C) Consent Agenda**

Commissioner Payment moved for approval of the Consent Agenda. Commissioner Mary Etheridge seconded the motion. The motion carried.

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

**1) Approval Of Minutes for June 3, 2019**

**1. Minutes for June 3, 2019**

**2. Budget Amendments**

		Debit		Credit	
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
62828-587067	T T - Mainland Central Sewer	\$	3,000		
62390-499900	Appropriated Retained Earnings			\$	3,000
64390-495067	T F - Mainland Central Sewer			\$	3,500
64848-561900	Administration	\$	3,500		
65858-587067	T T - Mainland Central Sewer	\$	2,200		
65390-499900	Appropriated Retained Earnings			\$	2,200
67390-495062	T F - Newtown Road Sewer			\$	3,000
67390-495065	T F - Maple Commerce Park Sewer			\$	2,200
67390-495068	T F - Walnut Island Sewer			\$	86,000
67878-587064	T T - Maple Commerce Park Sewer	\$	3,500		
67878-588000	Contingency	\$	87,700		
68868-587067	T T - Mainland Central Sewer	\$	86,000		
68390-499900	Appropriated Retained Earnings			\$	86,000
		\$	185,900	\$	185,900
<b>Explanation:</b>	Newtown Road Sewer (62828); Maple Commerce Park Sewer (64848); Moyock Commons Sewer (65858); Mainland Central Sewer (67878); Walnut Island Sewer (68868) - Transfer cash balances from the County sewer funds on mainland Currituck to the Mainland Central Sewer fund to merge assets of the mainland sewers and close out the residual funds.				
<b>Net Budget Effect:</b>	Newtown Road Sewer Fund (62) - Decreased by \$3,000.				
	Maple Commerce Park Sewer Fund (64) - Increased by \$3,500.				
	Moyock Commons Sewer Fund (65) - Decreased by \$2,200.				
	Mainland Central Sewer Fund (67) - Increased by \$87,700.				
	Walnut Island Sewer Fund (68) - Decreased by \$86,000.				

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-503000	Salaries - Part-time	\$ 1,125	
10510-532001	Canine Supplies	\$ 750	
10510-503500	Temporary Services		\$ 1,125
10510-554000	Insurance & Bonds		\$ 305
10510-531000	Fuel		\$ 445
10775-511000	Telephone & Postage	\$ 100	
10775-506000	Insurance Expense		\$ 100
10795-511010	Data Transmission	\$ 175	
10795-511010	Insurance Expense		\$ 175
10650-514000	Travel	\$ 300	
10650-514500	Training & Education	\$ 200	
10650-511000	Telephone & Postage		\$ 500
10415-514000	Travel	\$ 1,000	
10415-553000	Dues & Subscriptions		\$ 1,000
10511-514000	Travel	\$ 1,000	
10511-531000	Fuel	\$ 500	
10511-506000	Insurance Expense		\$ 1,500
10460-516400	Equipment Maintenance	\$ 1,000	
10460-506000	Insurance Expense		\$ 1,000
10606-531000	Fuel	\$ 300	
10606-506000	Insurance Expense		\$ 300
10530-533900	Ambulance Supplies	\$ 500	
10530-511000	Telephone & Postage		\$ 500
10445-545000	Employee Assistance	\$ 1,000	
10445-506000	Insurance Expense		\$ 1,000
10796-545000	Contract Services	\$ 200	
10796-506000	Insurance Expense		\$ 200
10440-553000	Dues & Subscriptions	\$ 40	
10440-561000	Professional Services	\$ 2,000	
10440-506000	Insurance Expense		\$ 300
10440-545000	Contract Services		\$ 1,740
61818-531000	Fuel	\$ 3,000	
61818-532000	Supplies	\$ 500	
61818-506000	Insurance Expense		\$ 500
61818-516000	Repairs & Maintenance		\$ 3,000
63838-545900	Tire Disposal	\$ 3,500	
63838-545600	Site Work		\$ 3,500
		<u>\$ 17,190</u>	<u>\$ 17,190</u>
<b>Explanation:</b>	Various Departments - Transfers for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		
	Mainland Water Fund (61) - No change.		
	Solid Waste Fund (63) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
	Restitution	\$ 2,400	
	JCPC Administration		\$ 2,400
		\$ 2,400	\$ 2,400
<b>Explanation:</b>		Juvenile Crime Prevention Council (10794) - Transfer funds from the JCPC Council to the Restitution program for additional client programming. This has been approved by the JCPC Council and the NC Department of Public Safety.	
<b>Net Budget Effect:</b>		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>		
67878-513000	Utilities	\$ 11,000	
67878-514000	Travel	\$ 150	
67878-533800	Chemicals	\$ 15,000	
67878-588000	Contingency		\$ 26,150
		\$ 26,150	\$ 26,150
<b>Explanation:</b>		Mainland Central Sewer (67878) - Transfer funds for mainland sewer operations.	
<b>Net Budget Effect:</b>		Mainland Central Sewer (67) - No change.	

**3. Resolution Authorizing the County of Currituck to Provide for the Defense of a Civil Action Brought Against Daniel F. Scanlon, II in his Official and Individual Capacity as County Manager**

**RESOLUTION AUTHORIZING THE COUNTY OF CURRITUCK TO PROVIDE FOR THE DEFENSE OF A CIVIL ACTION BROUGHT AGAINST DANIEL F. SCANLON, II IN HIS OFFICIAL AND INDIVIDUAL CAPACITY AS COUNTY MANAGER**

WHEREAS, N. C. Gen. Stat. §160A-167 provides that a county may provide for the defense of any civil action or proceeding brought against a county officer or employee either in the official or individual capacity, or both, of the county officer or employee on account of any act allegedly done or omission allegedly made in the scope and course of the employment or duty of the county officer or employee; and

WHEREAS, the County of Currituck is informed that a civil action is pending entitled in part “Corolla Civic Association, et al. v. Currituck County, North Carolina, et. al., File No. 19-CVS-171” naming as defendant County Manager Daniel F. Scanlon, in his individual and official capacities on account of acts allegedly done or omissions allegedly made in the scope and course of his employment and duties as a County of Currituck officer and employee; and

WHEREAS, it is appropriate that the County of Currituck provide defense to the pending civil action for Daniel F. Scanlon, II as an officer and employee of the County of Currituck.

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

Section 1. The County of Currituck shall provide for the defense of Daniel F. Scanlon, II in the civil action entitled in part "Corolla Civic Association, et al. v. Currituck County, North Carolina, et. al., File No. 19-CVS-171".

Section 2. Daniel F. Scanlon, II may be provided defense by the County Attorney, other legal counsel retained by the county or legal counsel retained by the insurance provider for the County of Currituck.

Section 3. This resolution is effective upon adoption.

ADOPTED the 17<sup>th</sup> day of June, 2019.

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Bob White, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_

Leeann Walton,

[COUNTY SEAL]

**4. Surplus Resolution and Authorization for Sergeant Randall S. Jones to Purchase Duty Weapon Upon Retirement**

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on June 17, 2019, authorized the following property listed below be declared surplus and disposed of; and

**WHEREAS**, Sheriff Beickert has requested that upon the retirement of Sergeant Randall S. Jones that his duty weapon, a Glock 22 handgun, Serial #PVF942, be given to him. Mr. Jones has made the request to purchase same upon his retirement.

**ADOPTED**, this the 17<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
Bob White, Chairman

ATTEST:

(SEAL)

\_\_\_\_\_

Clerk to the Board

**5. Resolution Approving the Exhibition, Use and Discharge of Pyrotechnics at Eagle Creek Golf Course, Moyock, North Carolina.**

**RESOLUTION APPROVING THE EXHIBITION, USE AND DISCHARGE OF PYROTECHNICS AT EAGLE CREEK GOLF COURSE IN MOYOCK, NORTH CAROLINA**

**WHEREAS**, pursuant to N.C. Gen. Stat. §14-410 and §14-413, a display operator that will exhibit, Use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

**WHEREAS**, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

**WHEREAS**, Wetzel Pyrotechnics, Inc. is under contract with Tim Paasch to provide an exhibition of fireworks in Moyock at property known as Eagle Creek Golf Course, 109A Greenview Rd. in Moyock, North Carolina, on Saturday, July 6, 2019, which will be a public exhibition, and Wetzel Pyrotechnics has provided a certificate of insurance evidencing insurance coverage in an amount in excess of \$500,000.00.

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

Section 1. Wetzel Pyrotechnics, is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Eagle Creek in Moyock, 109A Greenview Road, Moyock, North Carolina, 27958, on Saturday, July 6, 2019 at 9:00 PM.

Section 2. This resolution shall be effective upon adoption.

**ADOPTED** this 17th day of June, 2019.

\_\_\_\_\_  
Bob White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

**6. Petition to NCDOT for Road Addition-Holly Ridge Drive, Moyock**

**CLOSED SESSION**

1. Closed session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange owned by Panther Landing, LLC, and located at 101 Panther Landing Road at the Western corner of Tulls Creek Road and Panther Landing Road, to be used for any public purpose. Agenda was Amended to include: pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter and pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in pending matters entitled Corolla Civic Association, et al. v. Currituck County, et al., and Schneirla v. Currituck County.

Chairman White made a motion to enter Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange owned by Panther Landing, LLC, and located at 101 Panther Landing Road, to be used for any public purpose; pursuant to G.S. 143-318.11(a)(6) to discuss a personnel matter and pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and to preserve the attorney-client privilege in pending matters entitled Corolla Civic Association, et al. v. Currituck County, et al., and Schneirla v. Currituck County.

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

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

## ADJOURN

### Motion to Adjourn Meeting

There was no further business after returning from Closed Session and Commissioner Mary Etheridge moved for adjournment. The motion was seconded by Commissioner Payment. The motion carried and the meeting of the Board of Commissioners concluded at 7:32 PM.

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



**STAFF REPORT**  
**PB 19-11 COMPLETE AUTO CREDIT**  
**USE PERMIT**  
**BOARD OF COMMISSIONERS**  
**MAY 20, 2019**

### APPLICATION SUMMARY

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

### APPLICANT NARRATIVE

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.

### STAFF ANALYSIS

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:

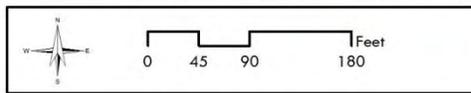
- 1. There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE Board of Commissioners: [www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm](http://www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm)

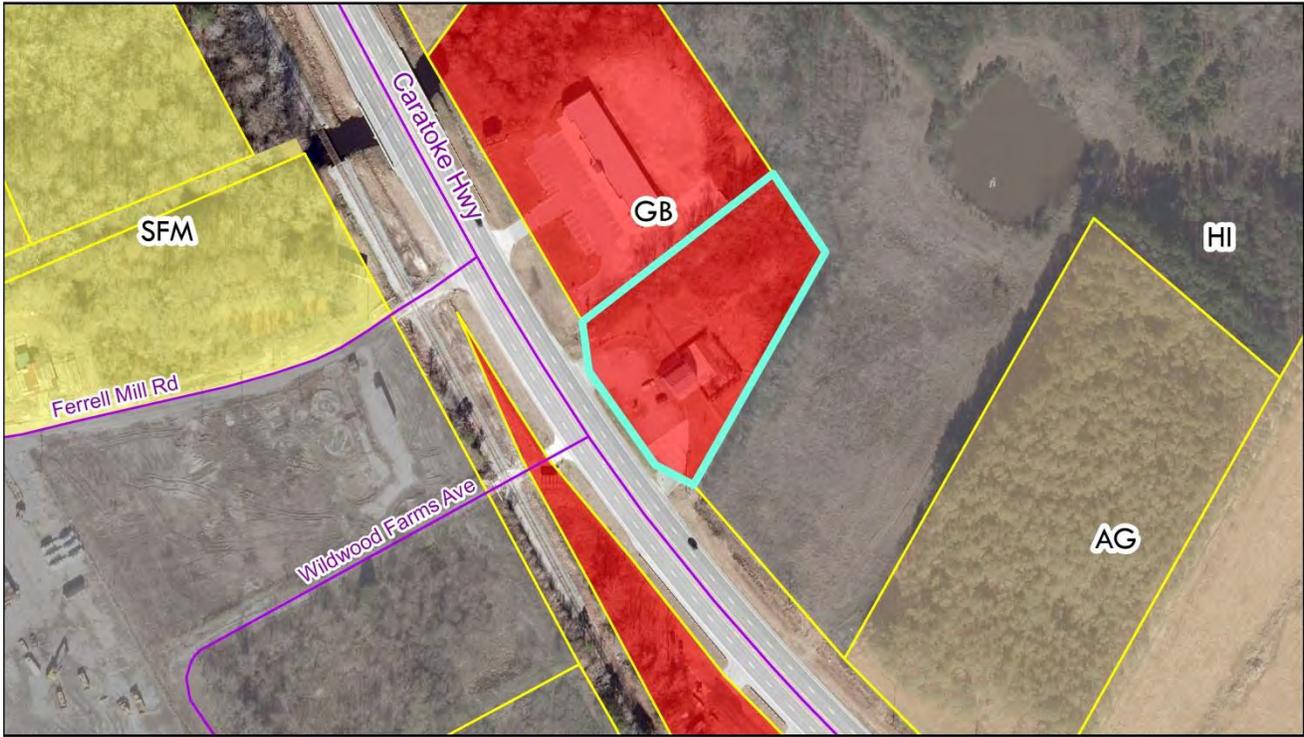
Attachment: 1 Staff Report 2 (PB 19-11 Complete Auto Credit)



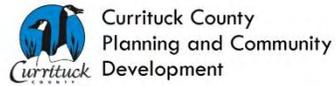
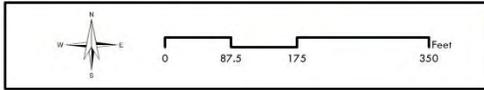
PB 19-11 Complete Auto Credit Automobile Sales - Use Permit Aerial



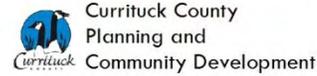
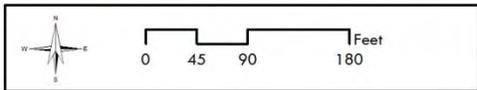
Currituck County Planning and Community Development



PB19-11 Complete Auto Credit Zoning Map



PB 19-11 Complete Auto Credit Automobile Sales - Use Permit Land Use Classification



Attachment: 1 Staff Report 2 (PB 19-11 Complete Auto Credit)



# Use Permit Application

OFFICIAL USE ONLY:	
Case Number:	_____
Date Filed:	_____
Gate Keeper:	_____
Amount Paid:	_____

### Contact Information

<b>APPLICANT:</b>		<b>PROPERTY OWNER:</b>	
Name:	<u>Marc Sisino - Complete Auto Credit</u>	Name:	<u>Tiffany Richardson</u>
Address:	<u>1383 Caratoke Hwy</u>	Address:	<u>1383 Caratoke Hwy</u>
	<u>Moyock, NC 27958</u>		<u>Moyock, NC 27958</u>
Telephone:	<u>252-242-1900</u>	Telephone:	<u>918-327-4526</u>
E-Mail Address:	<u>completeautocredit@gmail.com</u>	E-Mail Address:	<u>tiffsoey@gmail.com</u>
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:		<u>Brother</u>	

### Property Information

Physical Street Address: 1383 Caratoke Hwy, Moyock, NC 27958

Location: \_\_\_\_\_

Parcel Identification Number(s): 0023-000-0010-0000

Total Parcel(s) Acreage: 1.5814738

Existing Land Use of Property: \_\_\_\_\_

### Request

Project Name: Complete Auto Credit

Proposed Use of the Property: Automobile Sales

Deed Book/Page Number and/or Plat Cabinet/Slide Number: \_\_\_\_\_

Total square footage of land disturbance activity: 4900sq ft pavement over existing gravel, 1750 sq ft new gravel

Total lot coverage: \_\_\_\_\_ Total vehicular use area: \_\_\_\_\_

Existing gross floor area: \_\_\_\_\_ Proposed gross floor area: \_\_\_\_\_

### Community Meeting

Date Meeting Held: March 22, 2019 Meeting Location: 1383 Caratoke Hwy

Attachment: 2 application (PB 19-11 Complete Auto Credit)

Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): \_\_\_\_\_  
 A previous use permit was issued to this property in 2013 allowing for automobile sales. 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 asthetically 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.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

- A. The use will not endanger the public health or safety.  
 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 loaction will be a health and safety improvement by keeping the property cleaner and eliminating an area that could lend itself to trespassing and vandalism.
- B. 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.  
 The location is directly across from Sumit Farms Solar Farm and in between vacant property (heavy industrial use zoned) and a strip office center. Diagonally across the street is auto repair 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.
- C. The use will be in conformity with the Land Use Plan or other officially adopted plan.  
 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 PolicyED1 new and expanding businesses should be especially encouraged that: diversify the local economy, train and hire more highly skilled labor force and are compatible with the environmental quality and natuaraal amenity-based economy of Currituck County. Pol. ED4 ...the considerable value of SMALL BUSINESS...
- D. 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.  
 There will be no affect on the school system. Currituck County has adequate public facilities to serve this use. The owners have previously installed a fire hydrant and the new plan includes necessary space to accomodate emergency vehicles.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

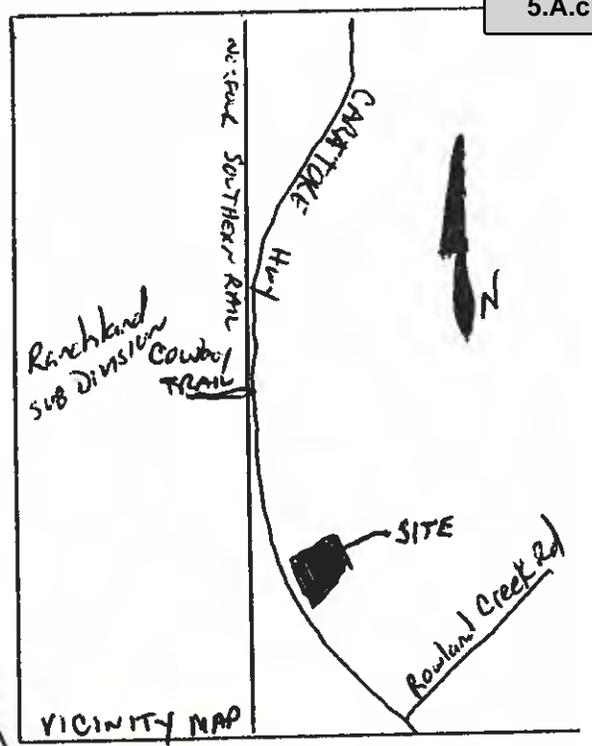
*Tiffany J. ...*  
 Property Owner(s)/Applicant\*

04/20/19  
 Date

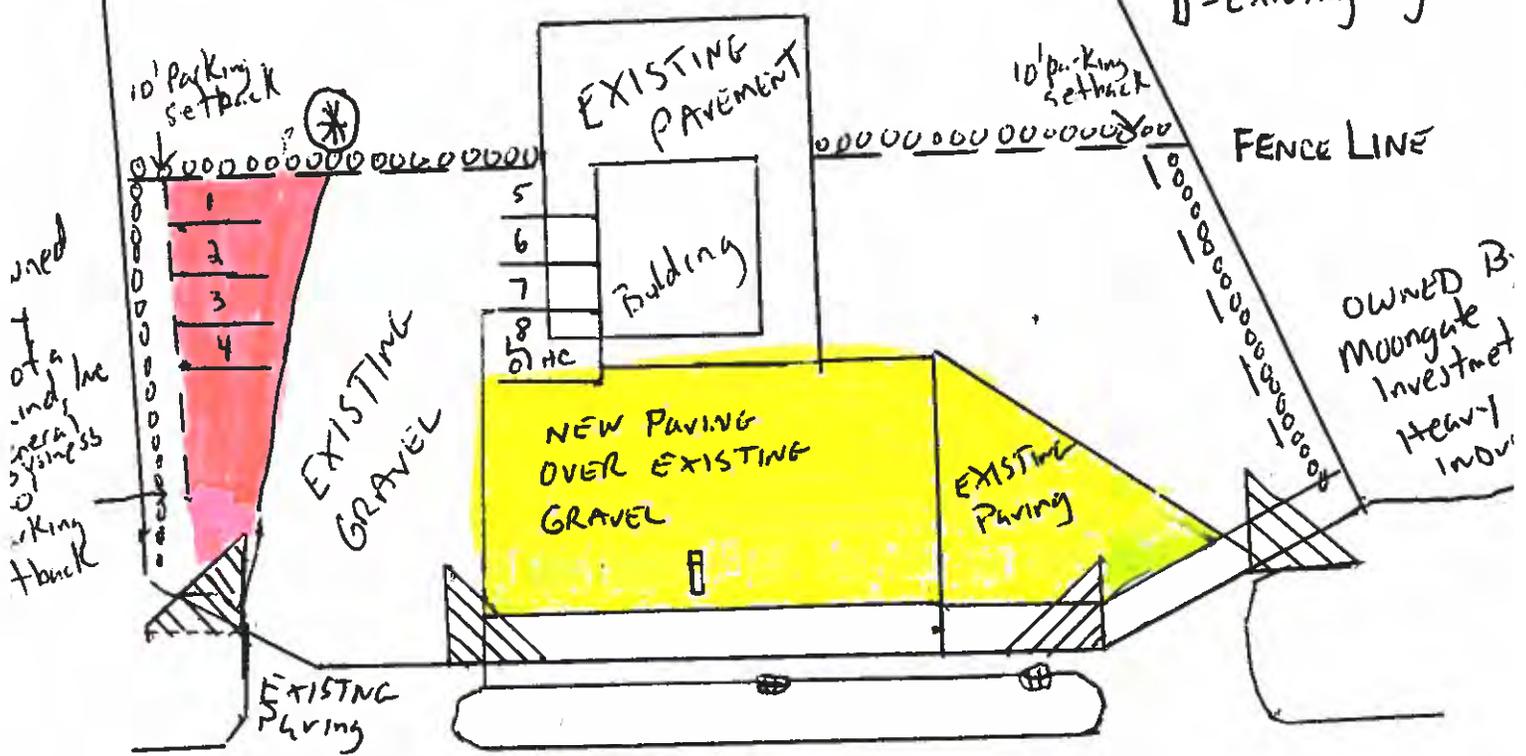
**\*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.**

Attachment: 2 application (PB 19-11 Complete Auto Credit)

Parcel ID 0023-000-0010-0000  
 1.58 ACRES  
 16670  $\Phi$  EXISTING COVERAGE  
 1750  $\Phi$  proposed new COVERAGE  
 18420  $\Phi$  TOTAL COVERAGE  
 ZONING GENERAL BUSINESS



- = DISPLAY AREA
- = 1750  $\Phi$  NEW GRAVEL
- o = bushes
- $\odot$  = 30' shade tree
- $\square$  = EXISTING SIGN



Attachment: 3 site plan (PB 19-11 Complete Auto Credit)

1383 CARATOKÉ Hwy owned By TIFFANY RICHARDSON  
 918 327 4526



## Currituck County

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

### MEMORANDUM

**To:** Marc Sisino  
**From:** Planning Staff  
**Date:** 4/11/2019  
**Re:** Use Permit(Complete Auto Credit)Auto Sales

The following comments have been received for the April 17<sup>th</sup>, 2019 TRC meeting. In order to be scheduled for the May 14, 2019 Planning Board meeting, please address all comments and resubmit a corrected plan by 3:00 p.m. on April 22, 2019. TRC comments are valid for six months from the date of the TRC meeting.

#### **Planning, Jason Litteral**

Approved with comments

1. Let's schedule a meeting to clean up the site plan and revisit the Use Permit review standards.

#### **Currituck County Building and Fire Inspections (Bill Newns, 252-232-6023)**

##### **Inspections**

Original commercial building was converted to a single family residence. The building will require a change of occupancy and an appendix B building code summary will need to be prepared for the new USE by a design professional using the 2018 building code.

##### **Fire**

- The fire apparatus must be able to come within 150' of all exterior portions of the structures. 200' if the structure has NFPA 13 sprinkler system installed.
- Fire apparatus access must be at least 20' wide 13' 6" in height. Maximum slope shall not exceed 10%.
- All portions of the fire apparatus access must be capable of 75,000lbs under all weather conditions.

#### **Currituck County Engineer (Eric Weatherly, 252-232-6035)**

- Less than 5000 sf of additional coverage exempts from county stormwater requirements
- If fill being place on the lot, section UDO 7.3.4 is applicable
- Water service fees are applicable if the meter size is changed.

#### **Currituck County GIS (Harry Lee, 252-232-4039)**

The Parcel ID number on the Use Permit application is incorrect. The correct Parcel ID Number is 0023-000-0010-0000.

#### **Currituck Soil and Stormwater (Will Creef 252-232-3360)**

Ensure expansion of impervious remains under 5,000 square feet. If 5,000 square foot mark is exceeded storm water management measures will be required.

Attachment: 4 TRC Comments (PB 19-11 Complete Auto Credit)

**Currituck County Public Utilities, Wastewater (Glenn Vance, 252-6062)**

Will washing of vehicles take place, and where will wastewater go? Any hydrocarbons, oils, grease, etc. stored onsite (where will spill go?)

**Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)**

Will existing building be used for a 4 bedroom dwelling and a used car lot?

Will owner repair septic tank system as instructed on repair permit (#234924) issued by ARHS/Currituck dated 3-01-2017 ?

Health dept. cannot approve of driving or parking any motor vehicle on any part of existing septic system if proposed.

Please have owner/operator consult with the health dept.

**The following items are necessary for resubmittal:**

- 3 - full size copies of revised plans.
- 10 - 11"x17" copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.

March 22, 2019

Community Meeting for 1383 Caratoke Hwy Use Permit

Present were Marc Sisino, Joseph Sisino, Jason Litteral, and James Innes

The meeting took place at 6 pm on March 22, 2019 at 1383 Caratoke Hwy, Moyock, NC 27958

Mr. Innes stated that in the past, there were issues with vehicles being parked in the line of sight from pulling out of his property's driveway, but there have been very limited issues since Marc Sisino has been at the property. Mr. Innes further stated he had no issues with the automobile dealership at this location.

The meeting closed at 6:20 pm



## 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: June 6, 2019

Subject: PB 13-12 Moyock Commons, Preliminary Plat Extension

---

On June 19, 2017, the Board of Commissioners approved the preliminary plat/use permit for Moyock Commons, Phase 1. This is a subdivision consisting of 55 residential lots located in Moyock, behind the Food Lion Shopping Center. The preliminary plat approval is due to expire on June 5, 2019.

On May 28, 2019 Chip Freidman, Moyock Land Company, submitted a request for preliminary plat extension of the subdivision indicating the requested extension is because the development "has not been able to hook onto the Currituck County Moyock sewer system yet with the state of North Carolina granting us a sewer line permit requirement." (See Attached)

In accordance with the UDO Section 2.4.8.E., the Board of Commissioners may grant a two year extension of the preliminary plat one time for good cause.

Attachment: Moyock Commons PP Extension 6-6-19 (PB 13-12 Moyock Commons)

**Tammy Glave**

---

**From:** Charles Friedman <csfriedman1@gmail.com>  
**Sent:** Tuesday, May 28, 2019 3:13 PM  
**To:** Tammy Glave  
**Cc:** Laurie LoCicero  
**Subject:** Re: Moyock Commons, Phase 1, Preliminary Plat/Use Permit Expiration

Tammy, thank you for your email below, below is our letter request,

To the Currituck County Board of Commissioners Currituck County, N C.  
 this letter from Moyock Land Company, llc requests for the Currituck Country Board of Commissioners to grant a two year extension to our preliminary plat /use permit permit originally granted on March 20,2017 and June 5 th 2017 for Moyock Commons phase 1 located in Moyock tax map 15, lot 79, Moyock Township, with the items listed on PB 13-12 Moyock Commons phase 1,  
 Our good cause is requested because We have not been able to hook onto the Currituck County Moyock sewer system yet with the state of North Carolina granting us a sewer line permit requirement,  
 Thank You and if you need anything additional please let me know, Tammy please let me know if I need to do anything additional for this request prior to June 5, ?  
 thank you,  
 Chip Friedman, Manager  
 Moyock Land Company, LLC

Sent from my iPhone

On May 22, 2019, at 4:59 PM, Tammy Glave <[Tammy.Glave@currituckcountync.gov](mailto:Tammy.Glave@currituckcountync.gov)> wrote:

Chip,  
 The preliminary plat/use permit (attached) for Moyock Commons, Phase 1, will expire on June 5, 2019 since a complete application for final plat approval has not yet been received. You may submit a written request for a two year extension of the preliminary plat/use permit for consideration by the Board of Commissioners. The Board of Commissioners may grant a request for extension for good cause. If you wish to request the extension, please submit a letter to the Board of Commissioners detailing the reason for the delay of development before June 5, 2019.

You may send the letter to me and it will be placed on the next available Board of Commissioners' agenda. Let me know if you have any questions. Thank you.

Tammy D. Glave, CZO  
 Senior Planner  
 County of Currituck  
 Planning & Community Development  
 Phone: 252-232-6025  
 Fax: 252-232-3026  
 Email: [tammy.glave@currituckcountync.gov](mailto:tammy.glave@currituckcountync.gov)  
 Website: [www.currituckgovernment.com](http://www.currituckgovernment.com)

1 AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF  
2 COMMISSIONERS AMENDING SECTION 2-65 OF THE CURRITUCK  
3 COUNTY, NORTH CAROLINA CODE OF ORDINANCES PROVIDING FOR  
4 THE LOCATION OF COUNTY MANAGER’S REPORT ON THE AGENDA

5 WHEREAS, pursuant to N.C. Gen. Stat. §153A-71 a board of commissioners  
6 may adopt its own rules of procedure in keeping with the size and nature of the  
7 board and in the spirit of generally accepted principles of parliamentary procedure.

8 NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for  
9 the County of Currituck, North Carolina as follows:

10 PART I. Sec. 2-65 of the Code of Ordinances, Currituck County, North Carolina is  
11 rewritten to read as follows

12 **Sec. 2-65. - Order of business.**

13 Items shall be placed on the agenda according to the order of business. The  
14 order of business for each regular meeting shall be as follows:

- 15 (1) Call to order;
- 16 (2) Invocation and pledge of allegiance;
- 17 (3) Approval of agenda;
- 18 (4) Public comment;
- 19 (5) Commissioner reports;
- 20 (6) ~~Administrative reports~~ County manager’s report;
- 21 (7) ~~Public hearings~~ Administrative reports;
- 22 (8) ~~Old business~~ Public hearings;
- 23 (9) ~~New business~~ Old business;
- 24 (10) ~~Board appointments~~ New business;
- 25 (11) ~~Consent agenda~~ Board appointments;
- 26 (12) ~~Approval of minutes~~ Consent agenda;
- 27 (13) ~~County manager’s report~~ Approval of minutes;
- 28 (14) Adjournment.

29 Without objection, the chair may call items in any order most convenient for the  
30 dispatch of business.

31  
32  
33

Attachment: Ordinance Amending Section 2-65 County Manager Report 061719 (Ordinance Amendment-Agenda Order of Business)

1 PART II. All ordinances or parts of ordinances in conflict with this ordinance are  
2 hereby repealed.

3 PART III. This ordinance is effective immediately upon adoption.

4  
5 ADOPTED this 1st day of July, 2019.

6  
7  
8 \_\_\_\_\_  
9 Bob White, Chairman  
10 Board of Commissioners

11 ATTEST:

12  
13 \_\_\_\_\_  
14 Leeann Walton  
15 Clerk to the Board

16  
17  
18 APPROVED AS TO FORM:

19 \_\_\_\_\_  
20 Donald I. McRee, Jr.  
21 County Attorney

22  
23 Date adopted: \_\_\_\_\_

24  
25 Motion to adopt by Commissioner \_\_\_\_\_

26 Second by Commissioner \_\_\_\_\_

27 Vote: \_\_\_\_\_ AYES \_\_\_\_\_ NAYS

28 S:\Legal\Ordinances\

Attachment: Ordinance Amending Section 2-65 County Manager Report 061719 (Ordinance Amendment-Agenda Order of Business)



**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,

Communication: Minutes for June 3, 2019 (Approval Of Minutes for June 3, 2019)

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**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	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, amphitheatres, 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)														ADDITIONAL REQ. (4.2.1.1)		
		[NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]																
		RC	AG	SFM	SFO	SFR	SFI	MXR	CB	LB	CC	VC	LI	HI	PD-R	PD-M	PD-O	
<b>COMMERCIAL USE CLASSIFICATION</b>																		
Recreation / Entertainment, Outdoor	<u>Outdoor tour operator, 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-

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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.

<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	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.			
<b>SECTION 1. GENERAL FUND</b>			
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
			<u>44,365,562</u>
	Transfers In		7,854,212
	Fund Balance Appropriated		3,236,660
			<u>11,090,872</u>
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b><u>55,456,434</u></b>

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
		<b>\$ 55,456,434</b>
<b>SECTION 2. TOURISM DEVELOPMENT AUTHORITY</b>		
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		<b>\$ 12,978,911</b>
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		<b>\$ 12,978,911</b>

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

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<b>SECTION 8. EMERGENCY TELEPHONE SYSTEM FUND</b>		
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>
<b>SECTION 9. GUINEA MILL WATERSHED IMPROVEMENT FUND</b>		
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>
<b>SECTION 10. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND</b>		
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>
<b>SECTION 11. MOYOCK WATERSHED IMPROVEMENT FUND</b>		
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>
<b>SECTION 12. NORTHWEST WATERSHED IMPROVEMENT FUND</b>		
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>
<b>SECTION 13. OCEAN SANDS NORTH &amp; CROWN POINT WATERSHED IMPROVEMENT FUND</b>		
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>
<b>SECTION 14. WHALEHEAD WATERSHED IMPROVEMENT FUND</b>		
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>

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<b>SECTION 15. WHALEHEAD BEACH SOLID WASTE COLLECTION &amp; DISPOSAL SERVICE DISTRICT</b>		
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>
<b>SECTION 16. CAPITAL IMPROVEMENT FUND</b>		
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>
<b>SECTION 17. SCHOOL CAPITAL FUND</b>		
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>
<b>SECTION 18. TRANSFER TAX CAPITAL FUND</b>		
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>
<b>SECTION 19. LAND BANKING FUND</b>		
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>

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<b>SECTION 20. OCEAN SANDS WATER AND SEWER FUND</b>		
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		<u>\$ 1,947,964</u>
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		<u>\$ 1,947,964</u>
<b>SECTION 21. MAINLAND WATER FUND</b>		
A. Estimated Resources:		
Operating revenues		3,200,648
Transfer in		425,000
Investment earnings		35,040
TOTAL ESTIMATED RESOURCES		<u>\$ 3,660,688</u>
B. Appropriations:		
Administration		361,584
Water Treatment Operations		1,285,908
Debt Service		1,480,546
Capital Outlay		532,650
TOTAL APPROPRIATIONS		<u>\$ 3,660,688</u>
<b>SECTION 22. MAINLAND WATER DEVELOPMENTAL FEE FUND</b>		
A. Estimated Resources:		
Operating revenues		425,000
TOTAL ESTIMATED RESOURCES		<u>\$ 425,000</u>
B. Appropriations:		
Transfers to other funds		425,000
TOTAL APPROPRIATIONS		<u>\$ 425,000</u>
<b>SECTION 23. SOLID WASTE FUND</b>		
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		<u>\$ 5,229,730</u>
B. Appropriations:		
Administration		106,399
Solid Waste Operations		5,002,459
Capital Outlay		120,872
TOTAL APPROPRIATIONS		<u>\$ 5,229,730</u>

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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 had 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.
<b>SECTION 38. USE OF BUDGET ORDINANCE</b>	
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

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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
<hr/>		
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

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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

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	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

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<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	

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<b>SECTION 2 - PAYMENTS TO BOARDS</b>		
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.		
<b>SECTION 3 - NEW APPOINTMENTS</b>		
<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.		
<b>SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS</b>		
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.		
<b>PART-TIME/TEMPORARY PAY RATES</b>		
<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
<b>Parks &amp; Recreation Temporary Staff</b>		
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

<b>SECTION 5 - TRAVEL</b>	
<u>Per Diem Rate</u>	
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	annual	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	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:			
CCRC		\$175.00	per weekend day	
CCRC		\$125.00	per week day	
CCRC	Hourly rental of indoor arena	\$25.00	per hour	
CCRC	Outdoor Arena:			
CCRC		\$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/eft fee	\$25.00		
Communications	CD: 911 Data	\$25.00		
Communications	911 Incident Report/911 Transcripts	\$1.00	per page	

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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	\$50each/ 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	\$	0.10
Community Development	Public Copies - 2 sided	\$0.15	\$	0.15
Community Development	Public Copies color up the 8.5" X 14"	\$0.25	\$	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/eft 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

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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	Rate increase effective with billings on or after January 1, 2014
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	

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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 (condos, cottage courts, apartments)
S Outer Banks Water	Impact Fee standard 3/4" meter, multifamily	VOH	\$1,000.00	Each habitable unit
S Outer Banks Water	Impact Fee standard 3/4" meter, restaurants	VOH	\$1,000.00	per 16 seats or fraction thereof
S Outer Banks Water	Impact Fee standard 3/4" meter, sewer	VOH	\$700.00	
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	\$1.00 each additional page
Sr. Center	Fax - Incoming		\$1.00	
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	G.S. 105-357(b)(2)
Tax	Returned check/credit card/debit card/EFT/ACH fee		\$25.00	All other than taxes
Tax	Property Record Card		\$0.50	each

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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	Based on type of Tour and Resources
	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.			

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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-

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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
<b>Explanation:</b>	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.				
<b>Net Budget Effect:</b>	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.

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		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</u>				
66868-511000	Telephone & Postage	\$	10,000		
66868-557100	Software License Fees	\$	290		
66868-588000	Contingency			\$	10,290
		\$	10,290	\$	10,290
<b>Explanation:</b>	Southern Outer Banks Water (66868) - Transfer funds from contingency for increased postage costs and software license fees.				
<b>Net Budget Effect:</b>	Southern Outer Banks Water (66) - No change.				
		Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
<u>Account Number</u>	<u>Account Description</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
		\$	4,627	\$	4,627
<b>Explanation:</b>	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.				
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.				

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		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
		\$	1,500	\$	1,500
<b>Explanation:</b>	Knotts Island Fire Services (12548) - Transfer budgeted funds for operations for the remainder of the fiscal year.				
<b>Net Budget Effect:</b>	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
		\$	29,750	\$	29,750
<b>Explanation:</b>	Mainland Water (61818) - Increase appropriations due to increase postage and utilities and transfer funds for operations.				
<b>Net Budget Effect:</b>	Mainland Water Fund (61) - Increased by \$18,361.				

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	<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>
<b>Explanation:</b>	Solid Waste (63838) - Increase appropriation for increased tire disposal costs and for facility repairs.		
<b>Net Budget Effect:</b>	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 3<sup>rd</sup> 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.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	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.

<b>CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY</b>									
<b>BUDGET ORDINANCE</b>									
For the Year Ending June 30, 2020									
<p>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.</p>									
<b>SECTION 1. OCCUPANCY TAX - PROMOTION</b>									
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>				-		
	<b>TOTAL ESTIMATED RESOURCES</b>		<b>\$ 12,978,911</b>						
B. Appropriations:									
	Occupancy Tax - Promotion	\$	3,869,343						
	Occupancy Tax - Tourism related		9,109,568						
			<u>12,978,911</u>						
	<b>TOTAL APPROPRIATIONS</b>		<b>\$ 12,978,911</b>						
<p>The information above is presented in summary form. Complete detailed information is available in the County budget.</p>									

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**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 had 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**

Communication: Minutes for June 3, 2019 (Approval Of Minutes for June 3, 2019)

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.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	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.

<b>OCEAN SANDS WATER AND SEWER DISTRICT</b>									
<b>BUDGET ORDINANCE</b>									
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.									
<b>SECTION 1. OCEAN SANDS WATER &amp; SEWER DISTRICT</b>									
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>					
	<b>TOTAL ESTIMATED RESOURCES</b>			<b>\$ 1,947,964</b>					
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>					
	<b>TOTAL APPROPRIATIONS</b>		<b>\$</b>	<b>1,947,964</b>					
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.

<b>SECTION 4. MEMORANDA</b>	
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 had 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.
<b>SECTION 38. USE OF BUDGET ORDINANCE</b>	
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**

Communication: Minutes for June 3, 2019 (Approval Of Minutes for June 3, 2019)

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.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	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

Number 2019138

### BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th 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>	
62828-587067 62390-499900	T T - Mainland Central Sewer Appropriated Retained Earnings	\$	3,000	\$	3,000
64390-495067 64848-561900	T F - Mainland Central Sewer Administration	\$	3,500	\$	3,500
65858-587067 65390-499900	T T - Mainland Central Sewer Appropriated Retained Earnings	\$	2,200	\$	2,200
67390-495062	T F - Newtown Road Sewer			\$	3,000
67390-495065	T F - Maple Commerce Park Sewer			\$	2,200
67390-495068	T F - Walnut Island Sewer			\$	86,000
67878-587064	T T - Maple Commerce Park Sewer	\$	3,500		
67878-588000	Contingency	\$	87,700		
68868-587067 68390-499900	T T - Mainland Central Sewer Appropriated Retained Earnings	\$	86,000	\$	86,000
		<u>\$ 185,900</u>		<u>\$ 185,900</u>	

**Explanation:** Newtown Road Sewer (62828); Maple Commerce Park Sewer (64848); Moyock Commons Sewer (65858); Mainland Central Sewer (67878); Walnut Island Sewer (68868) - Transfer cash balances from the County sewer funds on mainland Currituck to the Mainland Central Sewer fund to merge assets of the mainland sewers and close out the residual funds.

**Net Budget Effect:** Newtown Road Sewer Fund (62) - Decreased by \$3,000.  
Maple Commerce Park Sewer Fund (64) - Increased by \$3,500.  
Moyock Commons Sewer Fund (65) - Decreased by \$2,200.  
Mainland Central Sewer Fund (67) - Increased by \$87,700.  
Walnut Island Sewer Fund (68) - Decreased by \$86,000.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: 2019-June 17\_General Meeting\_BA (Budget Amendments)

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 17th day of June 2019, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2019.

Account Number	Account Description	Debit		Credit	
		Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense	
10510-503000	Salaries - Part-time	\$	1,125		
10510-532001	Canine Supplies	\$	750		
10510-503500	Temporary Services			\$	1,125
10510-554000	Insurance & Bonds			\$	305
10510-531000	Fuel			\$	445
10775-511000	Telephone & Postage	\$	100		
10775-506000	Insurance Expense			\$	100
10795-511010	Data Transmission	\$	175		
10795-511010	Insurance Expense			\$	175
10650-514000	Travel	\$	300		
10650-514500	Training & Education	\$	200		
10650-511000	Telephone & Postage			\$	500
10415-514000	Travel	\$	1,000		
10415-553000	Dues & Subscriptions			\$	1,000
10511-514000	Travel	\$	1,000		
10511-531000	Fuel	\$	500		
10511-506000	Insurance Expense			\$	1,500
10460-516400	Equipment Maintenance	\$	1,000		
10460-506000	Insurance Expense			\$	1,000
10606-531000	Fuel	\$	300		
10606-506000	Insurance Expense			\$	300
10530-533900	Ambulance Supplies	\$	500		
10530-511000	Telephone & Postage			\$	500
10445-545000	Employee Assistance	\$	1,000		
10445-506000	Insurance Expense			\$	1,000
10796-545000	Contract Services	\$	200		
10796-506000	Insurance Expense			\$	200
10440-553000	Dues & Subscriptions	\$	40		
10440-561000	Professional Services	\$	2,000		
10440-506000	Insurance Expense			\$	300
10440-545000	Contract Services			\$	1,740
61818-531000	Fuel	\$	3,000		
61818-532000	Supplies	\$	500		
61818-506000	Insurance Expense			\$	500
61818-516000	Repairs & Maintenance			\$	3,000
63838-545900	Tire Disposal	\$	3,500		
63838-545600	Site Work			\$	3,500
		<u>\$</u>	<u>17,190</u>	<u>\$</u>	<u>17,190</u>

**Explanation:** Various Departments - Transfers for operations for the remainder of this fiscal year.

**Net Budget Effect:** Operating Fund (10) - No change.  
Mainland Water Fund (61) - No change.  
Solid Waste Fund (63) - No change.

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\_\_\_\_\_  
Clerk to the Board

Attachment: 2019-June 17\_General Meeting\_BA (Budget Amendments)

Number 2019140

### BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th 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>
	Restitution JCPC Administration	\$ 2,400	\$ 2,400
		<u>\$ 2,400</u>	<u>\$ 2,400</u>

**Explanation:** Juvenile Crime Prevention Council (10794) - Transfer funds from the JCPC Council to the Restitution program for additional client programming. This has been approved by the JCPC Council and the NC Department of Public Safety.

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

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\_\_\_\_\_  
Clerk to the Board

Attachment: 2019-June 17\_General Meeting\_BA (Budget Amendments)

Number 2019141

### BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 17th 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>	
67878-513000	Utilities	\$	11,000		
67878-514000	Travel	\$	150		
67878-533800	Chemicals	\$	15,000		
67878-588000	Contingency			\$	26,150
		<u>\$</u>	<u>26,150</u>	<u>\$</u>	<u>26,150</u>

**Explanation:** Mainland Central Sewer (67878) - Transfer funds for mainland sewer operations.

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

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: 2019-June 17\_General Meeting\_BA (Budget Amendments)

**RESOLUTION AUTHORIZING THE COUNTY OF CURRITUCK  
TO PROVIDE FOR THE DEFENSE OF A CIVIL ACTION  
BROUGHT AGAINST DANIEL F. SCANLON, II IN HIS OFFICIAL AND  
INDIVIDUAL CAPACITY AS COUNTY MANAGER**

WHEREAS, N. C. Gen. Stat. §160A-167 provides that a county may provide for the defense of any civil action or proceeding brought against a county officer or employee either in the official or individual capacity, or both, of the county officer or employee on account of any act allegedly done or omission allegedly made in the scope and course of the employment or duty of the county officer or employee; and

WHEREAS, the County of Currituck is informed that a civil action is pending entitled in part “Corolla Civic Association, et al. v. Currituck County, North Carolina, et. al., File No. 19-CVS-171” naming as defendant County Manager Daniel F. Scanlon, in his individual and official capacities on account of acts allegedly done or omissions allegedly made in the scope and course of his employment and duties as a County of Currituck officer and employee; and

WHEREAS, it is appropriate that the County of Currituck provide defense to the pending civil action for Daniel F. Scanlon, II as an officer and employee of the County of Currituck.

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

Section 1. The County of Currituck shall provide for the defense of Daniel F. Scanlon, II in the civil action entitled in part “Corolla Civic Association, et al. v. Currituck County, North Carolina, et. al., File No. 19-CVS-171”.

Section 2. Daniel F. Scanlon, II may be provided defense by the County Attorney, other legal counsel retained by the county or legal counsel retained by the insurance provider for the County of Currituck.

Section 3. This resolution is effective upon adoption.

ADOPTED the 17<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
Bob White, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton,

[COUNTY SEAL]

Attachment: Resolution-Defense of civil action 061719 (Resolution-Defense Against Civil Action-Scanlon)

**WHEREAS**, the Board of Commissioners of Currituck County, North Carolina, during its regular meeting held on June 17, 2019, authorized the following property listed below be declared surplus and disposed of; and

**WHEREAS**, Sheriff Beickert has requested that upon the retirement of Sergeant Randall S. Jones that his duty weapon, a Glock 22 handgun, Serial #PVF942, be given to him. Mr. Jones has made the request to purchase same upon his retirement.

**ADOPTED**, this the 17th day of June, 2019.

\_\_\_\_\_  
Bob White, Chairman

ATTEST:

(SEAL)

\_\_\_\_\_  
Clerk to the Board

Attachment: Sheriff Retirement Surplus Resolution-Jones\_Randall (Resolution-Sheriff Dept-Surplus and Purchase of Duty Weapons)



*From the desk of*  
**Sheriff Matthew W. Beickert**

**Currituck County, North Carolina**

407 Maple Road, Maple, North Carolina 27956  
Office: (252) 453-8204 • Fax: (252) 453-2238  
matt.beickert@currituckcountync.gov

May 30, 2019

To: The Currituck County Commissioners  
Ref: Sgt. Randall Scott Jones-Retirement  
May 31, 2019

Sgt. Randall S. Jones has retired from the Currituck County Sheriff's Office effective Friday, May 31, 2019. He had been with our agency in good standing since November 23, 2005. It has been our policy to allow deputies, upon retirement, the option of purchasing their issued service weapon for the total sum of one dollar (\$1.00). Jones' issued service weapon is a Glock 22 handgun, serial # PVF942, and has made the request to purchase same upon his retirement.

Sheriff, Matthew Beickert  
Currituck County Sheriff

Attachment: Sheriff Letter-Jones Retirement (Resolution-Sheriff Dept-Surplus and Purchase of Duty Weapons)

**RESOLUTION APPROVING THE EXHIBITION, USE AND DISCHARGE OF  
PYROTECHNICS AT EAGLE CREEK GOLF COURSE  
IN MOYOCK, NORTH CAROLINA**

**WHEREAS**, pursuant to N.C. Gen. Stat. §14-410 and §14-413, a display operator that will exhibit, Use or discharge pyrotechnics at a public exhibition must receive written authority for such public exhibition from the Board of Commissioners for a county; and

**WHEREAS**, a display operator must provide proof of insurance in the amount of at least \$500,000.00; and

**WHEREAS**, Wetzel Pyrotechnics, Inc. is under contract with Tim Paasch to provide an exhibition of fireworks i n Moyock at property known as Eagle Creek Golf Course, 109A Greenview Rd. in Moyock, North Carolina, on Saturday, July 6, 2019, which will be a public exhibition, and Wetzel Pyrotechnics has provided a certificate of insurance evidencing hsurance coverage in an amount in excess of \$500 000.00.

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

Section1. Wetzel Pyrotechnics, is authorized to exhibit, use or discharge pyrotechnics for public exhibition at that property known as Eagle Creek in Moyock, 109A Greenview Road, Moyock, North Carolina, 27958, on Saturday, July 6, 2019 at 9:00 PM.

Section 2. This resolution shall be effective upon adoption.

**ADOPTED** this 17th day of June, 2019.

\_\_\_\_\_  
Bob White, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

Attachment: Fireworks Resolution-Eagle Creek (Fireworks Resolution-Eagle Creek Golf Course)

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Currituck Road Name: Holly Ridge Drive  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Holly Ridge Length (miles): 0.4 total

Number of occupied homes having street frontage: 24 Located (miles): 0.1

miles N  S  E  W  of the intersection of Route 1214 and Route 1282.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Holly Ridge in Currituck County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Jerry Old, Currituck Homes, Inc. Phone Number: 252-207-3002

Street Address: 101 Oak Street, Moyock, NC 27958

Mailing Address: PO Box 505, Moyock, NC 27958

**PROPERTY OWNERS**

Name Mailing Address Telephone

Currituck Homes, Inc. (the Developer) owns Lots 9, 17, 18, 20, 22, 25 as well as Open Space #1 and Open Space #3. The other 18 lots have been sold and houses constructed on them. Petitioner believes all 18 other lots are occupied as principal residences.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment: Road Addition-Holly Ridge Drive-2019-6-17 (Road Addition Petition-Holly Ridge Drive)

- INSTRUCTIONS FOR COMPLETING PETITION:**
1. Complete Information Section
  2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
  3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
  4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
  5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
  6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block  
 Rural Road     Subdivision platted prior to October 1, 1975     Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-or-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Holly Ridge Drive	24	0.4 miles			

Attachment: Road Addition-Holly Ridge Drive-2019-6-17 (Road Addition Petition-Holly Ridge Drive)



1805 West City Drive  
Unit E  
Elizabeth City, NC 27909

P 252.621.5030  
F 252.562.6974  
[www.timmons.com](http://www.timmons.com)

June 4, 2019

Ms. Leeann Walton, Clerk to the Board  
Currituck County  
153 Courthouse Road, Suite 204  
Currituck, NC 27929

RE: Petition to NCDOT to Accept Holly Ridge Drive into the State Secondary Roadway System

Dear Leeann:

We are requesting that Currituck County consider submitting an NCDOT Petition for Road Addition for Holly Ridge Drive located at Holly Ridge off Guinea Road and Bumbleberry Drive in Moyock. There are enough occupied homes on this road to meet the requirements for addition into the State's roadway system.

We are therefore asking the County Commissioners to adopt a resolution to make this petition to NCDOT at the Board's next opportunity.

Along with the petition, we are including two copies each of the recorded Subdivision Plats.

Please let us know if you require any additional information for the Board's consideration.

Sincerely,

Edward T. Hyman, PLS

Cc: Currituck Homes, Inc.

Attachment: Road Addition-Holly Ridge Drive-2019-6-17 (Road Addition Petition-Holly Ridge Drive)



Attachment: Road Addition-Holly Ridge Map (Road Addition Petition-Holly Ridge Drive)