



**Board of Commissioners
Agenda Packet**

March 7, 2022

Work Session

5:00 PM Beach Access Pass

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance
- B) Approval of Agenda

Public Comment

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

Commissioner's Report**County Manager/Attorney Reports****Administrative Reports**

- A) Sheriff's Office Recognition and Presentation of Advanced Law Enforcement Certificates
- B) Resolutions Honoring Sergeant Buddy Capps, Corporal Stephen Gilbert, Sergeant Michael Corbell and Deputy Weston Godfrey for Lifesaving Acts

New Business

- A) Consideration of Amendment to Beach Rescue Lifeguard Services Contract
- B) Resolution Supporting North Carolina Department of Transportation Dedicating a Portion of North Carolina Highway 615 on Knotts Island as the Chief Scott A. Morrison Memorial Highway
- C) Consent Agenda
 - 1. Budget Amendments
 - 2. Project Ordinance-Recreation Master Plan Update
 - 3. Surplus Resolution-Modular Office Units/Tank
 - 4. Job Description Revision-Project Engineer
 - 5. Report of Unpaid Real Estate Taxes & Order to Advertise Tax Liens
 - 6. Approval Of Minutes-February 21, 2022

Recess**Special Meeting-Tourism Development Authority**

Consideration of Modification to Grant Award for Martin Farm and Winery Peach Blossom Market Event

TDA-Budget Amendments

Special Meeting-Ocean Sands Water and Sewer District Board

OSWSD Board-Budget Amendments

Reconvene Regular Meeting**Closed Session**

Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3354)

Agenda Item Title: 5:00 PM Beach Access Pass

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Discussion

Brief Description of Agenda Item:

Discuss modifications to the Beach Parking pass required on the Corolla/Carova off-road area of the County.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3350)

Agenda Item Title: Sheriff's Office Recognition and Presentation of Advanced Law Enforcement Certificates

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Information

Brief Description of Agenda Item:

The Board of Commissioners and Sheriff Beichert will recognize and present a certificate to Deputy Garland Akers who earned the Advanced Law Enforcement certification:

An officer can qualify for the Advanced Certificate if he or she:

- meets the requirements for the Intermediate Certificate, and
- has accumulated at least forty-eight (48) education and/or training points and at least twelve (12) years' experience, or
- has accumulated at least sixty (60) education and/or training points and at least nine (9) years' experience, or
- has an Associate Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least thirty-six (36) training points and at least nine (9) years' experience, or
- has a Baccalaureate Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least twenty-four (24) training points and at least six (6) years' experience, or
- has a Graduate or Professional Degree issued by an academic institution recognized by the United States Department of Education and the Council for Higher Education Accreditation; has accumulated at least sixteen (16) training points and at least four (4)

years' experience.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3341)

Agenda Item Title: Resolutions Honoring Sergeant Buddy Capps, Corporal Stephen Gilbert, Sergeant Michael Corbell and Deputy Weston Godfrey for Lifesaving Acts

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Recognition of first responders for lifesaving acts.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS IN APPRECIATION FOR THE SERVICE OF
SERGEANT NATHAN CAPPS TO THE CITIZENS OF CURRITUCK
COUNTY, NORTH CAROLINA**

WHEREAS, on May 15, 2019, Currituck County Sheriff Sergeant Nathan “Buddy” Capps responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Sergeant Capps entered the home and performed medical aid with an automated external defibrillator, rendering care until relieved by Emergency Medical Services personnel; and

WHEREAS, Sergeant Capps’ immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff’s office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving actions of Sergeant Nathan Capps and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

Michael H. Payment, Chairman
Board of Commissioners

Leeann Walton
Clerk to the Board

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS IN APPRECIATION FOR THE SERVICE OF
CORPORAL STEPHEN GILBERT TO THE CITIZENS OF CURRITUCK
COUNTY, NORTH CAROLINA**

WHEREAS, on May 15, 2019, Currituck County Sheriff Corporal Stephen Gilbert responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Corporal Gilbert entered the home and rendered lifesaving aid until relieved by Emergency Medical Services personnel; and

WHEREAS, Corporal Gilbert's immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving actions of Corporal Stephen Gilbert and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

Michael H. Payment, Chairman
Board of Commissioners

Leeann Walton
Clerk to the Board

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS IN APPRECIATION FOR THE SERVICE OF
SERGEANT MICHAEL CORBELL TO THE CITIZENS OF CURRITUCK
COUNTY, NORTH CAROLINA**

WHEREAS, on June 10, 2021, Currituck County Sheriff Sergeant Michael Corbell responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Sergeant Corbell rendered lifesaving aid until relieved by Emergency Medical Services personnel; and

WHEREAS, Sergeant Corbell's immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving actions of Sergeant Michael Corbell and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

Michael Payment, Chairman
Board of Commissioners

Leeann Walton
Clerk to the Board

**RESOLUTION OF THE CURRITUCK COUNTY BOARD OF
COMMISSIONERS IN APPRECIATION FOR THE SERVICE OF DEPUTY
WESTON GODFREY TO THE CITIZENS OF CURRITUCK COUNTY,
NORTH CAROLINA**

WHEREAS, on June 10, 2021, Currituck County Sheriff Deputy Weston Godfrey responded to a residential call in Currituck, North Carolina, where he found an occupant of the home in life threatening circumstances; and

WHEREAS, Deputy Godfrey rendered lifesaving aid until relieved by Emergency Medical Services personnel; and

WHEREAS, Deputy Godfrey's immediate and selfless lifesaving actions to another is a credit to him and to the Currituck County Sheriff's office for which the citizens of Currituck County are grateful.

NOW, THEREFORE, BE IT RESOLVED, that the Currituck County Board of Commissioners, on behalf of the citizens of Currituck County, acknowledges the lifesaving action of Deputy Weston Godfrey and extends its appreciation for his dedicated public service.

ADOPTED this 7th day of March 2022.

Michael H. Payment, Chairman
Board of Commissioners

Leeann Walton
Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3352)

Agenda Item Title: Consideration of Amendment to Beach Rescue Lifeguard Services Contract

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Fourth amendment to lifeguard services contract for consideration to provide wage increase for ocean rescue employees.

Potential Budget Affect: \$35,000 inc FY 2021-22; \$35,000 FY 2022-23

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

FOURTH AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT BY AND BETWEEN COUNTY OF CURRITUCK AND LIGHTHOUSE RESORT SERVICES, INC.

THIS FOURTH AMENDMENT to Independent Contractor Agreement made and entered into this ____ day of March 2022 by and between the County of Currituck, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina (the "County") and Lighthouse Resort Services, Inc. (the "Contractor").

WITNESSETH:

WHEREAS, County and Contractor entered into an Independent Contractor Agreement (the "Agreement") effective February 8, 2019, for the Contractor to provide Beach Rescue Services for Currituck County; and

WHEREAS, County and Contractor agree there is a need to increase Contractor compensation to provide for a hourly wage increase for Beach Rescue employees to \$15.00 per hour;

WHEREAS, Compensation under the Agreement for calendar year 2022 with a 2% CPI increase as provided for the in Agreement is Nine hundred five thousand eight hundred forty-seven dollars and fifteen cents (\$905,847.15);

NOW, THEREFORE it is mutually agreed as follows:

1. The Contractor shall be paid an additional Seventy-thousand dollars and no cents (\$70,000.00) beginning March 1, 2022 through December 31, 2022 for a total compensation of Nine hundred seventy-five thousand eight hundred forty-seven dollars and fifteen cents (\$975,847.15) for calendar year 2022.

The increase shall also be applied to compensation for calendar year 2023. The Contractor shall be paid a total compensation of Nine hundred seventy-five thousand eight hundred forty-seven dollars and fifteen cents (\$975,847.15) for calendar year 2023. Calendar year 2023 is subject to the CPI adjustment clause provided for in the Agreement.

2. Except as amended herein, the terms and conditions of the Agreement shall remain in effect.

In Testimony Whereof, the parties have executed this Fourth Amendment to Independent Contractor Agreement in duplicate originals this the _____ day of March 2022.

ATTEST:

COUNTY OF CURRITUCK

By: _____
Leeann Walton, Clerk to the Board

By: _____(SEAL)
Donald I. McRee, Jr.
County Manager/County Attorney

ATTEST:

LIGHTHOUSE RESORT SERVICES, INC.

By: _____

By: _____(SEAL)
Michael A. Cherry, President

This instrument has been preaudited in the manner
required by the Local Government Budget and Fiscal Control Act.

Sandra Hill
Finance Officer

Attachment: Fourth Amendment to Beach Rescue Services Agreement (002) (Contract Amendment-Lifeguard Services)



LIGHTHOUSE RESORT SERVICES, INC.

520 OLD STONEY RD., UNIT J

COROLLA, NC 27927

PHONE: (252) 453-6232 FAX: (252) 453-9825

EMAIL: LIGHTHOUSERESORTSERVICES@YAHOO.COM

OCEAN RESCUE DIVISION - COROLLA BEACH RESCUE

PROPOSAL

2/24/2022

Attn: Rebecca Gay
Assistant to the County Manager
County of Currituck
153 Courthouse Rd.
Suite 204
Currituck NC 27929

Re: Ocean Rescue Proposal minimum wage increase 2022 - 2023

Description

Subject to all terms and conditions of the existing Independent Contractor Agreement except for the payment schedule as outlined below, and for the initial sum of \$70,000.00, Lighthouse Resort Services, Inc. will increase the hourly minimum wage for all Ocean Rescue employees to \$15.00 beginning March 1st, 2022 through December 31, 2023. For 2023, the initial amount will be subject to the CPI-U adjustment clause per the existing agreement.

Monthly invoicing for March 2022 through December 2022 is as follows:

Payment Due:	%	Amount
January	0%	\$0
February 9th	0%	\$0
March 9th	10%	\$7,000.00
April 6th	10%	\$7,000.00
May 4th	15%	\$10,500.00
June 1st	15%	\$10,500.00
July 8th	15%	\$10,500.00
August TBD	15%	\$10,500.00
September TBD	10%	\$7,000.00
October TBD	10%	\$7,000.00
November TBD	0%	\$0
December TBD	0%	\$0

Respectfully,

Michael Cherry
President

Attachment: 2022 Currituck County Proposal Wage Increase Ocean Rescue (Contract Amendment-Lifeguard Services)

	Pymt. %	2019	2020 2% CPI increase	2021 2% CPI increase	2022 2% CPI increase	2022 With Proposed Increase	2023 1% CPI increase	2023 2% CPI increase
February	5	\$42,680.00	\$43,533.60	\$44,404.27	\$45,292.36	\$45,292.36	\$49,280.28	\$49,768.20
March	5	\$42,680.00	\$43,533.60	\$44,404.27	\$45,292.36	\$52,292.36	\$49,280.28	\$49,768.20
April	10	\$85,360.00	\$87,067.00	\$88,808.54	\$90,584.71	\$97,584.71	\$98,560.56	\$99,536.41
May	15	\$128,040.00	\$130,600.80	\$133,212.82	\$135,877.07	\$146,377.07	\$147,840.84	\$149,304.61
June	15	\$128,040.00	\$130,600.80	\$133,212.82	\$135,877.07	\$146,377.07	\$147,840.84	\$149,304.61
July	15	\$128,040.00	\$130,600.80	\$133,212.82	\$135,877.07	\$146,377.07	\$147,840.84	\$149,304.61
August	15	\$128,040.00	\$130,600.80	\$133,212.82	\$135,877.07	\$146,377.07	\$147,840.84	\$149,304.61
September	5	\$42,680.00	\$43,533.60	\$44,404.27	\$45,292.36	\$52,292.36	\$49,280.28	\$49,768.20
October	5	\$42,680.00	\$43,533.60	\$44,404.27	\$45,292.36	\$52,292.36	\$49,280.28	\$49,768.20
November	5	\$42,680.00	\$43,533.60	\$44,404.27	\$45,292.36	\$45,292.36	\$49,280.28	\$49,768.20
December	5	\$42,680.00	\$43,533.60	\$44,404.27	\$45,292.36	\$45,292.36	\$49,280.28	\$49,768.20
Annual Expense		\$853,600.00	\$870,672.00	\$888,085.44	\$905,847.15	\$975,847.15	\$985,605.62	\$995,364.09
First Amend.			\$22,500.00					
Second Amend.			\$24,000.00					
Third Amend.				\$39,780.00				
Annual Expense w/ Amend.			\$917,172.00	\$927,865.44				

Attachment: Beach rescue contract cost (Contract Amendment-Lifeguard Services)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3356)

Agenda Item Title: Resolution Supporting North Carolina Department of Transportation
Dedicating a Portion of North Carolina Highway 615 on Knotts Island as the Chief Scott A.
Morrison Memorial Highway

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

**Resolution of support at the request of the family of Scott Morrison for NCDOT to
dedicate a portion of NC 615 as the Chief Scott A. Morrison Memorial Highway.**

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

**RESOLUTION OF THE BOARD OF COMMISSIONERS SUPPORTING THE
DEDICATION OF A PORTION OF NORTH CAROLINA HIGHWAY 615 ON KNOTTS
ISLAND IN HONOR OF CHIEF SCOTT A. MORRISON**

WHEREAS, Scott A. Morrison, a native of New Jersey, moved to North Carolina in 1993, and in the year 2000, settled in Knotts Island where he and his wife, Jessica, raised two children, Kaitlyn and Sean; and

WHEREAS, upon moving to Knotts Island, Mr. Morrison immediately became a member of the Knotts Island Volunteer Fire Department; and

WHEREAS, in 2010, after many years of dedicated service to the Knotts Island community as a firefighter, Scott Morrison became Chief of the Knotts Island Volunteer Fire Department; and

WHEREAS, on March 3, 2013, Chief Morrison tragically lost his life after working to coordinate fire suppression activities for a brush fire on Knotts Island; and

WHEREAS, Chief Morrison is remembered as one who was always committed to public service, and it would be fitting and proper to pay tribute to Chief Morrison by dedicating a roadway in Currituck County in his honor.

NOW, THEREFORE, BE IT RESOLVED that the Currituck County Board of Commissioners supports dedicating a portion of North Carolina Highway 615, located on Knotts Island, North Carolina, to Chief Scott A. Morrison and requests appropriate markers or signs containing the designation be erected on the roadway by the North Carolina Department of Transportation.

BE IT FURTHER RESOLVED that a copy of this Resolution will be forwarded to the North Carolina Department of Transportation, North Carolina Representative Bobby Hanig, and to the family of Chief Scott A. Morrison.

ADOPTED this 7th day of March, 2022.

ATTEST:

Michael H. Payment, Chairman

Leeann Walton, Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3351)

Agenda Item Title: Budget Amendments

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Funds transfers.

Potential Budget Affect: Please see individual amendments for net affects.

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

Number 20220088

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10531-532000	Supplies		1,360
10531-511010	Data Transmission	1,360	
		<u>\$ 1,360</u>	<u>\$ 1,360</u>

Explanation: Emergency Management (10531) - Transfer budgeted funds for internet monitoring for beach camera project.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220089

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-576009	Youth Soccer	\$ 5,000	
10350-469009	Soccer		\$ 2,290
10795-576002	Youth Basketball		2,710
		<u>\$ 5,000</u>	<u>\$ 5,000</u>

Explanation: Parks and Recreation (10795) - Transfer funds and increase appropriations for additional costs incurred due to increased registration for Youth Soccer.

Net Budget Effect: Operating Fund (10) - Increased by \$2,290.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220090

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
67878-545000	Contracted Services		\$ 10,000
67878-553000	Dues & Subscriptions	\$ 10,000	
		<u>\$ 10,000</u>	<u>\$ 10,000</u>

Explanation: Mainland Sewer (67878) - Transfer budgeted funds for State permitting fees.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220091

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10460-592000	Projects		\$ 2,000
10460-553000	Dues & Subscriptions	\$ 2,000	
		<u>\$ 2,000</u>	<u>\$ 2,000</u>

Explanation: Public Works (10460) -The transfer is to provide funds for stormwater permits for Maple Industrial Complex, Maple Commerce Park and Moyock Library.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number

20220092

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10530-502100	Salaries - Overtime	\$ 400,000	\$ -
10530-505000	FICA Expense	22,950	
10530-507000	Retirement Expense	51,120	
10530-590000	Capital Outlay	15,000	
10530-526000	Advertising		2,200
10530-540000	Worker's Compensation		3,530
10530-502000	Salaries - Regular		100,000
10340-450000	Ambulance Service		383,340
210541-502100	Salaries - Overtime	316,982	
210541-502000	Salaries - Regular		316,982
10541-502100	Salaries - Overtime	9,873	
10541-557100	Software License Fee		6,000
10541-514000	Travel		2,000
10541-532000	Supplies		1,873
		<u>\$ 815,925</u>	<u>\$ 815,925</u>

Explanation: Emergency Medical Services (10530); County Fire Services (10541); Corolla County Fire Services (210541) - Transfer budgeted line items and increase appropriations for additional overtime due to staffing needs due to increases in COVID cases. Also, replacement of an HVAC unit in the Waterlily Fire Station. The additional funding will be funded through increased collections of ambulance fees.

Net Budget Effect: Operating Fund (10) - Increased by \$383,340.
Corolla Fire District Fund (210) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number

20220093

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10795-545100	Credit Card Fees	\$ 800	
10795-516001	Repairs and Maintenance	500	
10795-536000	Uniforms	500	
10795-576007	Youth Wrestling		\$ 1,800
		<u>\$ 1,800</u>	<u>\$ 1,800</u>

Explanation: Parks & Recreation (10795) - The transfer from Youth Wrestling to other accounts covers shortages.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220094

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10531-545000	Contracted Services		\$ 500
10531-514500	Travel	\$ 500	
		<u>\$ 500</u>	<u>\$ 500</u>

Explanation: Emergency Management (10531) - Transfer budget funds for additional travel.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220095

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-502000	Salaries		\$ 8,000
10510-506000	Insurance Expense		12,000
10510-532000	Supplies	3,000	
10510-536000	Uniforms	5,000	
10510-545000	Contracted Services	\$ 12,000	
		<u>\$ 20,000</u>	<u>\$ 20,000</u>

Explanation: Sheriff (10510) - The transfers are to cover Phycological Evaluations effective 1-1-2022 that are new to our process and not included in the 2022 budget in addition to transfers to cover expenses until fiscal year end.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220096

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
210541-502000	Salaries		\$ 270,000
210541-502100	Overtime	\$ 270,000	
		<u>\$ 270,000</u>	<u>\$ 270,000</u>

Explanation: Corolla Fire District (210541) - The transfer is to remove the overtime shortage in Corolla.

Net Budget Effect: Corolla Fire District (210) - No Change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)

Number 20220097

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10530-506000	Insurance		\$ 1,000
10530-590000	EM Capital Outlay		15,000
10541-590000	Capital Outlay	\$ 16,000	
		<u>\$ 16,000</u>	<u>\$ 16,000</u>

Explanation: Emergency Medical Services (10530); Fire Service (10541) - The transfer is for a HVAC replacement at the Waterlily Fire Station.

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

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmends_Mar 7_General Meeting (Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3361)

Agenda Item Title: Project Ordinance-Recreation Master Plan Update

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Set up of line item/project to provide funds to begin an update of the Recreation Master Plan. Project ordinance is required to carry funding over multiple years for long-term project.

Potential Budget Affect: Budgeted funds

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

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

SECTION 1. The project authorized is update of the Parks and Recreation Masterplan.

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

Recreation Masterplan	\$	42,450
	<u>\$</u>	<u>42,450</u>

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

Operating Fund	\$	42,450
	<u>\$</u>	<u>42,450</u>

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

SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

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

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

SECTION 6. CONTRACTUAL OBLIGATIONS

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

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

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

SECTION 7. USE OF BUDGET ORDINANCE

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

ADOPTED this 7th day of March 2022.

Michael Payment, Chairman
Board of Commissioners

ATTEST:

Leeann Walton
Clerk to the Board



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3345)

Agenda Item Title: Surplus Resolution-Modular Office Units/Tank

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Reason for Request: Disposal of modular/trailers used for office space-Elections, Highway Patrol, Soil and Water and disposal of fuel tank.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? Yes

Manager Recommendation:

RESOLUTION

WHEREAS, THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting held on March 7, 2022 authorized pursuant to N.C.G.S. 160A-270, that the property listed below will be sold at electronic auction or will be disposed of if not sellable.

County Asset Tag	Description	Serial Number
B50	Elections Modular Building	
2094	1989 Roger Office Tailer - WIC/Highway Patrol	38072 11923
3323	Soil & Water Doublewide Trailer	
3009	1000-Gallon Fuel Tank - Old Health Dept.	

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

ADOPTED, this 7th day of March 2022.

Michael H. Payment
County of Currituck, Board of Commissioners

Leeann Walton
Clerk to the Board

(Seal)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3362)

Agenda Item Title: Job Description Revision-Project Engineer

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Revisions to Job Description for your consideration-Project Engineer.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: PROJECT ENGINEER PUBLIC WORKS

GENERAL STATEMENT OF JOB

The Project Engineer is responsible for assisting the County Engineer and the Assistant County Engineer in providing professional engineering services to the county. This position provides engineering services to the County within the Department of Public Works under the supervision of the County Engineer and the Assistant County Engineer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains communication with other departments ~~and~~ County Engineer and Assistant County Engineer to exchange information relating to planning, engineering and construction of county projects.

Assists the County Engineer and the Assistant County Engineer related to the planning, administration, and timely completion of approved construction projects, programs, and rehabilitations.

Assist with oversight of the concept, design, revision, and construction of various County related capital improvement and replacement projects to include water and sanitary sewer infrastructure, drainage structures, and other County facilities as required.

Enforces and administers Federal, State, and Local rules, regulations, and ordinances related to construction contracting and public health and safety.

Assist with the planning, development, and administration of internal policies and procedures as they relate to the County's stormwater, water and wastewater systems.

Assist with preparation of scope of work and Request for Proposals (RFP) for various professional services required for County projects.

Help coordinate the selection, negotiation, progress evaluation, and payment of professional consultants and other construction and engineering services.

Analyzes and compiles construction cost estimates, proposals, quotations, and bids for County projects.

Review and approve subdivision and land development plans for compliance with regulations and sound engineering practices related to design of water, wastewater, and stormwater systems as required.

~~Review, approve and inspect private road construction for subdivision and site plans.~~

~~Review and approve Culvert Certification Waivers, Land Disturbance Permits and Topographic Certifications as required for site development.~~

~~Review Floodplain Development Permits and plans as needed.~~

ADDITIONAL JOB FUNCTIONS

~~Serve as a member of the County's Technical Review Committee.~~

Provides technical assistance to the County Engineer and Assistant County Engineer in the design and implementation of County projects.

Provides cordial, responsive and accurate customer service in both written and/or verbal formats.

Maintain collaborative working relationships with those contacted in the course of work activities.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Have the ability to prepare reports and business correspondence.

Have the ability to effectively present information and respond to questions from individual or groups of clients and the general public.

Have the ability to review and interpret construction drawings and specifications.

Perform and interpret various hydraulic and stormwater computer software packages.

Perform and interpret various water and sewer hydraulic computer modeling software packages.

Have the ability to use computer-aided design and drafting programs.

Perform office administrative duties as assigned.

MINIMUM TRAINING AND REQUIREMENTS

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with major work in engineering, and extensive experience in municipal utilities construction and engineering. Prefer experience in supervision and administration. Requires four year degree in engineering.

Desired qualifications include registration as a Professional Engineer or ability to satisfy minimum requirements of a Professional Engineer license.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principals and practices of civil engineering as applied to the development and construction of public works and public utilities projects; thorough knowledge of the principals and practices of urban planning; ability to plan and direct the work of subordinates, ability to plan projects and prepare cost estimates and specifications; ability to maintain effective working relationships with County officials, employees, contractors, and the general public; ability to effectively communicate complete ideas, orally and in writing.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina Drivers License.

WORKING CONDITIONS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound.

Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

ED: 06/20/2016 (REV BOC)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3355)

Agenda Item Title: Report of Unpaid Real Estate Taxes & Order to Advertise Tax Liens

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Order the Advertisement of Real Estate Tax Liens as required by NCGS 105-369. See attached memo with figures.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? Yes

Manager Recommendation:



COUNTY OF CURRITUCK

Tax Department
P.O. Box 9
Currituck, North Carolina 27929

Tracy Sample, Tax Administrator
(252) 232-3005
(252) 232-3568 (FAX)

Report of Unpaid 2021 Real Estate Taxes

and

Order of Advertisement of Tax Liens

To: Board of County Commissioners

From: Tracy Sample, Tax Administrator

Date: February 21, 2022

Report of Unpaid 2021 Real Estate Taxes:

As of **February 21, 2021**, there are **\$987,910.55** in unpaid taxes that are a lien on real estate for fiscal year **2021-2022**.

North Carolina General Statute 105-369 requires that unpaid real estate tax liens be advertised in one or more newspapers having a general circulation in the county and by posting a notice of the tax liens at the county courthouse. This statute requires that the Board of Commissioners order the tax collector to advertise the tax liens.

Attachment: Report of Unpaid 2021 taxes-Order to Advertise_ (Tax-Report of Unpaid Taxes and Order to Advertise Liens)

Order to Tax Collector to Advertise Tax Liens

WHEREAS, N.C.G.S. 105-369 requires the County Tax Collector report to the Board of County Commissioner, the total amount of unpaid taxes for the current fiscal year that are a lien on real property; and

WHEREAS, N.C.G.S. 105-369 also requires that upon receipt of the report, the Board of Commissioners must order the Tax Collector to advertise the tax liens by posting a notice of the liens at the county courthouse and by publishing each lien at least one time in one or more newspapers having general circulation in the taxing unit; and

WHEREAS, the time and content the tax lien advertisement are dictated by N.C.G.S 105-369(c); and

WHEREAS, the report of unpaid taxes for unpaid taxes for the current fiscal year that are a lien on real property has been received;

NOW, THEREFORE BE IT RESOLVED by the Currituck County Board of County Commissioners that the Currituck County Tax Collector is hereby ordered to advertise the tax liens for unpaid taxes for the current fiscal year that are a lien on real property, in accordance with N.C.G.S. 105-369(c).

THIS, the _____ day of _____, 20_____.

THE CURRITUCK COUNTY BOARD OF COMMISSIONERS

BY: _____ (SEAL)
Michael H. Payment, Chairman

Attest:

Clerk to the Board

Attachment: Report of Unpaid 2021 taxes-Order to Advertise_ (Tax-Report of Unpaid Taxes and Order to Advertise Liens)



**CURRITUCK COUNTY
NORTH CAROLINA**

February 21, 2022

Minutes – Regular Meeting of the Board of Commissioners

WORK SESSION

1. 5:00-5:30 PM North Beach Residents-Outdoor Tour Operator Presentation

Commissioners held a Work Session to hear comments from citizens of the Swan Beach neighborhood on the impacts of Outdoor Tours, specifically horse tours, that operate in their neighborhood. Nick Ellis, Attorney with Poyner Spruill representing the citizen group, opened discussion and reviewed concerns expressed at an earlier work session the Board held with the group. A video was displayed on the overhead while Swan Beach resident, Cindy Midkiff, narrated to better clarify the activity of the tour vehicles being shown and the resulting impacts. Tom Hurley, a resident of the off-road, described the negative impacts of sand displacement that occurs when vehicles drive through flooded roads.

The group proposed recommendations for consideration and Mr. Ellis distributed a corresponding document for Board review with proposed language to amend the County's current ordinance regulating Outdoor Tour Operators. Recommendations included only allowing tours between the hours of 10:00 AM and 4:00 PM, establishing routes, limiting the number of vehicles that can operate concurrently, and prohibiting tours on roads behind the dunes when flooding exists. It was suggested that ordinances be adopted to provide additional protection for the horses, along with better enforcement of the 50 foot distance rule and a driver training program which would be provided by the Wild Horse Fund.

Presenters responded to questions during presentation. When asked, Ms. Midkiff said the volume is the issue, and no one tour is worse than another. Mr. Hurley said he doesn't believe limited hours would increase travel by individuals. He said there are some drivers who are more courteous than others and who try to follow established ordinances.

Chairman Payment thanked the group for the presentation and discussed the possibility of a future Work Session after they have an opportunity to review the information presented.

2. 5:30-6:00 PM Future Land Use Plan Map Review

Kevin Kemp, Development Services Director, used a powerpoint to review mapping changes for the Future Land Use Plan. The changes reflected those requested by the Board of Commissioners at the 2021 Board Retreat. Some clean-up items included in the changes were reviewed by Planning and Community Development Director Laurie LoCicero. Board members asked for additional time to review the revisions and would provide

Communication: Minutes for February 21, 2022 (Approval Of Minutes-February 21, 2022)

comment by the March 7, 2022 Commissioners meeting, and if none are received the maps would be submitted.

Motion to close the Work Session

With no further discussion, Chairman Payment moved to come out of the Work Session. Commissioner McCord seconded the motion. The motion carried, 6-0 and the Work Session closed at 5:51 PM.

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

6:00 PM CALL TO ORDER

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

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

Chairman Payment called the meeting to order. He announced the earlier Work Sessions and acknowledged the absence of Commissioner White, who was traveling.

A) Invocation & Pledge of Allegiance

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner Mary Etheridge amended the agenda and removed Budget Amendment number 20220083 from the Consent Agenda. She would like Fire and Emergency Medical Services Chief, Ralph Melton, to clarify the request for Commissioners. Commissioner Beaumont added a New Business item to discuss and consider a resolution opposing additional restrictions on Striper fishing. Commissioner Beaumont moved for approval of the agenda and Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0, and the agenda was approved as amended.

Approved agenda:

Work Session

5:00-5:30 PM North Beach Residents-Outdoor Tour Operator

Presentation

5:30-6:00 PM Future Land Use Plan Map Review

6:00 PM Call to Order

A) Invocation & Pledge of Allegiance

B) Approval of Agenda

Public Comment

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

Commissioner's Report

County Manager/Attorney

Reports

New

Business

- A) Amended-Discussion and Possible Adoption of a Resolution Opposing Recreational Striper Fishing Restrictions
- B) Commissioner Mary Etheridge Travel Request: Visit NC 365 Conference, March 20-22, 2022, Durham Convention Center
- C) Resolution Authorizing Sole Source Purchase of Hersey Water Meters for Southern Outer Banks Water System
- D) Board Appointments
 - 1. Fire and EMS Advisory
- E) Consent Agenda
 - 1. Budget Amendments
 - 2. Salary Resolution and Classification Chart
 - 3. Consideration of County Manager Employment Contract
 - 4. Approval Of Minutes-Feb. 7, 2022

Closed Session

Communication: Minutes for February 21, 2022 (Approval Of Minutes-February 21, 2022)

Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Adjourn

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

PUBLIC COMMENT

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

Chairman Payment opened the Public Comment period.

Denise Fallon, Principal of JP Knapp Early College, announced the start of student recruitment for Early College. Interested students were encouraged to apply through the March 4, 2022, application deadline. She presented opportunities available to students through the Early College, including the earning of college credit while attending high school. Ms. Fallon responded to questions and said early college students can participate in some Currituck County High School activities, including band and drama productions. She said students can also earn Career and Technical Education credits at the college level. Commissioner Jarvis commented that many JP Knapp Early College students take leadership roles at College of the Albemarle.

Barbara Snowden of Currituck, and County Historian, announced an upcoming program of the Currituck County Historical Society on the Currituck County historic jail, which will include a talk by an Engineer working on the jail stabilization project currently in progress.

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

COMMISSIONER'S REPORT

Commissioner J. Owen Etheridge discussed the possibility of war in Europe and his hope that calm heads will prevail.

Commissioner McCord reported employees are retiring from the Sheriff's Office, resulting in the loss of good Deputies. He invited fellow Board members and the County Manager to a luncheon to celebrate four individuals retiring from the Sheriff's Office. He noted the increase in fires in the County this year and encouraged people to be cautious and to continue to support first responders. He reminded people they could contact their local fire departments to obtain batteries for smoke detectors.

Chairman Payment reported on a large fire that occurred in Lower Currituck earlier in the week. He announced a fundraising dinner for Lower Currituck Volunteer Fire Department and encouraged people to attend. Chairman Payment discussed preparations currently in progress for the paving project planned for North Carolina Highway 158 in Lower Currituck.

Commissioner Mary Etheridge reported on a recent ABC Board meeting she attended. She discussed the implementation of new policies and an upcoming pay study to take place. She thanked all of the ABC store staff for their work as they navigate staffing and product shortages. She also reported attending the Department of Social Services (DSS) Board meeting where Currituck County Social Worker, Tiffany Sutton, was recognized for her work and advocacy for children in the county.

Commissioner Jarvis, after traveling abroad, expressed her appreciation for her home in Currituck County and where she comes from.

COUNTY MANAGER/ATTORNEY REPORTS

County Manager, Ike McRee, reported that the sale Currituck County had been authorized to undertake to dispose of several modular homes abandoned by Paradise Homes, a business located in Jarvisburg, North Carolina, garnered \$68,000 in revenue. He attended a meeting with County staff and Engineers to begin development of a long-term airport layout plan. He noted exciting opportunities and congratulated William Nelson, Airport Manager, for increasing fuel sales and generating interest in airport. He met with Cameron Lowe, Cooperative Extension Director, to determine a location for the construction of a high tunnel greenhouse. A grant is available for funding construction, and Mr. McRee agreed to provide an aerial of the location to Board members. He reported Currituck County IT Director, Logan Steese, assisted the North Carolina strike team with a data breach that occurred in a Western North Carolina county. Due to his impressive performance, Mr. Steese was asked to serve on the Statewide Strike Team.

NEW BUSINESS

A. Amended-Discussion and Possible Adoption of a Resolution Opposing Recreational Striper Fishing Restrictions

Reese Decker, a resident of Kill Devil Hills and a Charter Boat owner, addressed the Board of Commissioners to discuss additional restrictions being considered for the regulation of Striper fishing. He would like the Board to oppose any new restrictions and believes there is an opportunity to make Striper fishing more equitable for those fishing in the Currituck Sound. Commissioners discussed the possibility of a joint Resolution with Dare County and agreed they will take action to support recreational fishing. Commissioner Beaumont offered to take point on the issue and will contact Dare County representatives.

Chairman Payment recessed at 6:58 PM. The meeting reconvened at 7:02 PM.

B. Commissioner Mary Etheridge Travel Request: Visit NC 365 Conference, March 20-22, 2022, Durham Convention Center

Chairman Payment moved to approve the travel request. Commissioner Beaumont seconded the motion. The motion carried, 6-0.

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

C. Resolution Authorizing Sole Source Purchase of Hersey Water Meters for Southern Outer Banks Water System

Ike McRee, County Manager, reviewed the request for the Sole Source Purchase of water meters for Southern Outer Banks Water. Commissioner Beaumont moved for approval. Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0.

RESOLUTION AUTHORIZING THE PURCHASE OF MUELLER/HERSEY WATER METERS FROM WATER WORKS INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)

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, proper functioning of the County's Southern Outer Banks Water System (SOBWS) requires replacement meters compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of Mueller/Hersey water meters and required antennas in the State of North Carolina, Water Works, Inc. is the only entity capable of providing the county with meters and antennas compatible with current SOBWS equipment and operational systems, and

WHEREAS, the County's SOBWS has been using Water Works, Inc. to construct, develop and upgrade its system; and

WHEREAS, the County's SOBWS needs replacement water meters and antennas and Water Works, Inc. is supplier of compatible water meters; and

WHEREAS, Water Works, Inc. is supplying the County's SOBWS with three hundred 5/8x3/4, 420, SG, MES, IB, 5'NIC (Part# VEGB213N) and three hundred MiNode M Water MIU (Part# MSW-NODE5-IP-05) at a total cost per meter of \$183.35; and

WHEREAS, the total cost for the SOBWS water meter and antenna purchase is \$58,649.08.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for

Currituck
County, North Carolina as follows:

Section I. The County of Currituck is authorized to enter into a contract in the amount of \$58,649.08 with Water Works, Inc. for the sole source purchase of 5/8x3/4, 420, SG, ME8,IB,5'NIC (Part#VEGB213N) and MiNode M Water MIU (Part# MSW-NODE5-1P-05) water meters 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 Water Works, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

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

This the ____ day of _____, 20____.

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

D) Board Appointments

1. Fire and EMS Advisory

Commissioner Beaumont moved for approval of nominee Steven VanHise to fill a vacancy on the Fire and EMS Advisory Board. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 6-0, and the nominee was approved.

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

E) Consent Agenda

Commissioner J. Owen Etheridge moved to approve the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried, 6-0, and the Consent Agenda was approved.

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

1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
50447-590012	Coral Street Walkover 2021	\$ 1,500	
50447-590013	Dolphin Street Walkover 2021	\$ 1,500	
50447-590014	Mackeral Street Walkover 2021	\$ 1,500	
50380-481000	Investment Earnings		\$ 4,500
		<u>\$ 4,500</u>	<u>\$ 4,500</u>
Explanation:	County Governmental Construction (50447) - Increase appropriations for advertising and contingencies for Coral, Dolphin and Mackeral Walkovers.		
Net Budget Effect	County Governmental Construction Funds (50) - Increased by \$4,500.		
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10660-514800	Fee Paid to Officials		\$ 600
10660-516200	Vehicle Maintenance	\$ 600	
		<u>\$ 600</u>	<u>\$ 600</u>
Explanation:	Community Development/Planning (10660) - Transfer funds for vehicle maintenance.		
Net Budget Effect	Operating Fund (10) - No change.		

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10650-545000	Contracted Services		\$ 700
10650- 516200	Vehicle Maintenance	\$ 700	
		\$ 700	\$ 700
Explanation: Economic Development (10650) - Transfer budgeted funds for transmission repairs.			
Net Budget Effect Operating Fund (10) - No change.			
		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10330 445000	EM Grant		\$ 21,056
10531 545000	Contracted Services	\$ 17,500	
10531 532000	Supplies	\$ 3,556	
		\$ 21,056	\$ 21,056
Explanation: Emergency Managements (10531) - Emergency Management Program Grant funding to be used for WebEOC subscription, 3 additional flood gauges, County ID supplies and miscellaneous supplies.			
Net Budget Effect Operating Fund (10) - Increased by \$21,056.			

		Debit	Credit
		Decrease Revenue or	Increase Revenue or
<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>	<u>Decrease Expense</u>
210546-511006	Telephone & Postage		\$ 5,000
210546-513006	Utilities	\$ 1,500	
210546-516006	Repairs & Maintenance	\$ 12,000	
210546-516106	Buildings & Grounds		\$ 9,000
210546-532006	Supplies		\$ 2,400
210546-532106	Fire Supplies		\$ 1,500
210546-545000	Contract Services	\$ 400	
210546-561006	Professional Services	\$ 4,000	
		\$ 17,900	\$ 17,900
Explanation:	Corolla VFD (210546) - Transfer budgeted funds within the current budget at the request of the Corolla VFD.		
Net Budget Effect	Corolla Fire District Fund (210) - No change.		
		Debit	Credit
		Decrease Revenue or	Increase Revenue or
<u>Account Number</u>	<u>Account Description</u>	<u>Increase Expense</u>	<u>Decrease Expense</u>
10380-483512	Donations - Animal Control		\$ 15,000
10512-516000	Maintenance & Repair	\$ 4,000	
10512-532512	Pet Supplies/Meds/Etc	\$ 11,000	
		\$ 15,000	\$ 15,000
Explanation:	Animal Services and Control (10512) - Increase appropriations to record donations received.		
Net Budget Effect	Operating Fund (10) - Increased by \$15,000.		

2. Salary Resolution and Classification Chart

CURRITUCK COUNTY		
NORTH CAROLINA		
SALARY AND COMPENSATION RESOLUTION		
FOR THE FISCAL YEAR ENDING JUNE 30, 2022		
BE IT RESOLVED by the County		
SECTION 1 - BOARDS		
<u>Animal Services and Control Advisory Board</u>		
Members	\$50 per meeting	
<u>Board of Adjustment</u>		
Members	\$50 per meeting	
<u>Board of Commissioners</u>		
Chairman	\$1300 per month	
Members	\$1200 per month	
Commissioners assigned to County advisory boards will receive the same compensation as other members of that board.		
<u>Board of Elections</u>		
Chairman	\$75 per month plus \$8 per meeting hour plus travel reimbursement at per diem rate	
Members	\$25 per month plus \$8 per meeting hour plus travel reimbursement at per diem rate	
Chief Judge	\$170 on election day, \$20 on canvass day, \$15 on instruction day plus travel reimbursement at per diem rate, \$20 on recount day	
Judge	\$125 on election day, \$15 on instruction day plus travel reimbursement at per diem rate	
Assistants	\$110 on election day, \$15 on instruction day plus travel reimbursement at per diem rate	

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

SECTION 2 - PAYMENTS TO BOARDS			
Payments made to board members (except the Board of Commissioners and Board of Elections) are considered fees for the payment of all expenses incurred while serving in a voluntary capacity unless additional compensation is provided for in the enacting ordinance.			
SECTION 3 - NEW APPOINTMENTS			
<u>Compensation</u>			
The County Manager is authorized without further approval to enroll new personnel at a grade level not to exceed that of step 3; however, no new position may be established or salaries increased without the approval of the County Board of Commissioners.			
<u>Minimum Wage</u>			
Notwithstanding the above, the County Manager may raise the salary of any employee to the Federal minimum wage level without further approval from the County Board of Commissioners.			
SECTION 4 - PART-TIME AND TEMPORARY EMPLOYEE BENEFITS			
County employee benefits, including but not limited to vacation leave, holiday leave, sick leave, retirement, 401k, and health insurance, shall not be provided for part-time and temporary employees unless otherwise provided for by the Board of Commissioners.			
<u>RATES</u>			
<u>Hourly</u>			
Airport Lineman - Part-time	\$14.81	per hr	
Animal Care Technician	\$13.84	per hr	
Camp Counselors - Seasonal	\$12.50	per hr	
Clerical Position - Temporary	\$14.81	per hr	
Deputy I - Part-time	\$18.68	per hr	
Deputy II - Part-time	\$19.65	per hr	
Deputy III - Part-time	\$20.61	per hr	
Deputy Trainee - Part-time	\$17.71	per hr	
Detention Officer - Part-time	\$15.09	per hr	
DSS On Call	\$22.00	per hr	
EMT Basic - Temporary	\$14.81	per hr	
EMT Intermediate - Temporary	\$17.71	per hr	
EMT Paramedic - Temporary	\$20.61	per hr	
Library Assistant I - Part-time	\$13.84	per hr	
Maintenance Helper - Temporary	\$12.88	per hr	
Park Attendant	\$12.88	per hr	
Summer Intern - Whalehead	\$14.81/\$15.37	per hr	
Telecommunicator - Part-time	\$16.75	per hr	
time	\$15.78	per hr	
Tour Guides - Whalehead	\$14.81	per hr	
Temporary	\$14.81	per hr	

<u>Parks & Recreation Temporary</u>		
Athletic Complex Attendant	\$11.50	per hr
Janitor - All Sports	\$7.25	per hr
Scorekeeper - All Sports	\$7.25	per hr
Site Coordinator - All Sports	\$14.50	per hr
Referee - 5 - 9 yr old Basketball	\$22.00	per game
Referee - 10 - 15 yr old Basketball	\$26.00	per game
Referee - Flag Football	\$22.00	per game
Referee - Youth Volleyball	\$22.00	per game
Referee - Soccer	\$22.00	per game
Referee - Tackle Football	\$36.00	per game
Umpire - Baseball Ages 7 - 8	\$30.00	per game
Umpire - Softball 10U	\$35.00	per game
Umpire - Baseball Ages 9 - 10	\$35.00	per game
Umpire - Softball 12U - 18U	\$40.00	per game
Umpire - Baseball Ages 11 - 15	\$40.00	per game
SECTION 5 - TRAVEL		
Per Diem Rate		
Subject to the approval of their department head, employees are entitled to travel reimbursement for use of a personal vehicle while transacting County business at the current standard mileage rate allowed by the Internal Revenue Service.		
Adopted this 21st of February 2022.		
ATTEST.		
Michael H. Payment, Chairman		
Board of Commissioners		
Leeann Walton		
Clerk to the Board		

3. Consideration of County Manager Employment Contract

4) Approval Of Minutes-Feb. 7, 2022

1. Minutes for Feb. 7, 2022

CLOSED SESSION

1. Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Chairman Payment announced the purpose of the Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Commissioner Beaumont moved to enter Closed Session and the motion was seconded by Commissioner Jarvis. The motion carried, 6-0, and the Board entered Closed Session at 7:10 PM.

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

ADJOURN

Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner Beaumont moved to adjourn. Commissioner McCord seconded the motion. The motion carried, 6-0, and the Board of Commissioners regular meeting adjourned at 7:25 PM.

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



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3359)

Agenda Item Title: Consideration of Modification to Grant Award for Martin Farm and Winery Peach Blossom Market Event

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Martin Farm and Winery was awarded an event grant for this fiscal year in the amount of \$10,955 for the Peach Blossom Market. Due to increased costs, they would like to revise the event grant to \$12,835 (an increase of \$1,880). The event is to take place March 20, 2022 with a rain date of March 27, 2022.

Potential Budget Affect: Budgeted grant funds through Travel & Tourism Dept.

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

3/2/2022

Martin Farm and Winery

Requested Expenses 2022 (add'l costs)

Expenses:

Golf Cart Rental	\$400.00
Port a John	\$500.00 (- \$500)
Parking services/cones/fencing/tickets	\$1,150.00 (+ \$350)
Logo Design	\$90.00 (- \$260)
live band/tech support/videographer	\$2,150.00
Facebook/Marketing/Signs/Banners	\$850.00
Cups/Glasses	\$2,130.00 (+ \$1,230)
Event Planner	\$600.00 (+ \$100)
Stage/tables	\$150.00 (- \$150)
Additional Staff	\$700.00 (+ \$200)
Tshirts/Promo Merchandise	\$1,500.00
Axe Throwing	\$525.00 new
Giveaway #1 Adirondack Chairs/table	\$1,090.00
Giveaway #2 Sound charter tour	\$250.00
Giveaway #3 Eagle Creek (golf/gift cert)	\$250.00 new
Giveaway #4 H2OBX 4 season passes	\$500.00 new
Total:	\$12,835.00

Requested expenses (these amounts are estimated based on 2021 pricing)

Golf Cart Rental	\$400.00
Port a John	\$1,000.00
Parking services/cones/fencing	\$800.00
Logo Design	\$350.00
Acoustic live band/tech support	\$2,150.00
Facebook/Instagram/Marketing	\$750.00
Cups/Glasses	\$900.00
Event Planner	\$500.00
Stage	\$300.00
Additional Staff	\$500.00
Tshirts/Promo Merchandise	\$1,500.00
Banners	\$300.00
Security (Sheriff's deputy)	\$150.00
Giveaway #1 Adirondack Chairs/table	\$1,155.00
Giveaway #2 Sound charter tour	\$200.00
Total:	\$10,955.00



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3358)

Agenda Item Title: TDA-Budget Amendments

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Budget Amendments for consideration.

Potential Budget Affect: See documents for line items and net affects.

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

Number TDA20220018

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15447-545001	Beach Services	\$ 15,847	
15320-415000	Occupancy Tax		\$ 15,847
		<u>\$ 15,847</u>	<u>\$ 15,847</u>

Explanation: Tourism Related Expenses (15447) - Increase appropriations for the fourth amendment to the Ocean Rescue/Beach Services contract through June 30, 2022.

Net Budget Effect: Occupancy Tax Fund (15) - Increased by \$15,847.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmend_MAR 7_TDA (TDA Budget Amendments)

Number TDA20220019

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Tourism Development Authority, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
15442-590000	Capital Outlay	\$ 50,000	
15442-526200	Promotion Efforts		\$ 50,000
		<u>\$ 50,000</u>	<u>\$ 50,000</u>

Explanation: Tourism Promotion (15442) - Transfer budgeted funds from Promotions to Capital Outlay to run fiber to the Wildlife Resources Center and the Maritime Museum.

Net Budget Effect: Occupancy Tax Fund (15) - No change.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmend_MAR 7_TDA (TDA Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3360)

Agenda Item Title: OSWSD Board-Budget Amendments

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Consideration of Budget Amendments for OSWSD.

Potential Budget Affect: Please see amendments for line item transfers and net affects.

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

Number OS2022001

BUDGET AMENDMENT

The Currituck County Board of Commissioners sitting as the Ocean Sands Water and Sewer Authority, at a meeting on the 7th day of March 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
60808-533201	Lab Tests	\$ 2,500	
60808-533801	Chemicals - Sewer	\$ 8,000	
60808-540000	Worker's Compensation		\$ 90
60808-553001	Dues & Subscriptions	\$ 1,000	
60360-470001	Utilities Charges		\$ 11,410
		<u>\$ 11,500</u>	<u>\$ 11,500</u>

Explanation: Ocean Sands Water and Sewer (60808) - Increase budgeted funds for increased testing, chemicals and dues.

Net Budget Effect: Ocean Sands Water and Sewer District Fund (60) - Increased by \$11,410.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: BudAmend_Mar 7_Ocean Sands (OSWSD Board-Budget Amendments)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3357)

Agenda Item Title: Closed Session pursuant to G.S. 143-318.11(a)(5) to establish or instruct county staff concerning the position to be taken by or on behalf of the county in negotiating the material terms of a contract for the acquisition of real property by purchase or exchange located at 2878 Caratoke Highway, Currituck, North Carolina, and owned by Kingfisher Cove, Inc., to be used for any public purpose.

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Discussion

Brief Description of Agenda Item:

Closed Session.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation: