

**PERSON COUNTY BOARD OF COMMISSIONERS**  
**MEMBERS PRESENT**

**SEPTEMBER 25, 2012**  
**OTHERS PRESENT**

Jimmy B. Clayton  
Kyle W. Puryear - ABSENT  
B. Ray Jeffers  
Samuel R. Kennington  
Frances P. Blalock

Heidi York, County Manager  
Sybil Tate, Assistant County Manager  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in special session on Tuesday, September 25, 2012 at 6:00 p.m. in the Roxboro Police Department Training Room for the purpose of joint session with the Roxboro City Council.

Person County Attendees:

Chairman Clayton, Commissioners Jeffers, Blalock and Kennington  
County Manager, Heidi York  
Clerk to the Board, Brenda Reaves  
Assistant County Manager, Sybil Tate

City of Roxboro Attendees:

Mayor Merilyn Newell, Mayor Pro-Tem William Davis, Council Members:  
Henry Daniel, Sandy Stigall, Mark Phillips, and Byrd Blackwell  
City Manager, Stephen Steese  
City Clerk, Trevie Adams  
Assistant City Manager, Tommy Warren

Chairman Clayton called the meeting to order. Vice Chairman Puryear was absent.

**DISCUSSION/ADJUSTMENT/APPROVAL OF AGENDA:**

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Blalock and **carried 4-0** to approve the agenda.

Mayor Newell recognized Representative Winkie Wilkins in the audience. Representative Wilkins introduced Michael Woodard, current City of Durham Councilman and a Senate candidate that would represent Person County.

## **ECONOMIC DEVELOPMENT:**

### **Economic Development Partnership Agreement between the City and the County:**

City Manager, Stephen Steese presented to the Board of Commissioners and City Council an Economic Development Partnership between the City and the County for a joint economic venture for 1) the county to hire an Economic Development Director to which the City of Roxboro will appropriate \$20,000 funding, and 2) the city to hire an Uptown Development Director to which Person County will appropriate \$20,000 funding. The overlapping purpose is the partnership and coordination for economic development by and between the two positions.

Mr. Steese noted the Uptown Development Director would be housed at City Hall and serving as the Roxboro Development Group (RDG) Director and the Main Street Director. The RDG Board would set the guidelines and objectives for the Uptown Development Director as well as participate in the evaluation process with the City and County Managers.

Mr. Wayne Ross, RDG Board Chair told the group the RDG Board is in full support of the agreement which will enable RDG to have a full time Director.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Kennington, and **carried 4-0** to approve the Economic Partnership Agreement between Person County and the City of Roxboro as presented.

City Council took action to approve the Economic Partnership Agreement between Person County and the City of Roxboro as presented by unanimous vote.



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**Economic Development Partnership Agreement  
Between Person County and the City of Roxboro**

THIS CONTRACTUAL AGREEMENT, made and effective as of the 25<sup>th</sup> day of September, 2012, by and between the City of Roxboro, a municipal corporation of the State of North Carolina (hereinafter called "the CITY"), and Person County, North Carolina, a body corporation and politic (hereinafter called "the COUNTY")

**WITNESSETH:**

That for and in consideration of the mutual covenants hereinafter contained, and pursuant to approval by the Council for the City of Roxboro and The Board of Commissioners for Person County, both parties do hereby covenant and agree as follows:

1. Both the City and County agree to partner in the endeavor of Economic Development through a mutual funding partnership related to the County's Economic Development Director, and the City's Uptown Development Director.
2. The City agrees in principle to the following:
  - a. To establish, hire, and maintain an Uptown Development Director position for the duration of this contract; including any extensions. This position will report to the City Manager and will receive all benefits granted to all City employees. The City agrees to provide office space for this position and to cover all expenses related to this position. This position will serve as the City and County's representative to the Roxboro Development Group, and will coordinate all funding provided to this organization.
  - b. To require the Uptown Development Director to provide updates on events and projects as requested by the County, but at no interval less than quarterly.
  - c. To provide twenty thousand dollars (\$20,000) in annual funding, to be provided in five thousand dollar (\$5,000) quarterly payments, towards the County's Economic Development Director's position.
3. The County agrees in principle to the following:

**September 25, 2012**

- a. To hire and maintain an Economic Development Director position for the duration of this contract; including any extensions. This position will report to the County Manager and will receive all benefits granted to all County employees. The County agrees to provide office space for this position and to cover all expenses related to this position.
  - b. To require the Economic Development Director to provide updates on activities and projects as requested by the City, but at no interval less than quarterly.
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- c. To provide twenty thousand dollars (\$20,000) in annual funding, to be provided in five thousand dollar (\$5,000) quarterly payments, towards the City's Uptown Development Director's position
- 4. The appointment, evaluation, and termination of the Uptown Development Director shall be coordinated as outlined in this agreement.
    - a. Appointment of the Uptown Development Director shall be done by the City Manager with input from the County Manager, and any other parties deemed necessary.
    - b. Evaluation of the Uptown Development Director shall be completed by the City Manager on an annual basis. The City Manager, County Manager, and designees of RDG shall meet at least annually to discuss the performance of the Director. The performance evaluation system of the City shall apply to the extent it is applicable.
    - c. Termination of the Uptown Development Director shall be at the discretion of the City Manager. The Director shall be considered an employee "at will" and is subject to the personnel policies of the City.
  - 5. The appointment, evaluation, and termination of the Economic Development Director shall be coordinated as outlined in this agreement.
    - a. Appointment of the Economic Development Director shall be done by the County Manager, with input from the City Manager, and any other parties deemed necessary.
    - b. Evaluation of the Economic Development Director shall be completed by the County Manager on an annual basis. The County Manager, City Manager, and designees of the EDC shall meet at least annually to discuss the performance of the Director. The performance evaluation system of the County shall apply to the extent it is applicable.
    - c. Termination of the Economic Development Director shall be at the discretion of the County Manager. The Director shall be subject to the personnel policies of the County.

September 25, 2012

6. The term of this agreement shall be for a period of three (3) years from the effective date of this agreement. Nothing in this paragraph prevents any party from proposing a modification to this agreement, which modification shall become effective only upon mutual consent of both parties as evidenced by appropriate resolutions adopted by both parties.
7. This agreement may be terminated early through mutual consent of both parties as evidenced by appropriate resolutions adopted by both parties, or through an adopted resolution from either party providing six (6) months' notice through proper service of such resolution to the other party.

IN WITNESS WHEREOF the parties hereto have caused this instrument to be executed by their properly designated officials by authority validly and duly given and their respective seals to be hereunto affixed on the day and year first above written. This instrument is executed in duplicate originals.

ATTESTED TO BY:

Miri Adams, CMC/PCAC  
City Clerk



CITY OF ROXBORO

Mark S. Murrell  
Mayor

ATTESTED TO BY:

Brenda B. Reaves  
County Clerk

PERSON COUNTY

Jimmy B. Clayton  
Chairman

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

Paul G.  
City Finance Director

Angie Wehling  
County Finance Officer

September 25, 2012

**Update on the Potential Joint Business Park between Person and Durham Counties:**

County Manager, Heidi York shared with City Council a report given to the Board of Commissioners at its last meeting noting a Feasibility Study for a Person-Durham Multi-Jurisdictional Business Park Development was completed by Sanford Holshouser. Ms. York stated the study analyzed if a joint business park would be viable looking at current business parks and infrastructure with the outcome being very positive for a shared park as well as improved tier status.

Ms. York noted the next step in the process would be the site assessment study noting the Board of Commissioners of both Durham and Person counties both agreed to move forward. Ms. York told the group the Board of Commissioners will meet jointly with Durham County following the site assessment study for further evaluation of the specific site.

Chairman Clayton noted his support of a potential joint business park with Durham County noting coordination with the City Roxboro will play a major role for the supply of water.

**COORDINATION OF SERVICES:**

**Planning/Zoning/Permitting/Inspections One Stop Shop:**

County Manager, Heidi York updated the group on the ongoing commitment to creating a more customer friendly one stop shop by combining the functions of Planning, Permitting and Inspections. Ms. York noted the new City Planner, Aaron Holland, currently works with the county staff in the same location. Ms. York further noted the three phases of the process:

- 1) the co-location of staff,
- 2) consideration for a joint city/county department, and
- 3) move forward with a Unified Development Ordinance (UDO).

Ms. York presented a proposed City/County Development Services Department Org Chart creating a Development Services Department for the city and county. The City and County Managers propose a Development Services Director position that would coordinate all branches of the permitting offices and become a public liaison providing an utmost customer service experience. The Development Services Director position would be jointly funded by the city and county. City Manager, Stephen Steese stated \$10,000 has been appropriated in the City budget for contracted services with the county for this future planning purpose.

Assistant County Manager, Sybil Tate explained the existing system directed citizens from one point to another while the proposed system would allow for technicians/admin positions to become experts for the process and resources thereby assisting in all requests for all permitting processes.

Ms. Tate stated a pre-application meeting can be offered scheduling all permitting applicable staff in an effort to make the process for major projects an opportunity for a seamless permitting process as well as to provide feedback.

Ms. Tate pointed out the Development Services Director job description placed emphasis on customer service and coordination of service. Mr. Steese added the task of creating a joint UDO is a huge task and the Development Services Director would coordinate and oversee the implementation of the UDO process.

Ms. York confirmed the county has taken on the Minimum Housing responsibilities for the city with shared costs.

Commissioner Jeffers stated concerns related to the addition of the Development Services Director position. Ms. York stated the role of the position would be coordination of the processes to proceed to a UDO for both the city and county noting the current workload for current staff would not allow the process to begin the implementation of the UDO. Mayor Newell noted the job description did not include enforcement.

Councilman Phillips suggested discussing the concept as presented to both governing bodies to the Home Builders Association for feedback. Sam Hobgood, Inspections Director commented he recently met with the Home Builders Association to address the permitting process and the feedback was very positive related to the co-location of staff to one building.

Commissioner Kennington suggested the meeting times as presented not be firm with more flexibility to accommodate schedules.

#### **UPDATE ON THE PROPOSED RECREATION & SENIOR CENTER:**

County Manager, Heidi York stated the Board of Commissioners at its last meeting was presented the finalized feasibility study on the proposed Recreation and Senior Center along with operating costs. Ms. York highlighted the overall floor plan that was placed at each seat noting the Board of Commissioners approved with a 3/2 vote to proceed to the next phase which includes the design and engineering for the project. The finalized project added space to the senior center area, added a splash/therapy pool in addition to the six-lane swimming pool and an enclosed walking track. Ms. York noted future phases may include an additional gym as well as an athletic field complex located on county owned property at the Critcher-Wilkerson site. Ms. York stated the estimated construction costs for the project is \$4.2 million.

Arts, Parks & Recreation Director, John Hill noted the configuration could change in the engineering process with further public meetings. Mr. Hill addressed questions and concerns from the Mayor and City Council related to the planning, logistics and security of the proposed facility on the Huck Sansbury site reassuring that program needs, safety and public input have guided the feasibility study. Mr. Hill stated the senior center dedicated space/square footage is comparable to their existing space with additional usable space available through the recreational areas noting all space would be totally accessible.

Assistant County Manager, Sybil Tate projected \$232,000 net of additional funding would be required for operating costs for the proposed facility noting the estimation was based on conservative planning using \$30 per month for 200 memberships.

Mr. Hill concluded by noting the benefits to Person County and the City of Roxboro for healthier opportunities for its citizens related to the proposed Recreation & Senior Center as well as the economic development draw.

**CLOSED SESSION:**

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Blalock, and **carried 4-0** to enter Closed Session jointly with City Council pursuant to NC General Statute 143.318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the county at 7:16 pm with the following individuals permitted to attend:

County Manager, Heidi York, Assistant County Manager, Sybil Tate, Economic Development Director, Stuart Gilbert and Clerk to the Board, Brenda Reaves

Roxboro City Council Closed Session attendees:

Mayor Marilyn Newell, Mayor Pro-Tem William Davis, Council Members:

Henry Daniel, Sandy Stigall, Mark Phillips, and Byrd Blackwell

City Manager, Stephen Steese

City Clerk, Trevie Adams

Assistant City Manager, Tommy Warren

Both governing bodies agreed to allow Wayne Ross, a member of the Economic Development Board to be included in the Closed Session.

A brief break was taken. Closed Session was called to order at 7:22 pm.

A **motion** was made by Commissioner Jeffers, **seconded** by Commissioner Blalock, and **carried 4-0** to return to open session at 8:13 pm.

**ADJOURNMENT:**

A **motion** was made by Commissioner Blalock, **seconded** by Commissioner Jeffers, and **carried 4-0** to adjourn the meeting at 8:13 pm.

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Brenda B. Reaves  
Clerk to the Board

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Jimmy B. Clayton  
Chairman

**September 25, 2012**