



**Board of Commissioners  
Agenda Packet**

**September 5, 2017**

**Work Session**

4:30 PM Fire Services

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Frank Custer, Mt. Zion United Methodist 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.*

**New Business**

A) **Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Certain Sections of Article II and Article III, Chapter 10 of the Currituck County Code of Ordinances Regulating the Use of County Parks, Public Beach Accesses and Boat Ramps.**

B) **Consent Agenda**

1. Approval Of Minutes for August 21, 2017
2. Budget Amendments
3. Classification Chart Revisions
4. Job Description Revision-Water Treatment Plant Supervisor
5. Master Fee Schedule Revision

C) **Commissioner's Report**

D) **County Manager's Report**

**Recess****Special Meeting of the Tourism Development Authority**

TDA Budget Amendments

**Adjourn Special Meeting****Closed Session**

Amended Item-Closed Session Pursuant to G.S. 143-318-11(a)(3) to Consult with the County Attorney in Order to Preserve Attorney-Client Privilege

**Adjourn**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1978)**

**Agenda Item Title**

4:30 PM Fire Services

**Brief Description of Agenda Item:**

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1981)**

**Agenda Item Title**

Consideration of An Ordinance of the Currituck County Board of Commissioners Amending Certain Sections of Article II and Article III, Chapter 10 of the Currituck County Code of Ordinances Regulating the Use of County Parks, Public Beach Accesses and Boat Ramps.

**Brief Description of Agenda Item:**

Revisions to the Park Usage Ordinance based on comments and input received from Commissioners will be presented for Board consideration.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Ike McRee

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AMENDING CERTAIN SECTIONS OF CHAPTER 10. PARKS AND RECREATION  
OF THE CURRITUCK COUNTY CODE OF ORDINANCES**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-121 a county may by ordinance define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and

WHEREAS, pursuant to N.C. Gen. Stat. §153A-169 a county may by ordinance regulate the use of county property.

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

PART I. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Chapter 10, Article II, Division 3 of the Code of Ordinances to read as follows:

**DIVISION 3. - ~~WHALEHEAD~~ BOAT RAMPS**

**Sec. 10-81. - Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Facility* means ~~the easement along Club Road from Ocean Trail to the public parking areas, launching ramps, docks, and piers located in Poplar Branch Township, Corolla Light P.U.D. Phase 9, Whalehead Club and the public parking areas, launching ramps, docks, and piers.~~

*Motorboat* means any vessel equipped with propulsion machinery of any type, whether or not such machinery is the principal source of propulsion.

*Vessel* means every description of watercraft or structure, other than a seaplane on the water, used or capable of being used as a means of transportation or habitation on the water.

**Sec. 10-82. - Construction of division.**

The provisions of this division shall be liberally construed to effectively carry out its purposes.

**~~Sec. 10-83. - Penalty for violation of division.~~**

~~(a) The violation of any provision of this division shall be a misdemeanor, and, upon conviction, the violator shall be punished as provided by [section 1-8](#).~~

~~(b) In addition, enforcement of this division may be by appropriate equitable remedy, injunction or order of abatement issuing from a court of competent jurisdiction pursuant to G.S. 153A-123.~~

**Sec. 10-84 83. - Closing and opening hours.**

The facility ~~shall~~ is open at 4:00 a.m. and close at 12:00 midnight daily unless otherwise posted.

**~~Sec. 10-85. -- Entrance pass required.~~**

~~A person entering upon the facility by foot or motor vehicle may be required at the entrance of the facility to state the purpose for which the person intends to use the facility and to receive a pass to enter onto the facility. This subsection shall not be construed so as to regulate or restrict the use of the facility in a way that would discourage public use of the facility.~~

**Sec. 10-86 84. - Litter.**

It ~~shall be~~ is unlawful for any person to deposit litter, trash, garbage or other refuse at any place on the facility except in receptacles provided for disposal of trash, garbage or other refuse.

**Sec. 10-87 85. - Parking.**

(a) *Unlawful parking.* No person shall leave, or cause to be left, any vehicle, boat, trailer or other obstruction on the facility in such a location, position or condition that it will prevent, impede or inconvenience the use by other persons of the facility, or leave parked any vehicle, boat trailer or other objects at any place on the facility other than on such place or zone as is designated as an authorized parking zone and posted and marked as a parking zone.

(b) *Twenty-four-hour parking.* No person shall leave, or cause to be left, a vehicle parked in the parking area of the facility for longer than 24 hours.

(c) *When facility is full.* At any time when the designated parking area of the facility is fully occupied, any person may enter and use the facility, provided the person makes other arrangements for parking and violates none of the provisions of this division.

**Sec. 10-88 86. - Launching, retrieving, mooring vessels.**

Motorboats and vessels may be launched and retrieved only at the boat ramp area of the facility. No person shall moor a motorboat or vessel to the dock or pier area of the facility for longer than 24 hours except that at Corolla Historic Park motorboats and vessels may be moored during park operating hours and county approved events and no motorboat or vessel may be moored at Currituck County Rural Center.

**Sec. 10-89 87. - Fishing; crabbing.**

A person may fish or crab from the dock or pier area of the facility but such activity shall not be conducted in a manner that prevents, impedes or inconveniences the use of the facility by other persons.

**~~Sec. 10-90. -- Noise.~~**

~~It shall be unlawful for any person on the facility to produce or emit noises, amplified speech, music or other sounds that annoy, disturb or frighten other persons.~~

**Sec. 10-91 88. - Fireworks, loaded firearms prohibited.**

It shall be unlawful for any person to possess pyrotechnics or a loaded firearm on the facility.

**~~Sec. 10-92. -- Intoxicating substances.~~**

~~It shall be unlawful for any person to possess or consume any beer, wine, whiskey, controlled substances or any other intoxicating substance, or to be intoxicated while on the facility or to sell, attempt to sell beer, wine, whiskey, controlled substance or any other intoxicating substance on the facility.~~

**~~Sec. 10-93. -- Animals.~~**

~~It shall be unlawful for any person to cause or permit any animal owned by or in the custody or control of the person to enter on the facilities except when restrained by a leash or to be left unattended on the facilities. The provisions of this subsection do not apply to:~~

~~(1) A dog being used by a law enforcement officer to carry out the law enforcement officer's official duties; or~~

~~(2) A dog being used in a lawful hunt.~~

**Sec. 10-94 89. - Aircraft prohibited.**

It shall be unlawful for any person to voluntarily bring, land or cause to descend or alight, ascend or take off on or from the facility any airplane, flying machine, balloon, parachute, hang glider or other apparatus for aviation.

**Sec. 10-95 90. - Unlawful alteration, destruction.**

It shall be unlawful for any person to willfully or carelessly destroy, damage or deface the facility or to build, maintain, extend or make structural alterations to the facility.

**~~Sec. 10-96. -- Commercial enterprises.~~**

~~It shall be unlawful for any person to engage in business, conduct commercial activity, or solicit contributions for any purpose on the facility except when part of a county sponsored activity or event specifically authorized by the county manager, or licensee operating and managing the facility, or pursuant to a concession license agreement with the county or licensee operating and managing the facility.~~

PART II. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Chapter 10, Article II, Division 5 of the Code of Ordinances to read as follows:

**DIVISION 5. - ~~SOUTHERN AREA BEACH ACCESS~~ AREAS AT PINE ISLAND**

**~~Sec. 10-106. -- Penalty for violation of division.~~**

~~(a) The violation of any provision of this division shall be a misdemeanor, and, upon conviction, the violator shall be punished as provided by section 1-8, by a fine of not more than \$500.00 or by imprisonment for not more than 30 days.~~

~~(b) In addition, enforcement of this division may be by appropriate equitable remedy, injunction or order of abatement issuing from a court of competent jurisdiction pursuant to G.S. 153A-123.~~

**~~Sec. 10-107. -- Closing and opening hours.~~**

~~The parking lot shall be open at 6:00 a.m. and close at 10:30 p.m. daily.~~

**~~Sec. 10-108~~ 106. - Litter.**

It shall be unlawful for any person to deposit letter, trash, garbage or other refuse at any place in the facility or on the beach except in the proper receptacles provided there for such disposal.

**~~Sec. 10-109~~ 107 - Parking.**

(a) *Unlawful parking.* No person shall leave, or cause to be left, any vehicle, trailer or other obstruction on the facility in such a location, position or condition that it will prevent, impede or inconvenience the use of the facility by other persons, or leave parked any vehicle or trailer or other object at any place on the facility other than at such place or zone as is designated as an authorized parking zone and clearly marked as such.

(b) *Overnight and twenty-four hour parking.* No person shall leave, or cause to be left, a vehicle or any other object, at the facility beyond 10:30 p.m., except in the event of a mechanical emergency, and then in that event the disabled vehicle or equipment must be removed from the facility within 24 hours of first being located thereon.



(c) *When facility is full.* At any time when the designated parking area of the facility is fully occupied, any person may enter and use the facility, provided the person makes other arrangements for parking and violates none of the other provisions of ~~these regulations~~ this division.

**~~Sec. 10-110. -- Noise.~~**

~~It shall be unlawful for any person on the facility to produce or emit noises, amplified music or speech, or make sounds that annoy, disturb or frighten other users of the facility or the neighbors thereto.~~

**~~Sec. 10-111~~ 108 . - Fireworks, loaded fire arms, bonfires prohibited.**

It shall be unlawful for anyone to possess pyrotechnics or a loaded firearm and/or kindle or maintain a beach fire or bonfire anywhere on the facility.

**~~Sec. 10-112. -- Animals.~~**

~~It shall be unlawful for any person to cause or permit any animal owned by or in the control or custody of that person to enter on the facility except when restricted by a leash or to be left unattended on the facilities. A dog being used by a law enforcement officer to carry out the officer's official duties will be exempt from this prohibition.~~

~~(a) A dog being used by a law enforcement officer to carry out the law enforcement officer's official duties; or~~

~~(b) A dog being used in a lawful hunt.~~

**~~Sec. 10-113~~ 109. - Unlawful alteration, destruction.**

It shall be unlawful for any person to willfully or carelessly destroy, damage or deface the facility, to build, maintain, extend or make structural alterations to the facility, or to in anyway disturb, destroy or damage the fore-dune vegetation in any manner, or to launch, tie-up or retrieve any water craft, or other craft, whatsoever, on, over, across or through the dune in such a way as to cause any disturbance to or displacement of any part of the dune and/or its vegetative cover.

**~~Sec. 10-114. -- Commercial enterprises.~~**

~~It shall be unlawful for any person to be intoxicated or under the influence of any controlled substance while on the facility, or to sell, attempt to sell, beer, wine, whiskey, a controlled substance or any other intoxicating substance on the facility.~~

PART III. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Chapter 10, Article III, Division 1 of the Code of Ordinances to read as follows:

**Sec. 10-131. - Parks owned by county designated public.**

All parks owned or controlled by the county are public parks. Currituck County parks are for the enjoyment of residents and visitors of the county.

**Sec. 10-132. - Hours of operation.**

County parks are open seven days per week, year round. The parks open at sunrise and close at sunset, unless otherwise posted. Gates may be locked at closing. After park closings, any individuals remaining or coming into the parks will be considered trespassing and subject to criminal prosecution. Vehicles remaining in the parks after closing will be locked in and not available to owners until the next park opening. The county is not responsible for the safe keeping of such vehicles.

**Sec. 10-133. - Prohibited activities.**

No person using or occupying a county parks, public beach access area or boat ramp shall drink, consume or possess any unsealed or opened container of alcoholic liquor or alcoholic beverage, nor shall any such person consume alcoholic liquor or any mixture thereof within the boundaries of such ~~recreation~~ areas. Illegal drugs and abusive language/behavior ~~is are not~~ allowed prohibited in a county parks, public beach access area or boat ramp. Notwithstanding the foregoing, a person using or occupying Knotts Island Ruritan Park; Currituck County Rural Center (CCRC), Soundside Park or Historic Corolla Park properties may drink, consume, possess or serve alcoholic beverages pursuant to rules and regulations adopted from time to time by the board of commissioners.

**Sec. 10-134. ~~Dogs~~ Animals in County Parks, Public Beach Accesses and Boat Ramps.**

~~(a) Except as permitted herein, dogs are not permitted in county parks except service dogs for the disabled. Notwithstanding the foregoing, dogs are permitted in the county park located at 140 Gabbard Lane, Spot, North Carolina when in compliance with the conditions set forth in subsections (1) through (7) of subsection (b) below.~~

~~(b)(a) Dogs may be~~ are permitted in county parks, public beach accesses and boat ramps for a particular purpose sponsored by a group, association or organization that has obtained a permit under section 10-148 of this Code and with the following conditions:

- (1) Dogs must have current vaccinations and licenses. Proof of vaccinations and licensure is required upon request of ~~the group, association or organization permitted to use a county park for a particular purpose,~~ a law enforcement officer or animal control officer, or other county official.

- (2) Dogs under four months of age or female dogs in heat are not permitted.
- (3) Dogs must be under the control of an adult at all times, must wear a collar or harness with any required tags and must be on a leash unless part of a specially trained performing group under the voice control ~~which specially trained performing group is included in the permit of the sponsoring group, association or organization.~~
- (4) Each dog owner or adult in control of a dog shall remove and dispose of their dog's fecal matter ~~in containers provided for such disposal.~~
- (5) Aggressive dogs are not permitted, and any dog displaying aggression shall be immediately removed from the county park.
- (6) No dog shall be left unattended.
- (7) Dog owners or adults in control of a dog shall provide potable drinking water for their dog.
- (8) No dog is permitted at Currituck Community Park Athletic Complex during scheduled athletic events.

#### **Sec. 10-135. - Firearms.**

Firearms and hunting are not allowed in county parks. Firearms used for hunting are permitted, provided they are kept in a locked case at all times while on park grounds.

#### **Sec. 10-136. - Hitting golf balls.**

It shall be unlawful for any person to drive or hit a golf ball with any golf club in or upon ~~any area in the county under the supervision and control of the department of recreation as a public park or public playground~~ a county park.

#### **Sec. 10-137. - Kite-flying.**

Kite-flying at Maple Park only is not permitted. Kite-flying at all other county parks is permitted.

#### **Sec. 10-138. - Water-related activities.**

Fishing is permitted at all county parks. Catch and release fishing only is permitted at Maple Park. Except at Historic Corolla Park, ~~S~~swimming and wading are prohibited in all county parks. Boating and motorized water activities are permitted in those county parks that have boating access ramps.

**Sec. 10-139. - Vehicles.**

All vehicles including bicycles must be parked in parking spaces provided. Bicycles, roller skating, roller blading, segways, golf carts, electric vehicles and skateboards are allowed in designated areas only. Go-carts, motorized trail bikes, all-terrain vehicles, and minibikes, etc., are prohibited at county parks. Remote-controlled cars, planes, and boats are prohibited at Maple Park only.

**Sec. 10-140. - Park grills.**

Park grills are designed for charcoal only. Charcoal should be left in the grills after cooking for disposal by county personnel. Personal cooking grills no larger than 24 inches in diameter are allowed but may not be used under any shelters. It is unlawful to gather and burn wood.

**Sec. 10-141. - Picnic shelters and park facilities.**

All picnic shelters and park facilities are available on a first-come basis. The pavilions at each park are available on a first-come basis unless previously reserved. Reservations of the pavilions for designated hours may be made by signing an agreement obtained from the ~~Currituck County Parks and Recreation Department~~ county and paying payment of the required fees. Reservation agreements must be signed and ~~on~~ filed in with the ~~Currituck County Parks and Recreation Department~~ county prior to use. The person signing the reservation agreement is ~~held~~ liable for cleanup and any damages or maintenance fees incurred as a result of his/her group's activities. Facilities ~~should~~ must be left as found.

**Sec. 10-142. - Cooking trailers and equipment.**

Cooking trailers and equipment are allowed at the pavilions in county parks. However, the hauling vehicle must be disconnected and the vehicle parked in the parking lot. No other trailers will be allowed next to the shelters.

**Sec. 10-143. - Commercial activity.**

(a) Except as indicated in subsection (b), no person may engage in commercial activity in a county park, public beach access or boat ramp, which includes but is not limited to the sale or attempted sale or advertisement for sale of any goods or services on recreational premises.

(b) The provisions of subsection (a) of this section do not apply to county-sponsored activities or other events specifically authorized by the county manager or commercial activity conducted pursuant to a concession license agreement with the county.

**Sec. 10-144. - Amplified music.**

Amplified music, when compliant with Chapter 9, Article II of this Code and used during a county-sponsored activity or county approved event, is permitted in county parks. ~~as long as it~~

~~complies with the Currituck County Noise Control Ordinance, Chapter 9, Article II of the Currituck County Code of Ordinances.~~

**Sec. 10-145. - Decorations.**

The nailing, stapling, and/or tacking of decorations to any park structures are not allowed.  
The taping of decorations to parks structures is permitted.

**Sec. 10-146. - Fees.**

Fees may be charged to enter or use the facilities of in county parks in accordance with the execution of an agreement with the ~~Currituck County Parks and Recreation Department~~ county.  
The county may charge ~~such~~ a fee for special events.

**Sec. 10-147. - Waterfowl and wildlife.**

Park patrons are encouraged to observe the parks' waterfowl and other wildlife. However, handling, feeding, harassment, and/or the capture of wildlife is prohibited on county parks.

**Sec. 10-148. - Recreational facilities.**

(a) The softball fields, volleyball courts, horseshoe pits, and other recreational facilities are provided for and maintained by ~~Currituck County~~ the county. Park patrons are responsible for supplying their own athletic equipment ~~such as softball gloves, bats and balls, Frisbees, volleyballs, horseshoes, etc.~~

(b) Whenever any group, association or organization desires to use recreational facilities for a particular purpose, a representative of the group, association or organization shall first obtain a permit from the director of recreation for such purposes. A person seeking issuance of a permit under this subsection shall file an application with the director. The application shall state the following:

(1) The name and address of the applicant.

(2) The name and address of the person, corporation or association sponsoring the activity, if any.

(3) The day and hours for which the permit is desired.

(4) The park or portion thereof for which such permit is desired.

(5) An estimate of the anticipated attendance.

(6) Any other information which the director shall find reasonably necessary to a fair determination as to whether a permit should issue under this subsection.

(c) The director shall issue a permit when ~~he~~ the director finds that:

(1) The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.

(2) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

(3) The proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.

(4) The proposed activity or use will not entail unusual, extraordinary or burdensome expense or sheriff operation by the county.

(5) The facilities desired have not been reserved for use at the date and hour required in the application.

(d) Within 14 days after receipt of an application, the director shall advise an applicant in writing of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal in writing within seven days, to the office of the county manager, which shall consider the application under the standards set forth in this subsection and sustain or overrule the director's decision, within seven days. The decision of the county manager or his designee shall be final.

(e) A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the rules and regulations were inserted in the permit.

(f) The director ~~shall have the authority to~~ may revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

(g) ~~The director shall establish a fee schedule for the use of recreational facilities will be in accordance with the county fee schedule adopted by the board of commissioners. subject to the approval of the county manager or his designee. The fees shall be reviewed annually, and the county manager or his designee is authorized to make such adjustments in the fees as he deems appropriate.~~ An accurate copy of the fee schedule shall be posted in a conspicuous place in the office of the department.

(h) An entire county park may only be rented three days in one month, unless the Currituck County Recreation Advisory Board grants permission to the applicant. If the recreation advisory board does grant such permission, boat ramps will remain open to the public.

#### **~~Sec. 10-149. -- Violation of park rules and regulations.~~**

~~Violation of any of the park rules and regulations set forth in this article may result in the expulsion of the park patron with the possible denial of future privileges to use the county parks. In addition, violation of any of the park rules and regulations shall be a Class 3 misdemeanor,~~

~~punishable by a fine of not more than \$500.00 or by imprisonment for not more than 30 days for each separate violation. Each day any violation of this article shall continue shall constitute a separate offense, unless otherwise specified.~~

PART IV. The Code of Ordinances, Currituck County, North Carolina is amended by rewriting Section 1-8(i)(4) of the Code of Ordinances to read as follows:

(i) Upon determination of a violation of any section of this Code, the penalty for which is a civil penalty, the county shall cause a warning citation to be issued to the violator, setting out the nature of the violation, the date of the violation and an order to immediately cease the violation or, if the violation is in the nature of an infraction for which an order of abatement would be appropriate in a civil proceeding, stating a reasonable period of time in which the violation must be abated. The warning citation shall specify that a second citation shall incur a civil penalty. The initial issuance of a warning citation upon a violator as provided above shall not be required for the immediate imposition of civil penalties for a determination of a violation of any of the following provisions:

(1) Chapter 3, section 3-36;

(2) Chapter 8, article IV;

(3) Chapter 9, section 9-1, section 9-4, section 9-7, section 9-33;

(4) Chapter 10, ~~section 10-58, section 10-59, section 10-61, subsection 10-62(b), subsection 10-62(c), subsection 10-63(c), section 10-64, section 10-104;~~

(5) Chapter 12, article IV, section 12-62.

PART V. The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance.

PART VI. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

PART VII. This ordinance is effective upon adoption.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Bobby Hanig, Chairman  
Board of Commissioners

1 ATTEST:

2  
3 \_\_\_\_\_  
4 Leeann Walton, Clerk to the Board  
5  
6

7 APPROVED AS TO FORM:

8 \_\_\_\_\_  
9 Donald I. McRee, Jr., County Attorney  
10

11 Date adopted: \_\_\_\_\_  
12

13 Motion to adopt by Commissioner \_\_\_\_\_  
14

15 Second by Commissioner \_\_\_\_\_  
16

17 Vote: \_\_\_\_\_ AYES \_\_\_\_\_ NAYS  
18





**CURRITUCK COUNTY  
NORTH CAROLINA**

August 21, 2017

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION**

**1. 5:00 PM Moyock Wastewater Discussion-Use and Expansion**

The Currituck County Board of Commissioners attended a work session where County Engineer, Eric Weatherly, and County Manager, Dan Scanlon, presented information on Moyock Regional Wastewater use and capacity. Mr. Weatherly reviewed the plant systems and locations, expansion capabilities and presented a diagram of the existing force main. He presented user data, rate structures and loan and finance information and said the county would soon be looking to expand. Mr. Scanlon explained the revenue side of operation and the balance required between commercial and residential use for proper function. He reviewed consideration of the megasite and the need to reserve availability for commercial development. Mr. Scanlon discussed a developer who wished to finance the installation of a force main for a new Moyock residential development and presented flooding and drainage concerns, in addition to the location itself, as reasons for denial. The Land Use Plan update and its concentration on northern Moyock as a full service area for development was discussed. Additional topics included the possible expansion of the Walnut Island/Waterside plant for the Grandy area, a plant in Lower Currituck at the water park is under consideration and functionality of the privately-owned Eagle Creek plant.

**6:00 PM CALL TO ORDER**

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

Attendee Name	Title	Status	Arrived
Bobby Hanig	Chairman	Present	
Mike H. Payment	Vice Chairman	Present	
Paul M. Beaumont	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Marion Gilbert	Commissioner	Present	
Mike D. Hall	Commissioner	Absent	
Bob White	Commissioner	Present	

Chairman Hanig called the meeting to order. Commissioner Hall was not in attendance.

**A) Invocation & Pledge of Allegiance-Reverend Joe Griffith, Rehoboth Baptist Church**

Reverend Griffith was present and offered the Invocation and led the Pledge of Allegiance.

Communication: BOC Minutes for August 21, 2017 (Approval Of Minutes for August 21, 2017)

**B) Approval of Agenda**

Chairman Hanig amended the agenda to remove the Corolla Wild Horse Fund Presentation from the Administrative Reports section. Commissioner White moved to approve the agenda as amended and the motion was seconded by Commissioner Etheridge. The motion passed unanimously.

Approved agenda:

**Work Session**

5:00 PM Moyock Wastewater Discussion-Use and Expansion

**6:00 PM Call to Order**

A) Invocation & Pledge of Allegiance-Reverend Joe Griffith, Rehoboth 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.*

**Administrative Reports**

~~A) Corolla Wild Horse Fund Presentation-Executive Director, Linda Adkins-This item was removed from the agenda-Unable to attend.~~

B) Game Commission Informational Presentation-William Brumsey IV, Esq.

**Public Hearings**

A) **Public Hearing and Action: PB 15-26 Currituck County:**  
Request for a use permit to expand the existing Panther Landing Convenience Center located on Panther Landing Road in Moyock, Tax Map 14, Parcel 13B, Moyock Township.

**New Business**

A) **Resolution Authorizing the Upset Bid Process for the Sale of County Owned Property located on Bells Island Road, Parcel ID#0059000003A0000**

B) **Board Appointments**

1. Jury Commission Reappointment

C) **Consent Agenda**

Communication: BOC Minutes for August 21, 2017 (Approval Of Minutes for August 21, 2017)

1. Approval Of Minutes for August 7, 2017
2. Resolution on Sole Source Purchase of Ambulance Chassis
3. Resolution for Appointment of Review Officers
4. Job Description Revisions-Airport, Engineering, Sheriff, Soil and Water, Tourism and Utilities.
5. USFWS Mutual Aid Agreement for Disaster/Civil Emergency/All Hazards Incidents

#### **D) Commissioner's Report**

#### **E) County Manager's Report**

#### **Special Meeting of the Ocean Sands Water and Sewer District Board**

Bid Award Recommendation for Phase II Construction Project-Ocean Sands Wastewater Treatment Plant, Corolla

Public Hearing & Action: Financing and Contract Authorization for Phase II Construction of the Ocean Sands Wastewater Treatment Plant, Corolla

#### **Closed Session**

Closed session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned R.F. London, Inc. v. Currituck County and Letendre v. Currituck County

#### **Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### **PUBLIC COMMENT**

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

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

#### **ADMINISTRATIVE REPORTS**

##### **A. Corolla Wild Horse Fund Presentation-Executive Director, Linda Adkins**

This item was removed from the agenda. Ms. Adkins was unable to attend.

<b>RESULT:</b>	<b>WITHDRAWN</b>
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## **B. Game Commission Informational Presentation-William Brumsey IV, Esq.**

Attorney Bill Brumsey presented information on the Currituck County Game Commission, its purpose, its budget, and the duck program. Mr. Brumsey began with its establishment in 1921 to provide for better protection of game in Currituck County. Commission history, laws and statutes were reviewed and he discussed the contributions made by J.P. Knapp related to waterfowl hunting. Mr. Brumsey provided information on Commission membership and rules, management of duck blind applications and selection processes and renewal requirements for the existing 895 licensed blinds in Currituck County. He described the three types of blinds allowed for hunting, minimum standards and maintenance requirements. Fees and hunting rules were reviewed, with Wildlife Resources enforcing the laws. Youth program information was presented. He announced the upcoming appeals meeting on September 6, 2017, at 7 PM, Courtroom C, Currituck Courthouse, with more information available on line at [CurrituckGameCommission.com](http://CurrituckGameCommission.com).

## **PUBLIC HEARINGS**

### **A. Public Hearing and Action: PB 15-26 Currituck County:**

County Attorney, Ike McRee, presented the County's request for a continuance of the application until September 18, 2017, due to the county's appraiser being unavailable to provide testimony until that time.

Commissioner Payment moved to continue the item to September 18, 2017. The motion was seconded by Commissioner Gilbert and passed unanimously.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 9/18/2017 6:00 PM</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman	
<b>SECONDER:</b>	Marion Gilbert, Commissioner	
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner	
<b>ABSENT:</b>	Mike D. Hall, Commissioner	

## **NEW BUSINESS**

### **A. Resolution Authorizing the Upset Bid Process for the Sale of County Owned Property located on Bells Island Road, Parcel ID#0059000003A0000**

Attorney McRee reviewed the county's ownership of a property located on Bells Island Road and reviewed the Upset Bid process for disposal of property. He reviewed both the purchase request received from Mr. Hunter Stuart and the public advertising process, and he provided the staff recommendation for acceptance of the bid and Resolution for disposal of the property.

Commissioner Gilbert moved to accept the resolution authorizing the upset bid process for

Communication: BOC Minutes for August 21, 2017 (Approval Of Minutes for August 21, 2017)

the sale of county-owned property located on Bells Island Road, Parcel ID#0059000003A0000.

Commissioner Payment seconded the motion and the motion carried unanimously.

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING DISPOSAL OF REAL PROPERTY PURSUANT  
TO N.C. GEN. STAT. §160A-269**

WHEREAS, the County of Currituck owns the following 7.55 acre property on Bells Island Road, Currituck, North Carolina, Parcel Identification Number 0059000003A0000;

Being those lands allotted to R.B. Box and Charles G. Snowden by Order Confirming Petition in Civil No. 259, District Court of the United States for the Eastern District of North Carolina, said Order being duly of record in the Office of the Register of Deeds for Currituck County in Book 90 at Page 176. Charles G. Snowden conveyed his one-half interest to Mamie S. Blades, Widow, by deed duly of record in Book 87 at Page 218, the interest in the lands being the eighth item in said deed appearing in Book 87 at Page 220, and Mamie S. Blades then conveyed her one-half interest to William C. Meekins, Jr. and his wife, Mary Ellen B. Meekins in Book 188 at Page 71. The Meekins' then conveyed their one-half interest to the County of Currituck in Book 395 at Page 571.

Minnie F. Box, widow of Russell B. Box (1966 estate file in Pasquotank County) conveyed his one-half interest to Garland F. Humphries in Book 105 at Page 377. Humphries then conveyed the one-half interest to James H. Ferebee in Book 190 at Page 667. Ferebee then conveyed the one-half interest to Currituck County in Book 420 at Page 935, thus giving Currituck County full interest in the property.

The lands allotted in said Order of Petition are described in said Order as follows: Beginning on the South side of the State Highway leading from the mainland of Currituck County to Bells Island at a point which is seventeen hundred and twenty six (1726) feet (282 plus 1444) measured along said highway, eastwardly from the Northwest corner of the bridge on said highway over the outlet from a pond on the land of John E. Wood, sometimes called "Simmon's Pond", and from said point of beginning running Eastwardly along the South side of said highway one and thirty two hundredths (1.32) chains, thence Southwardly at right angles to said highway to Coinjock Bay, or Three Creeks, thence running westwardly along the shore line of Coinjock Bay, or Three Creeks and Coinjock Bay, to a point at the head of a small bay or estuary, thence running N. 16.25 East and along certain signs of an old creek Northwardly about 1169 feet to the point of beginning, containing 7.5525 acres as shown on said map of David Cox, Jr., see also map of Russell E. Snowden, Surveyor, in Book 72, Page 19 of the Currituck Registry.

and

WHEREAS, N.C. Gen. Stat. §160A-269 permits the County to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, the County has received an offer to purchase the property described above, for the amount of \$500.00, submitted by Hunter Stuart, 774 Bells Island Road, Currituck; and

WHEREAS, Hunter Stuart has paid the statutorily required five percent (5%) deposit on the offer;

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

Section 1. The Board of Commissioners authorizes sale of the property described above through the upset bid procedure set forth in N.C. Gen. Stat. §160A-269.

Communication: BOC Minutes for August 21, 2017 (Approval Of Minutes for August 21, 2017)

Section 2. The Clerk to the Board of Commissioners shall cause notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms established by this resolution under which the offer may be upset.

Section 3. Any person may submit an upset bid to the Office of the Clerk to the Board of Commissioners within ten (10) days after the notice of sale is published. Once a qualifying higher bid has been received, that bid will become the new offer.

Section 4. If a qualifying higher bid is received, the Clerk to the Board of Commissioners shall cause a notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

Section 5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

Section 6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The County will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The county will return the deposit of the final high bidder at closing.

Section 7. The terms of the final sale are that:

a. The Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed, and

b. The buyer must pay with cash at the time of closing.

Section 8. The County reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

Section 9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate County officials are authorized to execute the instruments necessary to convey the property by special warranty deed to Hunter Stuart.

ADOPTED this 21st day of August, 2017.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

## B) Board Appointments

### 1. Jury Commission Reappointment

A request received from Clerk of Superior Court, Ray Matusko, asked that Commissioner appointee to the Jury Commission, Vivian Simpson, be reappointed. Commissioner Beaumont motioned for approval of the appointment and Commissioner Etheridge seconded the motion. The motion passed unanimously.



<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

### C) Consent Agenda

Commissioner Gilbert moved for approval of the Consent Agenda. Commissioner White seconded and the motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### 1) Approval Of Minutes for August 7, 2017

##### 1. Minutes for August 7, 2017

#### 2. Resolution on Sole Source Purchase of Ambulance Chassis

#### **RESOLUTION AUTHORIZING THE PURCHASE OF CHASSIS, ASSOCIATED ACCESSORIES AND REMOUNTING OF WHEELED COACH AMBULANCES FROM SELECT CUSTOM APPARATUS THROUGH SOLE SOURCE PURCHASE**

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, to lengthen the service life of its Wheeled Coach ambulances the county Department of Fire and EMS is acquiring new ambulance chassis and associated accessories upon which the patient and equipment compartment is remounted; and

WHEREAS, ninety percent of the ambulances operated by the county Department of Fire and EMS are Wheeled Coach ambulances and the department has previously contracted with Select Custom Apparatus, a Wheeled Coach dealer, for purchase of chassis, associated accessories and remount of patient and equipment compartments; and

WHEREAS, crew familiarity and knowledge of the chassis, associated equipment and the patient and equipment compartment is critical to the success of the department's mission and patient safety as crews transition from one ambulance unit to another requiring standardization and compatibility of ambulances and associated equipment; and

WHEREAS, the acquisition of chassis, associated accessories and remount of patient and equipment compartments by Select Custom Apparatus will assure standardization and compatibility of the ambulance fleet operated by the Currituck County Department of Fire and EMS, and

WHEREAS, Select Custom Apparatus, is supplying the county with two (2) 2018 Freightliner M2 LP 4x2 chassis' for \$143,526.00 (VIN #1FVACWFD9JHJK0072 & VIN #1FVACWFD0JHJK0073), two (2) Wheeled Coach Ambulance module remounts for \$124,992.58, and Modification Additions for \$34,256.46, and

WHEREAS, the Board of Commissioners for Currituck County, North Carolina declares the following property as surplus and authorizes its use as a trade-in with \$5,000.00 trade-in allowance: Asset tag #6981, 2009

Freightliner Ambulance, VIN #1FVACWDK29HAF8509 and Asset tag #6983, 2009 Freightliner Ambulance, VIN #1FVACWDK09HAF8511, and

WHEREAS, the total price of the 2018 Freightliners, module remounts and modification additions is \$302,775.04 minus the \$5,000.00 trade-in units for a total amount of \$297,775.04.

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

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$297,775.04 with Select Custom Apparatus for the sole source purchase of chassis, associated accessories and remount of patient and equipment compartments on county ambulance numbers 530-17 and 530-20 in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the county manager is authorized to execute the agreement with Select Custom Apparatus for the acquisition apparatus, materials, trade-in approval and equipment acquisition described in this resolution and the proposed contract.

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

This the \_\_\_\_<sup>th</sup> day of August, 2017.

\_\_\_\_\_  
Bobby Hanig, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board of Commissioners

(COUNTY SEAL)

### 3. Resolution for Appointment of Review Officers

#### RESOLUTION OF THE CURRITUCK BOARD OF COMMISSIONERS

WHEREAS, pursuant to N.C. Gen. Stat. §47-30.2 requires the Board of Commissioners in each county, by resolution, to appoint one or more persons as review officers to review plats before they are recorded; and

WHEREAS, appointed review officers shall certify that the plat meets the statutory requirements for recording; and

WHEREAS, the persons appointed as review officers should be experienced in mapping or land records management.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals serving in the positions indicated are hereby designated as review officers as required by N.C. Gen. Stat. §47-30.2.

Tracy Sample, Tax Administrator  
Lucy Cardwell, GIS Specialist - Land Records  
Tammy Glave, Senior Planner  
Donna Voliva, Senior Planner  
Jason Litteral, Planner I  
Jennie Turner, Planner II  
Laurie LoCicero, Planning & Community Development Director  
Nick Aisthorpe, Development Technician

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the individuals listed above, the Planning and Community Development Director, Assistant Planning Director, Senior Planners, Planners, Tax Administrator, GIS Specialist-Land Records, and the Currituck County Register of Deeds.

ADOPTED this 21st day of August, 2017.

Communication: BOC Minutes for August 21, 2017 (Approval Of Minutes for August 21, 2017)



4. **Job Description Revisions-Airport, Engineering, Sheriff, Soil and Water, Tourism and Utilities.**
5. **USFWS Mutual Aid Agreement for Disaster/Civil Emergency/All Hazards Incidents**

#### **D) Commissioner's Report**

No report.

#### **E) County Manager's Report**

At the request of Commissioner Beaumont, Mr. Scanlon reported on the Federal Aviation Administration (FAA) program, through the US Department of Agriculture, for wildlife management over airports. He said the county has participated in the program for several years after various attempts by the county to deter the geese population from roosting at and around the airport proved unsuccessful. Mr. Scanlon said the FAA determines the schedule and acknowledged the timing this year was unfortunate. He said hunters have reached out to him and proffered some ideas to aid in relocating the bird population, and the county hopes to be able to be removed from the FAA program at some point.

#### **RECESS**

Chairman Hanig recessed the regular meeting of the Board of Commissioners to hold a Special Meeting of the Ocean Sands Water and Sewer District Board.

#### **SPECIAL MEETING OF THE OCEAN SANDS WATER AND SEWER DISTRICT BOARD**

The Currituck County Board of Commissioners, sitting as the Ocean Sands Water and Sewer District Board, held a Special Meeting on August 21, 2017, in the Board Meeting Room of the Historic Currituck Courthouse, 153 Courthouse Road, Currituck, North Carolina. The meeting was called to order at 6:40 PM by Chairman Hanig. The purpose of the Special Meeting was to receive the bid award recommendation and hold a public hearing related to construction and financing for Phase II of the Ocean Sands Wastewater Treatment Plant construction project in Corolla, North Carolina.

#### **F. Bid Award Recommendation for Phase II Construction Project-Ocean Sands Wastewater Treatment Plant, Corolla**

County Manager, Dan Scanlon, reviewed the project and discussed the bids for the wastewater treatment plant construction project. He asked the Board to allow T.A. Loving, the low bidder, to withdraw and explained a significant mathematical error was made causing the bid to come in approximately \$1.7 million under.

Hatchell Concrete was the next lowest bidder and Mr. Scanlon recommended the Board accept the bid and authorize the County Manager to enter into a contract with Hatchell Concrete for the project in the amount of \$7,299,643.00.

Commissioner Gilbert moved to approve the acceptance of the T.A. Loving withdrawal and to accept Hatchell Concrete, awarding the bid for \$7,299,643.00. The motion was seconded by Commissioner White and passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### **G. Public Hearing & Action: Financing and Contract Authorization for Phase II Construction of the Ocean Sands Wastewater Treatment Plant, Corolla**

Mr. Scanlon recalled the meeting of August 7, 2017, where the Board authorized the application to request funding of up to \$8 million for the construction project, for which two funding bids for financing were received. Mr. Scanlon recommended moving forward with BB&T. Financing would be for \$7.5 million at an interest rate of 2.45%.

Chairman Hanig opened the public hearing. As no one was signed up nor wished to speak on the matter, Chairman Hanig closed the public hearing.

Commissioner Payment made a motion to move forward with the financing contracts and authorize financing through BB&T as presented. Commissioner Etheridge seconded and motion carried unanimously.

<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>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

#### **ADJOURN SPECIAL MEETING OF THE OCEAN SANDS WATER & SEWER DISTRICT BOARD**

##### **H. Motion to adjourn-OSWSD Board**

With no further business Commissioner Gilbert moved to adjourn the Special Meeting of the Ocean Sands Water & Sewer District. Commissioner White seconded the motion. The motion carried unanimously and the meeting was concluded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

## CLOSED SESSION

### I. Closed session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned R.F. London, Inc. v. Currituck County and Letendre v. Currituck County

Commissioners came out of recess and Chairman Hanig requested a motion for the Board to move into Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the county attorney and to preserve the attorney-client privilege regarding the matters captioned R.F. London, Inc. v. Currituck County and Letendre v. Currituck County.

Commissioner Gilbert moved to enter Closed Session and the motion was seconded by Commissioner Payment. The motion passed unanimously and the Board entered Closed Session.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Marion Gilbert, Commissioner
<b>SECONDER:</b>	Mike H. Payment, Vice Chairman
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner

## ADJOURN

### Motion to Adjourn Meeting

After returning from Closed Session, with no further business, Commissioner Payment made a motion to adjourn. Commissioner Beaumont seconded the motion. The motion carried unanimously and the regular meeting of the Board of Commissioners was concluded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mike H. Payment, Vice Chairman
<b>SECONDER:</b>	Paul M. Beaumont, Commissioner
<b>AYES:</b>	Bobby Hanig, Chairman, Mike H. Payment, Vice Chairman, Paul M. Beaumont, Commissioner, Mary "Kitty" Etheridge, Commissioner, Marion Gilbert, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	Mike D. Hall, Commissioner



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1970)**

**Agenda Item Title**

Budget Amendments

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number 20180009

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10640-532004	Supplies - Home Economics	\$ 853	
10390-499900	Appropriated Fund Balance		\$ 853
		<u>\$ 853</u>	<u>\$ 853</u>

**Explanation:** Cooperative Extension (10640) - Carry-forward NCDOT MIPPA Grant funds that expire 9/29/17.

**Net Budget Effect:** Operating Fund (10) - Increased by \$853.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number 20180010

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
26535-532000	Supplies	\$ 965	
26535-545000	Contract Services	\$ 831	
26535-590000	Capital Outlay	\$ 48,248	
26390-499900	Appropriated Fund Balance		\$ 50,044
		<u>\$ 50,044</u>	<u>\$ 50,044</u>

**Explanation:** Emergency Telephone Fund (26) - Carry forward purchase orders from FY 2017 that were not completed at year end.

Vendor	PO	Amount
Indoff Inc	20171690	\$ 5,243
Centurylink	20171537	\$ 831
Wireless Communications	20171289	\$ 43,970
		<u>\$ 50,044</u>

**Net Budget Effect:** Emergency Telephone System Fund (26) - Increased by \$6,074.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number 20180011

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10660-561000	Professional Services	\$ 20,000	
10330-447500	Planning Grants		\$ 20,000
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

**Explanation:** Planning (10660) - Increase appropriations for Coastal Resilience Rainfall Flood Study. This will be funded through \$20,000 grant funds from the NC Division of Coastal Management and \$6,667 County matching funds that were budgeted in the annual budget process.

**Net Budget Effect:** Operating Fund (10) - Increased by \$20,000.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number 20180012

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
50795-590005	Veteran's Park Dock Improvement	\$ 25,000	
50380-481000	Investment Earnings		\$ 25,000
		<u>\$ 25,000</u>	<u>\$ 25,000</u>

**Explanation:** County Governmental Construction (50795) - Increase appropriations for parking lot improvements at Veteran's Park in Coinjock, NC.

**Net Budget Effect:** County Governmental Construction Fund (50) - Increased by \$25,000.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)



Number

20180013

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10410-561000	Professional Services	\$ 41,993	
10390-495042	T F - Transfer Tax Capital Fund		\$ 41,993
42450-587010	T T - Operating Fund	\$ 41,993	
42450-587050	T T - Co Governmental Construction		\$ 41,993
		<u>\$ 83,986</u>	<u>\$ 83,986</u>

**Explanation:** Administration (10410); Transfer Tax Capital Fund (42450) - Increase appropriations for feasibility study for County broadband service.

**Net Budget Effect:** Operating Fund (10) - Increased by \$41,993.  
Transfer Tax Capital Fund (42) - No change.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number 20180014

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-590000	Capital Outlay	\$ 30,000	
10380-488400	ABC Profits		\$ 30,000
		<u>\$ 30,000</u>	<u>\$ 30,000</u>

**Explanation:** Public Works (10460) - Increase appropriations for access control for the Historic Courthouse.

**Net Budget Effect:** Operating Fund (10) - Increased by \$30,000.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number 20180015

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-590000	Capital Outlay	\$ 8,000	
10380-488400	ABC Profits		\$ 8,000
		<u>\$ 8,000</u>	<u>\$ 8,000</u>

**Explanation:** Parks & Recreation (10795) - Increase appropriations for Firewise security gate project at Sound Park \$4,000. Also, repair and replace doors at Sound Park damaged by vandalism.

**Net Budget Effect:** Operating Fund (10) - Increased by \$4,000.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number

20180016

## BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-590000	Capital Outlay	\$ 16,047	
10380-484001	Insurance Recovery		\$ 11,047
10380-481000	Investment Earnings		\$ 5,000
		<u>\$ 16,047</u>	<u>\$ 16,047</u>

**Explanation:** Public Works (10460) - Increase appropriations to replace emergency lighting in COA, YMCA and Sr Center damaged by lightning during July storms.

**Net Budget Effect:** Operating Fund (10) - Increased by \$16,047.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)

Number 20180017

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10441-545000	Contract Services	\$ 6,428	
10441-590000	Capital Outlay	\$ 41,675	
10460-590000	Capital Outlay	\$ 22,365	
10550-590000	Capital Outlay	\$ 1,442	
10660-561000	Professional Services	\$ 11,500	
10750-590000	Capital Outlay	\$ 12,665	
10980-545000	Contract Services	\$ 88,320	
10980-590000	Capital Outlay	\$ 5,563	
10390-499900	Fund Balance Appropriated		\$ 189,958
20609-545000	Contract Services	\$ 39,695	
20390-499900	Fund Balance Appropriated		\$ 39,695
63838-545001	Contract Services	\$ 19,672	
63390-499900	Fund Balance Appropriated		\$ 19,672
		<u>\$ 249,325</u>	<u>\$ 249,325</u>

**Explanation:** Various Departments - Carry forward purchase orders from prior fiscal year.

Centurylink	20171729	\$ 48,103
Quible & Assoc	20171455	\$ 19,672
Coastal Roofing	20171753	\$ 39,235
Moffatt & Nichol	20171370	\$ 39,695
Atlas Engineering	20170332	\$ 35,030
Crowder Gulf		\$ 18,221
Destination by Design	20170003	\$ 11,500
B & M Contractors	20171691	\$ 1,442
Albemarle Fence Co	20171748	\$ 29,943
Gately Communication	20170960	\$ 921
Eastern Data	20171453	\$ 5,563
		<u>\$ 249,325</u>

**Net Budget Effect:** Operating Fund (10) - Increased by \$189,958.  
 Whalehead Stormwater District (20) - Increased by \$39,695.  
 Solid Waste (63) - Increased by \$19,672.

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

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

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

Attachment: BudAmends\_Sept 5\_BOC (Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1979)**

**Agenda Item Title**

Classification Chart Revisions

**Brief Description of Agenda Item:**

Revised classification chart is needed to reflect job description and division changes approved at the BOC meeting of August 21, 2017.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

CURRITUCK COUNTY  
CLASSIFICATION BY SALARY GRADE  
FOR THE FISCAL YEAR ENDING JUNE 30, 2018

4.B.3.a

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$23,813-\$32,640	Custodian
50.5	\$25,163-\$35,129	Senior Center Assistant Coordinator
51	\$25,746-\$35,347	Maintenance Helper Park Attendant Rural Attendant
52	\$27,678-\$38,090	Accounting Clerk I Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Meter Reader Permit Officer I Processing Assistant IV Public Information Assistant IV Recreation Assistant Secretary I Tax Clerk I Visitor Relations Coordinator

Attachment: Class Chart-FY 2018\_2019 HR for Budget Workbook (Classification Chart Revisions)

53	\$29,612-\$40,760	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker EMT Basic/Firefighter Lineman - Airport Tax Clerk II Utilities Customer Service Representative
53.5	\$30,170-\$41,779	Detention Officer
54	\$31,544-\$43,464	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	\$32,140-\$44,551	Intake Officer



55	\$33,478-\$46,173	Accounting Clerk III Administrative Assistant I Athletic Grounds Manager Deputy Tax Collector Library Associate II Line Maintenance Mechanic Maintenance/Repair Worker Electrician Park Superintendent Public Relations Coordinator Recreation Specialist Sales & Marketing Associate Supervisor Visitor Center Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$34,113-\$47,327	EMT Intermediate/Firefighter
56	\$35,412-\$48,881	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	\$36,771-\$51,613	Sergeant Detention Officer

57	\$37,344-\$51,585	Administrative Assistant II Building Inspector I Deputy Sheriff I Human Resources Assistant Maintenance Supervisor Rural Center Director Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$39,277-\$54,293	Deputy Sheriff II Income Maintenance Caseworker III Income Maintenance Investigator II Training Officer
59	\$41,210-\$56,999	Accounting Technician Building Inspector II probationary/ FQ Inspect I Deputy Sheriff III Deputy Emergency Management Coordinator Development Code Enforcement Officer Development Technician Detective I EMT Paramedic/Firefighter Planner I Tax Appraiser

60	\$43,144-\$59,707	*Administrative Officer I *Communications Supervisor EMS Training Officer Fire Training Officer/Recruitment Coordinator *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	\$43,971-\$61,199	*Senior Center Coordinator
61	\$45,077-\$62,414	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist GIS Coordinator Paralegal Planner II Marketing Director Public Information Officer Video Production Specialist Wastewater Supervisor ORC Water Distribution Supervisor Web/AV Specialist



62	\$47,009-\$65,120	*Building Superintendent/Solid Waste Director Fiscal and Budget Assistant Sergeant Site Manager/Curator Social Worker III Social Worker Invest/Assess Treatment
63	\$48,941-\$67,826	Building Inspector III FQ *Director of Elections Engineering Technician *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$50,875-\$70,533	Senior Planner *Jail Superintendent
65	\$53,222-\$73,820	*Administrative Assistant/Clerk to Board *Captain - EMS *Manager Business Development/Airport Operations *Project Coordinator
66	\$54,742-\$75,948	*Chief Building Inspector *Recreation Director *Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent
67	\$56,673-\$78,651	*Emergency Management Director *Lieutenant - Sheriff *Social Work Program Manager
68	\$58,606-\$81,357	*Assistant Finance Director

		*Human Resources Director *IT Director *Tax Administrator
69	\$60,539-\$84,605	
70	\$62,530-\$86,853	

71	\$64,404-\$89,477	*Captain- Sheriff *Chief Deputy - Fire/EMS *Tourism Director
72	\$66,339-\$92,186	*Assistant Planning Director
73	\$68,270-\$94,890	*Assistant Public Services Director/ Assistant County Engineer *Chief Deputy - Sheriff *Economic Development Director
74	\$70,204-\$97,598	
75	\$72,136-\$100,304	*Chief of EMS
76	\$74,070-\$103,011	*Director of Social Services *Finance Director *Public Utilities Director
77	\$76,002-\$105,716	
78	\$77,936-\$108,425	
79	\$79,869-\$111,131	
80	\$81,565-\$113,505	
81	\$83,604-\$126,609	
82	\$85,694-\$129,774	
83	\$87,836-\$133,019	*Assistant County Manager *Planning Director
84	\$90,032-\$136,344	
85	\$92,283-\$139,753	
86	\$94,590-\$143,246	
87	\$96,814-\$146,614	
88	\$97,774-\$148,068	*Senior Planning Director
89	\$100,218-\$151,769	
90	\$102,723-\$155,564	*County Manager

91	\$105,292-\$159,453	
92	\$107,523-\$162,831	*Public Services Director/County Engineer
93	\$110,211-\$166,902	



94	\$112,966-\$171,075	
95	\$115,790-\$175,352	
96	\$118,685-\$179,735	
97	\$121,652-\$184,229	
98	\$124,693-\$188,834	
99	\$127,811-\$193,555	
100	\$131,006-\$198,394	
101	\$134,281-\$203,354	
102	\$137,638-\$208,438	
103	\$141,079-\$213,649	
104	\$144,606-\$218,990	
105	\$148,221-\$224,465	
106	\$151,927-\$230,076	
107	\$155,725-\$235,828	
108	\$159,618-\$241,724	
109	\$163,608-\$247,767	
110	\$167,699-\$253,961	
111	\$171,881-\$260,295	*Attorney

\* indicates exempt status

Board determined

Board determined

Board determined

Board determined

\*County Manager's salary

\*Sheriff's salary

\*Register of Deeds' salary

\*Attorney's salary



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1983)**

**Agenda Item Title**

Job Description Revision-Water Treatment Plant Supervisor

**Brief Description of Agenda Item:**

Revision to add certification requirements.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: WATER TREATMENT PLANT SUPERVISOR**

#### **WATER DIVISION**

#### **PUBLIC SERVICES DEPARTMENT**

### **GENERAL STATEMENT OF DUTIES**

Performs difficult technical and supervisory work in the operations, maintenance, and laboratory analysis at a water treatment plant.

### **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class plans for operations of a plant to treat and provide an adequate supply of water. Work is performed in accordance with state and federal laws and regulations. The employee serves as Operator in Responsible Charge of the plant in insuring that the permitted levels and adequate supply are met in production of potable water and disposal of waste sludge. Work involves planning and assigning work to subordinates, supervision and participating in the operations of the plant, preparation and analysis of laboratory results, and preventive maintenance and repairs. The employee is responsible for establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, requesting necessary resources in the annual budget, and motivating, coaching, and insuring effective productivity of division personnel. Work involves considerable initiative and judgement. The employee is subject to working in inside and outside environments and to hazards associated with loud noises, odors, dusts, mists, gases, poor ventilation, and may be required to enter crawl spaces, and water line pipes. Work is performed under general supervision of the Water Superintendent. Work is evaluated through conferences and reports for productivity, compliance with required laws and regulations, and acceptance of the public.

### **DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL DUTIES AND TASKS**

Supervises and participates in the work of associates engaged in plant operations and process control, laboratory analysis, and preventive maintenance and repair of plant equipment and facilities.

Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance.

Serves as Operator in Responsible Charge insuring the plant meets its permit requirements; reviews laboratory reports for operational performance of the plant and oversees changes in the chemical and biological processes of the plant.

Researches and recommends strategies for meeting new regulatory requirements; assists with planning and implementation of sludge disposal program.

Establishes, trains, and insures proper safety policies and procedures.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making and compliance.

Requests necessary resources for plant operations as part of annual budget process; requisitions supplies, chemical, equipment and other resources.

Insures proper preventive maintenance is performed on plant equipment and facilities; participates in troubleshooting, repair and maintenance activities as needed; recommends in-house repair measures or contracted repairs; maintains supply of parts and materials needed for operations and repairs.

Motivates, coaches, and reviews the performance of supervisors and employees; insures proper training and certification of assigned personnel; recommends and participates in disciplinary actions; participates and recommends in the hiring process.

Prepares schedules for plant operations and staffing according to demand for supply.

Oversees operation and maintenance of deep and shallow wells and blending of water from sand filter and reverse osmosis plants.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

### **ADDITIONAL JOB DUTIES**

Completes assigned work by the Water Superintendent or their designee. Performs related work as required.

### **RECRUITMENT AND SELECTION GUIDELINES**

#### **KNOWLEDGES, SKILL, AND ABILITIES**

Thorough knowledge of the principles and practices of water treatment.

Thorough knowledge of the local, state, and federal laws and regulations relating to water treatment.

Thorough knowledge of safety procedures and practices and recognition of hazards in water treatment facilities including process safety management for chlorine.

Considerable knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and well equipment maintenance and repair.

Working knowledge of organizational budget, purchasing, and personnel policies and practices.

Working knowledge of effective supervisory practices including motivation, communications, delegation, discipline, performance review, and other supervisory practices.

Working knowledge of the application of information technology to plant operations and administration.

Ability to plan and organize work.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with city official, regulatory officials, contractors, other employees, and the general public.

Ability to communicate effectively orally and in writing.

### **PHYSICAL REQUIREMENTS**

Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, walking, pushing, pulling, lifting, feeling, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, operate a variety of light equipment, inspect moving parts, operate a computer terminal, and use measuring devices.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from an accredited community college with a degree in chemistry, environmental science or related field and considerable water treatment experience, including experience in a reverse osmosis plant and some supervisory experience; or an equivalent combination of education and experience.

### **SPECIAL REQUIREMENT**

Requires certifications at A-Well for well water treatment and Physical/Chemical Grade I within two years. Possession of B-Well certification for well water treatment. Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

ED: 08/21/2017 (REV BOC)  
ED: 09/05/2017 (REV BOC)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1984)**

**Agenda Item Title**

Master Fee Schedule Revision

**Brief Description of Agenda Item:**

**Planning Board Recommendation:**

Whalehead and Rodeo fee revisions.

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

## Currituck County Master Fee Schedule

Rate and Fee Schedule Effective September 5, 2017

Dept.	Description	Cost						
Airport	Concession Fees - Aviation Maintenance & Repair Services	\$	75.00	annual				
Airport	Concession Fees - Based Charter Aircraft Travel Services	5% of booked fee		due on 10th following quarter end:				
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				
Airport	Concession Fees- Flight Lessons one Currituck based aircraft	\$	150.00	annual				
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				
Airport	Hangars, commercial A-5-T, A-11-T & Office space 2 combined	\$	5,796.00	Effective 8/1/2013	Monthly	5% Disc	10% Disc	monthly
Airport	Hangars, commercial C-2, C-3, C-4, C-5	\$	6,555.00	Effective 8/1/2013	\$ 483.00	\$ 5,506	\$ 5,216	\$ 435
Airport	Hangars, commercial A-1-T, A-6-T & office space 1 combined	\$	5,520.00	Effective 8/1/2013	\$ 546.25	\$ 6,227	\$ 5,900	\$ 492
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	\$ 460.00	\$ 5,244	\$ 4,968	\$ 414
Airport	Late Fee	\$	15.00	down lease	\$ 632.50	\$ 7,211	\$ 6,831	\$ 569
Airport	Tie-down leases	\$	10.00	per month				
Animal Services & Control	Adoption Fee- Dog	\$	99.00	discounts up to 50% off at the discretion of the Director and/or				
Animal Services & Control	Adoption Fee- Cat	\$	59.00					
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	Apartment		\$35	per night				
CCRC	Complete facility rental fee/Exclusive right to grounds	\$	500.00	per day.				
CCRC	Picnic Shelter- half day rental	\$	25.00	per day/per room (up to 4 hours)				
CCRC	Picnic Shelter- full day rental	\$	50.00	per day/per room (up to 8 hours)				
CCRC	Indoor Arena:	\$	175.00	per weekend day				
CCRC		\$	125.00	per week day				
CCRC	Hourly rental of indoor arena	\$	25.00	per hour				
CCRC	Outdoor Arena:	\$	125.00	per weekend day				
CCRC		\$	100.00	per week day				
CCRC	Hourly rental of outdoor arena	\$	25.00	per hour				
CCRC	Park Attendant	\$	18.00	per hour - nights/weekends/holidays				
CCRC	Stall Rental:							
CCRC	Overnight, no event	\$	35.00	per nights				
CCRC	With event	\$	15.00	day stall				
CCRC		\$	25.00	2 day show				
CCRC		\$	30.00	3 day show				
CCRC	Shavings must be used with any stall rental. No one can stall a horse without shavings.							
CCRC	Shavings	\$	6.75	per bag				
CCRC	RV/Camper Hook-up	\$	25.00	per night				
CCRC				per horse/per weekend day/5 horse				
CCRC	Weekend schooling (No event)	\$	10.00	minimum				
CCRC	Vendor Hook-up	\$	25.00	per day				
CCRC	Technology fee	\$	50.00	Includes wifi, phone, copier, fax access				
CCRC	Notary Fees							
CCRC	Official County business		No charge					
CCRC	Other		\$5 per document					
CCRC	Returned check/credit card/eft fee	\$	25.00					
Communications	CD: 911 Data	\$	25.00					

Communications	Copies, 911 transcript	\$	1.00	per page
Community Development	Central Permitting Fees:		Residential	Commercial
Community Development	New construction and additions		\$0.30 per sf	\$0.35 per sf
Community Development	Alterations		\$0.15 per sf	\$0.12 per sf
Community Development	Chimney/Woodstove	\$	25.00	\$25
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		No permit	\$0.35 per sf
Community Development	Fuel Pumps			\$50 per pump
Community Development	Gas (Propane/Natural)	\$	50.00	\$50
Community Development	HVAC changeout (includes all trade permits)	\$	35.00	\$50
Community Development	Insulation (new)		No Fee	\$100
Community Development	Insulation (alteration)	\$	25.00	\$50
Community Development	Metal Carport, pre-manufactured		No fee	No fee
Community Development	Mobile Homes		\$0.15 per sf	N/A
Community Development	Modulars		\$0.15 per sf	\$0.12 per sf
Community Development	P M E (New)		\$50 each	\$100 per suite
Community Development	P M E (Alterations)		\$25 each	\$50 per suite
Community Development	Roofing (sheathing replacement)	\$	50.00	\$50
Community Development	Roofing (shingles only) >\$15,000 project cost	\$	35.00	\$50
Community Development	Solar array	\$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	\$	100.00	\$50
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	\$	50.00	\$100
Community Development	Siding replacement >\$15,000 project cost	\$	50.00	\$75
Community Development	Swimming Pool (includes trade permits)	\$	75.00	\$200
Community Development	Swimming Pool electrical	\$	25.00	\$50
Community Development	Signs (on premise)		N/A	\$25 each
Community Development	Signs (off premise)		N/A	\$50 each
Community Development	Temporary Office		N/A	\$60
Community Development	Tents		N/A	\$50 per tent
Community Development	Towers			\$0.12 per unit
Community Development	Window, Door replacement >\$15,000 project cost	\$	50.00	\$75
Community Development	Wind Turbine		\$200 each	\$500 each
Community Development	Minimum permit fee	\$	25.00	\$25
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	Exhaust Hoods		N/A	\$100
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
				\$0.02 sf gross floor area; \$50
Community Development	Site Plan - Major		N/A	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 to UDO	\$	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		
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	Outdoor Tour Operator License	\$	950.00	per vehicle	
Cooperative Extension	Facility rental fees				
Cooperative Extension	Auditorium	\$	500.00	per day	
Cooperative Extension	Auditorium set up day	\$	100.00	per event	
Cooperative Extension	Conference Room	\$	100.00	per day/per room	
Cooperative Extension	Classrooms	\$	50.00	per day/per room	
Cooperative Extension	Custodian	\$	20.00	per hour - nights/weekends/holidays	
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	\$	-		
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	\$	-	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	\$	0.10	
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	
				or three months' billing of previous usage, whichever is greater
Mainland Water	High-risk deposit (owner or renter)	\$	200.00	
Mainland Water	Impact Fees 1 inch	\$	5,500.00	
Mainland Water	Impact Fees 2 inch	\$	6,000.00	
Mainland Water	Impact Fees 3 inch	\$	6,500.00	
Mainland Water	Impact Fees 3/4 inch	\$	5,000.00	
Mainland Water	Impact Fees 4 inch	\$	7,000.00	
Mainland Water	Impact Fees 6 inch	\$	7,500.00	
Mainland Water	Impact Fees 6 inch Fire Service	\$	6,000.00	
Mainland Water	Impact Fees for 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		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	Retro		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 commercial	
Mainland Water	Water Charge Local Government/Board of Education		Same as commercial	
Mainland Water	Water Charge Commercial base 0-2000 gallons	\$	20.00	month
Mainland Water	Water Charge Residential base 0-2000 gallons	\$	20.00	month
Mainland Water	Water Charge up to 5000 gallons, commercial	\$	4.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 5000 gallons, residential	\$	4.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 10,000 gallons, commercial	\$	5.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 10,000 gallons, residential	\$	5.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 15,000 gallons, commercial	\$	6.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 15,000 gallons, residential	\$	6.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 20,000 gallons, commercial	\$	7.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge up to 20,000 gallons, residential	\$	7.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge all over 20,000 gallons, commercial	\$	8.50	per 1000 gal./effective 7/1/2011
Mainland Water	Water Charge all over 20,000 gallons, residential	\$	8.50	per 1000 gal./effective 7/1/2011
Mainland Water	Yoke		Actual cost + 20%	
Mainland Water	Yoke valve with meter nut		Actual cost + 20%	
Mainland Sewer	Tap Fee in Maple Commerce Park	\$	7,700.00	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Moyock	\$	5,500.00	per EDU (250 gpd)
Mainland Sewer	Tap Fee in Walnut Island/Waterside Villages	\$	4,500.00	
Mainland Sewer	Sewer Utility Charge		1.5x Water Usage Charge	\$30 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	Meter tampering fee	\$	75.00	Min \$75 plus cost of damages
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
				per child - Maximum of \$40.00 per family
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
				per child - \$35.00 (2 children)
				Maximum of \$50.00 for a family of 3 or more
Parks & Rec	Youth T-Ball/Baseball/Softball	\$	25.00	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
				Rate increase effective with billings on or after January 1, 2014
Ocean Sands	Sewer rate		\$7.95 base + 1.5x Water	
Ocean Sands	Sewer Tap Fee	\$	450.00	
Ocean Sands	Sewer Impact Fee	\$	2,000.00	
	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	
	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	\$	56.00	Minimum fee for pages 1-15
	Deeds of Trust and Mortgages per page for pages over 15	\$	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		Free	
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		Free	
Sheriff	Peddler License initial fee	\$	35.00	
Sheriff	Peddler License renewal fee	\$	20.00	
Sheriff	Noise permits	\$	25.00	
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	Impact Fee 1 inch for Centers of Worship	OS ABC \$	3,000.00	
S Outer Banks Water	Impact Fee 1" Meter	OS ABC \$	6,500.00	
S Outer Banks Water	Impact Fee 2 inch	OS ABC \$	7,000.00	
S Outer Banks Water	Impact Fee 3 inch	OS ABC \$	7,500.00	
S Outer Banks Water	Impact Fee 3/4" Meter	OS ABC \$	6,000.00	
S Outer Banks Water	Impact Fee 4 inch	OS ABC \$	8,000.00	
S Outer Banks Water	Impact Fee 6 inch	OS ABC \$	8,500.00	
S Outer Banks Water	Impact Fee 6 inch Fire Services	OS ABC \$	6,000.00	
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	Retro		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 0-2000 gallons	\$	20.00	month
S Outer Banks Water	Water Charge up to 5000 gallons, commercial	\$	4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 5000 gallons, residential	\$	4.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons, commercial	\$	5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 10,000 gallons, residential	\$	5.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons, commercial	\$	6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 15,000 gallons, residential	\$	6.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons, commercial	\$	7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge up to 20,000 gallons, residential	\$	7.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge all over 20,000 gallons, commercial	\$	8.50	per 1000 gal./effective 7/1/2016
S Outer Banks Water	Water Charge all over 20,000 gallons, residential	\$	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	Kitchen not used	\$	100.00	
Sr. Center	Kitchen use	\$	125.00	
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	\$	-	
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	
				Payment for Taxes; Minimum \$25.00
Tax	Returned check/credit card/debit card/EFT/ACH fee		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
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	Advance sales only
Tourism	Heritage Festival - Rodeo admission - Family (2 Adult/2 Under 12)		\$65	Day of Event
Tourism	Heritage Festival - Rodeo admission - BBQ Participants		\$10	
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
				Based on type of Tour and Resources
Tourism	Specialty Tours		TBD	involved
Tourism	Whalehead Wednesday	\$	15.00	Price includes wine tasting and glass
	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	\$ 500.00
Tourism	Grounds Rental - Secondary Site	\$	400.00	\$ 250.00
Tourism	Grounds Rental - Picnic Shelter	\$	50.00	
Tourism	Grounds Rental - Gazebo	\$	150.00	\$ 50.00
Tourism	Grounds Rental - Side Porch	\$	50.00	\$ 50.00
Tourism	Grounds Refundable Security Deposit	\$	750.00	\$ 250.00
Tourism	Picnic Shelter Refundable Security Deposit	\$	25.00	\$ 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	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		Free	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" irrigatration 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.
Mainland Water	Impact Fees: All installation costs for labor, materials and equipment shall be paid by the owner/developer/purchaser.
Mainland Water	Subdivisions with active sketch plan approval prior to July 1, 2007 included on attached list will be assessed impact fees at the rate in effect on June 30, 2007 until June 30, 2009. Beginning July 1, 2009 any subdivisions that have not paid the impact fees will be charge the rate in place at this time of payment.
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 aructures not previously having power, or new service to existing buildings.
Planning	Preliminary, amended preliminary, final, and amended final plats will be assessed a \$33.00 per lot fee if the sketch plan was approved prior to March 3, 2003.

Adopted this 5thday of  
September, 2017.

\_\_\_\_\_  
Bobby Hanig, Chairman

Attest:

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



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1980)**

**Agenda Item Title**

TDA Budget Amendments

**Brief Description of Agenda Item:**

**Board Action Requested**

Action

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**

Number

TDA2018001

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
15447-545002	Historic Preservation	\$	11,692		
15447-592001	Whalehead Projects	\$	21,157		
15390-499900	Appropriated Fund Balance			\$	32,849
		<u>\$ 32,849</u>		<u>\$ 32,849</u>	

**Explanation:** Occupancy Tax - Carry forward purchase orders that were started in prior fiscal year.

B W & A Books Inc	20170503	\$	11,692
Premiere Contracting	20171004	\$	21,157

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by .

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

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

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

Attachment: BudAmends\_TDA\_BOC\_Sept 5 (TDA Budget Amendments)



Number

TDA2018002

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-561000	Professional Services	\$ 15,000	
15320-415000	Occupancy Tax		\$ 15,000
		<u>\$ 15,000</u>	<u>\$ 15,000</u>

**Explanation:** Tourism Related Expenses (15447) - Increase appropriations for hotel study for the County.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$15,000.

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

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

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Clerk to the Board

Attachment: BudAmends\_TDA\_BOC\_Sept 5 (TDA Budget Amendments)

Number

TDA2018003

## BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 5th day of September 2017, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2018.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
15448-545000	Contract Services	\$	40,500		
15448-561000	Professional Services	\$	1,200		
15320-415000	Occupancy Tax			\$	41,700
		<u>\$ 41,700</u>		<u>\$ 41,700</u>	

**Explanation:** Whalehead Operations (15448) - Increase appropriations for grounds maintenance at the Historic Corolla Park and for elevation certificate for the Whalehead Club required for flood insurance.

**Net Budget Effect:** Occupancy Tax Fund (15) - Increased by \$41,700.

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

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

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Clerk to the Board

Attachment: BudAmends\_TDA\_BOC\_Sept 5 (TDA Budget Amendments)



## Currituck County Agenda Item Summary Sheet

**Agenda ID Number – (ID # 1987)**

**Agenda Item Title**

Amended Item-Closed Session Pursuant to G.S. 143-318-11(a)(3) to Consult with the County Attorney in Order to Preserve Attorney-Client Privilege

**Brief Description of Agenda Item:**

Agenda was amended at meeting of 9-5-17 to add closed session.

**Board Action Requested**

Discussion

**Person Submitting Agenda Item**

Leeann Walton, Clerk to the Board

**Presenter of Agenda Item**