

**PERSON COUNTY BOARD OF COMMISSIONERS**

**AUGUST 18, 2014**

**MEMBERS PRESENT**

**OTHERS PRESENT**

Jimmy B. Clayton  
Kyle W. Puryear  
B. Ray Jeffers  
Frances P. Blalock  
David Newell, Sr.

Sybil Tate, Assistant County Manager  
C. Ronald Aycock, County Attorney  
Brenda B. Reaves, Clerk to the Board

The Board of Commissioners for the County of Person, North Carolina, met in regular session on Monday, August 18, 2014 at 9:00 am in the Commissioners' meeting room in the Person County Office Building.

Chairman Clayton called the meeting to order, led invocation and asked Vice Chairman Jeffers to lead the Pledge of Allegiance.

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

Chairman Clayton presented to the Board for consideration the following items as adjustments to the agenda:

A request to add to the agenda an item for Farmland Protection Plan, and an item for an economic update regarding an Uptown public improvement project as well as a request to remove from the agenda the item listed as Closed Session #1.

A **motion** was made by Commissioner Blalock and **carried 5-0** to add an item to the agenda for Farmland Protection Plan.

A **motion** was made by Commissioner Puryear and **carried 5-0** to add an item to the agenda for an economic update for an Uptown public improvement project as well as remove from the agenda the item noted for Closed Session #1.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the agenda as adjusted.

**INFORMAL COMMENTS:**

There were no comments from the public.

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

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the Consent Agenda with the following items:

- A. Approval of Minutes of July 21, 2014,
- B. Approval of Minutes of August 4, 2014,
- C. Budget Amendment #2,
- D. Tax Adjustments for the month of July 2014,
  - a. July 2014 tax releases,
  - b. July 2014 NC Vehicle Tax System pending refunds, and
- E. DSS Attorney Contracts with Tom Fitzgerald, Walter Cates, Julie Ramsey and Joe Weinberger

**NEW BUSINESS:**

**NAMING POLICY, GIFT AGREEMENT AND MEMORANDUM OF UNDERSTANDING BETWEEN PERSON COUNTY AND PIEDMONT COMMUNITY COLLEGE:**

Dr. Walter Bartlett, Piedmont Community College President, presented a naming policy, gift agreement and Memorandum of Understanding (MOU) between Person County and Piedmont Community College (PCC) in an effort to move forward with raising funds by way of offering naming opportunities for the Kirby Rebirth: Upstairs-Uptown project at the Kirby Cultural Arts Complex. Dr. Bartlett said that PCC had generated a naming policy for its use and had prepared a similar policy for Person County to use for its facilities noting the documents had been reviewed and modified by the County Attorney and the Assistant County Manager. Dr. Bartlett noted the gift agreement outlines the donor's commitment with Person County for a pledge amount outlining a due date to fulfill the pledge noting three years is the timeframe for which a pledge should be fulfilled. Dr. Bartlett told the group that \$50,000 is the recommended minimum pledge for consideration for naming rights.

Assistant County Manager, Sybil Tate stated that the next steps, should the Board approved the naming policy, gift agreement and MOU between Person County and PCC, would be to establish the Naming Advisory Committee and set a fee schedule to identify the county space usage as well as the set the donation amount schedule for consideration for naming rights for each space.

Dr. Walter Bartlett requested that the County Commissioners accept the naming policy, gift agreement and MOU thus allowing Piedmont Community College representatives to proceed with offering naming opportunities at the Kirby Cultural Arts Complex.

A **motion** was made by Commissioner Newell and **carried 5-0** to approve the naming policy, gift agreement and Memorandum of Understanding between Person County and Piedmont Community College as presented.

**Subject:** Naming Policy

**Effective Date:** August 2014

**Approved by:**

**# of Pages:** 4

**Table of Contents**

	<b>Page No.</b>
<b>1.0 Purpose</b>	2
<b>2.0 Applicability</b>	2
<b>3.0 Naming Policy</b>	2
<b>4.0 Naming Advisory Committee</b>	
<b>5.0 Procedure</b>	2
<b>6.0 Naming Strategy</b>	
<b>6.1 Naming Criteria</b>	2
<b>6.2 General Provisions Related to Naming</b>	3
<b>6.3 Gift Pledge</b>	3
<b>6.4 Methods of Recognizing Naming Commitment</b>	4
<b>7.0 Conclusion</b>	4

## **1.0 PURPOSE**

The purpose of this Naming Policy is to assure that appropriate reflection, consistency, and fairness are given to major naming opportunities and that the history of Person County is taken into account during such consideration. Naming decisions and the associated honor should be fitting and of value for all parties involved. Because these considerations can encourage others to give, this policy is intended as a guide and encourages flexibility on a case-by-case basis.

## **2.0 APPLICABILITY**

This policy applies to all major naming opportunities for properties and locations owned by Person County.

## **3.0 POLICY**

Person County will:

- Encourage private support through naming opportunities
- Show appropriate recognition to donors for their generosity

## **4.0 NAMING ADVISORY COMMITTEE**

The Person County Board of Commissioners shall appoint five members to the Naming Advisory Committee. The members shall serve on the Naming Advisory Committee on a per project basis and shall be relieved of their duties when a project is deemed complete by the Person County Board of Commissioners.

The Naming Advisory Committee shall convene on an as needed basis.

## **5.0 PROCEDURE**

The Naming Advisory Committee may solicit gifts for naming and consider naming requests. Requests for naming will be submitted to the Naming Advisory Committee via a Gift Agreement document (Appendix A). The Naming Advisory Committee shall consider each request and make recommendations to the Person County Board of Commissioners. The Naming Advisory Committee shall present all naming requests to the Person County Board of Commissioners and explain which requests are recommended and which are not.

The Naming Advisory Committee shall be responsible for recommending the location, format and name of county-owned properties and locations in accordance with this policy.

## **6.0 NAMING STRATEGY**

### **6.1 NAMING CRITERIA**

- Major naming opportunities may reflect the names of individuals, families, organizations, foundations, corporations, or memorials requested by donors.

- Naming a county property shall be considered for exceptional achievement, significant community contribution or a gift of monetary value.

## **6.2 GENERAL PROVISIONS RELATED TO NAMING**

- Naming recognition should enhance the reputation and prestige of the County of Person and the donor.
- It is the responsibility of individuals negotiating on behalf of Person County to advise potential benefactors that their gift may be recognized by naming, subject to the approval of the Person County Board of Commissioners.
- The naming of a property or location is intended to be in place for the life of the space. If, in the determination of the Person County Commissioners, circumstances change so that the purpose for which the physical entity was established is significantly altered or if the physical entity is no longer needed or habitable, the Person County Commissioners and the donor(s)/honoree(s), if possible, will determine an appropriate way to recognize the donor/honoree's name in perpetuity.
- In the unlikely event the Person County Commissioners determines in its sole reasonable and good faith opinion that circumstances have changed such that the donor/honoree's naming rights would adversely impact the reputation, image, mission or integrity of Person County, the Person County Commissioners may, without recourse and without obligation to return any gifts received, exercise its right to remove the name from the property or location.
- Floors, auditoriums, lobbies, and outdoor areas are also available for donor/honoree recognition. Contribution levels will be determined on a case-by-case basis and are based on size, location, and function.
- All naming gifts must be documented in a formal Gift Agreement (appendix A).

## **6.3 GIFT PLEDGE**

- Naming will go into effect immediately with a clear and documented understanding that the naming will be altered or removed if the full pledge is not paid in a mutually agreed upon time frame (maximum of three (3) years).
- If Person County receives only partial funding from the donor and that amount is less than the required naming threshold, yet sufficient enough for an alternative naming opportunity, Person County may renegotiate the gift agreement with the donor to agree on a suitable naming opportunity.

#### **6.4 METHODS OF RECOGNIZING NAMING COMMITMENT**

- No person from Person County will announce the naming of any physical entity prior to the final approval by the Person County Board of Commissioners.
- The Person County Board of Commissioners, in consultation with the donor and the Naming Advisory Committee, will make arrangements related to methods of recognizing major naming contributions including, but not limited to the following:
  - Public announcements: the right to determine content, timing, location and frequency of any announcements associated with the gift.
  - Physical markers: the right to approve the color, design, and size of any physical marker that provides information about the designee, donor and/or the nature of the gift or honor.

#### **7.0 CONCLUSION**

Person County has in place a clear strategy for naming county-owned property and locations. This policy should keep pace with any future techniques in improving naming opportunities.

**Person County Gift Agreement**

This Gift Agreement (Agreement), effective as of \_\_\_\_\_ (*Effective Date*), is made and entered into between \_\_\_\_\_, (*Donor Name*) whose address is \_\_\_\_\_ (*Donor Address*) and Person County(*County*). Based upon the provisions listed below, and in consideration of the mutual promises and benefits, the parties agree as follows:

**PROVISIONS**

The Donor wishes to make a charitable gift to the County for the use and benefit of the County as set forth in this Agreement.

The County accepts this gift, subject to the terms and conditions set forth in this Agreement.

**AGREEMENT**

1. **Gift.** The Donor hereby pledges to the County the following gift:  
\$ \_\_\_\_\_ (*Gift Amount*).
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to the County over a period of \_\_\_\_\_ years (not to exceed three years). Payments in support of this pledge will begin immediately upon the execution of this Agreement with an initial payment of \$ \_\_\_\_\_ and will continue thereafter according to the following schedule:

<b><u>Amount of payment by Donor</u></b>	<b><u>Due Date</u></b>
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

The Donor may accelerate the payment of any or all of this pledge at any time at the Donor's discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments will be paid by the Donor to the County via check, electronic funds transfer, cash, or other methods acceptable to the Donor and the County.

3. **Use of the Gift.** The Gift will be used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Acknowledgment.**  
**Location:** In consideration for the Gift, the County will acknowledge the Gift by naming the  
\_\_\_\_\_  
\_\_\_\_\_  
*(area or location to be named, including the facility to which it belongs)*

**Name:** The new name of this property or location will be \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(include the official name to be used on the marker)*

**Format:** The new name of the area or location will be marked by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(include size and location of sign, plaque, or other marker)*

5. **Termination of Naming.** As stated in Person County's Naming Policy, in the unlikely event the Person County Commissioners determines in its sole reasonable and good faith opinion that circumstances have changed such that the donor's naming rights would adversely impact the reputation, image, mission or integrity of Person County the Person County Commissioners, may, without recourse and without obligation to return any gifts received, exercise its right to remove the name from the property facilities.

6. **Modification of Naming.** The naming of physical entities is intended to be in place for the life of the specific space. If, in the determination of the Person County Commissioners, circumstances change so that the purpose for which the physical entity was established is significantly altered or if the physical entity is no longer needed or habitable the Person County Commissioners and the donor(s), if possible, will determine an appropriate way to recognize the donor's naming gift in perpetuity.



7. **Publicity.** For purposes of publicizing the gift and the naming, the County requests the right to photograph the Donor and use the names and images of the Donor in photographic, audiovisual, digital or any other form of medium (the Media Materials) and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing the County's development and business activities.
11. **Approval.** This Agreement and the recognition and naming provided for in this agreement are subject to the approval by the Person County Board of Commissioners.

**ACCEPTED AND AGREED TO:**

**Donor**

**Chair, Person County Commissioners**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

**Donor**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Piedmont Community College and Person County**

Piedmont Community College, hereinafter referred to as PCC, and Person County, hereinafter referred to as the County, enter into this memorandum of understanding in regards to naming rights at the Kirby Cultural Arts Complex (KCAC) facility located on Main Street in Uptown Roxboro as set out below.


**I. The County agrees:**


- A. To allow PCC and the PCC Foundation to raise funds in support of the Kirby Rebirth: Upstairs-Uptown project by offering naming opportunities at the KCAC in accordance with the Person County Naming Policy and the PCC Naming Rights Policy (Policy 8.4).
- B. To allow the PCC Naming Committee, in partnership with the Person County Naming Advisory Committee, permission to work with donors on the naming of physical entities at the KCAC in accordance with the PCC Naming Rights Policy (Policy 8.4) and the Person County Naming Policy.
- C. To allow PCC and the PCC Foundation the opportunity to publicize and promote naming opportunities and gift announcements at the KCAC in accordance with the PCC Naming Rights Policy (Policy 8.4) and the Person County Naming Policy.

**II. PCC agrees:**

- A. To raise funds in support of the Kirby Rebirth: Upstairs-Uptown project by offering naming opportunities at the KCAC in accordance with the Person County Naming Policy and the PCC Naming Rights Policy (Policy 8.4).
- B. To establish names of the KCAC physical entities that will respect the reputation and prestige of the Person County, KCAC and PCC in accordance with the Person County Naming Policy and the PCC Naming Rights Policy (Policy 8.4).
- C. To publicize and promote naming opportunities and gift announcements at the KCAC in accordance with the Person County Naming Policy and the PCC Naming Rights Policy (Policy 8.4).
- D. To obtain the physical marker that honors the donor (i.e. – plaque) for their specific gift to the KCAC and Kirby Rebirth: Upstairs-Uptown project.


IN WITNESS WHEREOF, the parties have hereunto set their hand and affixed their seals the day and year first written above.

 8-15-14  
Person County Manager Date

 8/21/14  
President, PCC Date

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

 8-15-14  
Person County Finance Director Date

 8/21/14  
Executive Director, PCC Foundation Date

August 18, 2014

## **PERSON COUNTY TOURISM DEVELOPMENT AUTHORITY ANNUAL REPORT:**

Person County Tourism Development Authority (TDA) Director, Margaret McMann presented to the Board an Annual Report highlighting the statistics and overall review of the activities for July 2013 – June 2014 noting the year had been very good. Ms. McMann stated the need arose to revise the Fiscal Year 2013-2014 budget to reflect the increased occupancy collections. Ms. McMann noted the original budget was \$170,000 and in June had to revise the budget to \$201,000. Monies that are not expended are put in the county Fund Balance and that affords TDA the ability to give money to major worthwhile projects such as the Kirby Rebirth project; other years TDA gave \$20,000 for The Pavilion on Main Street at Merritt Commons, and assisted with the amphitheater at Mayo along with the Mayo Education Center.

Ms. McMann told the group that tourism remains a strong industry in North Carolina, which is the sixth most visited state in the United States. Visitors to NC spent \$20.2 billion dollars in North Carolina, up 2.2 percent from 2012.

Ms. McMann stated that Person County had an increase of 4.4 percent in domestic visitors to and within Person County with visitors spending \$32.8 million dollars. Due to tourism money in North Carolina each tax payer saves \$435 in taxes. And, on a local level it saved each tax payer \$66.35 in local taxes.

Ms. McMann noted this past year's marketing was specific to markets for outdoor activities and this year's marketing plan will see an increase in electronic marketing (website and social media) and development of a new Destination Guide for area visitor centers. Ms. McMann further noted the new community calendar website: [EXPLOREROXBORO.COM](http://EXPLOREROXBORO.COM) has had very good success with organizations adding their events to the calendar.

Ms. McMann stated family reunions, weddings, and high school reunions are still big weekend business for Person County, while business travel continues to be the major weekday market. Ms. McMann said that both the Hampton Inn and the Innkeeper have undergone major renovations. Ms. McMann stated that TDA continues to help support festivals, special events, outdoor events such as the 5k run/walks, the triathlon, beach music festivals, bluegrass music festivals as well as other activities happening throughout Person County.

Ms. McMann informed the Board that TDA partnerships with other organizations continue to work well and monetary support is awarded through grants. Ms. McMann noted that TDA gave out over \$33,000 in grants for about 18 different events with funding to just the Museum at \$33,000. This is due to the request by the County Commissioners that the Museum get 1% of the occupancy tax collected. Ms. McMann stated the TDA supports Mayo Lake monetarily as they continue to have high numbers of visitors from out of the area as well as Personians enjoying their programs and the lake. Ms. McMann stated TDA is very happy to include Hyco Lake on a regular quarterly basis this year as revenue is generated from Hyco's seven cabins. Ms. McMann stated the Lakes, Mayo and Hyco, continue to be Person County's major attractor.

Ms. McMann noted the strong partnerships that are being formed between Roxboro, Person County and Roxboro Development Group that has led to some new events Uptown that are very successful. Ms. McMann further noted the good partnership with Piedmont Community College through the Kirby Cultural Complex and the special public events they have been offering, i.e., Pickin' by the Lake, as well as the strong partnership with the Roxboro Area Chamber of Commerce.

Ms. McMann stated TDA is looking forward to working on a new branding program and assisting in attracting not only more visitors to the area but new businesses that will enhance the quality of life for the resident and the visitor.

Vice Chairman Jeffers asked Ms. McMann to clarify how the six-member TDA board deals with a tie vote. Ms. McMann stated the TDA chair does not vote unless there is an absence by a member.

Commissioner Puryear commented on the recent success of the cruisin' events. Ms. McMann added that all owners of older model cars are invited and that they do not need to be a member of a car club.

A **motion** was made by Commissioner Newell and **carried 5-0** to accept the Tourism Development Authority Annual Report for July 2013-June 2014 as presented.

The 2013-2014 Person County Tourism Development Authority Annual Report presented to the Person County Board of Commissioners on August 18, 2014 is hereby incorporated into the minutes by reference.

**SMART GROWTH WORKSHOP MEMORANDUM OF UNDERSTANDING:**

Assistant County Manager, Sybil Tate announced that the County applied for and received an EPA funded Smart Growth community workshop grant. Ms. Tate noted that the title of the workshop is “Planning for Economic and Fiscal Health” and teaches participants how their community can save money, reduce fiscal liabilities and spur economic development. Ms. Tate further noted that the workshop will be held on December 2<sup>nd</sup> – 3<sup>rd</sup>, 2014 with the public, staff and elected officials invited to attend. Ms. Tate clarified that a community workshop will be held on Tuesday evening, Dec. 2<sup>nd</sup> and an all-day economic development stakeholder workshop will be held on Wednesday, Dec. 3<sup>rd</sup>. Both sessions will be held in the S-100 room at Piedmont Community College.

Ms. Tate presented the Board with the Memorandum of Understanding for the grant outlining expectations for both Person County and Smart Growth America (SGA). SGA will provide training and guidance at no cost to Person County in exchange for requiring staff attendance, adequate event facility space, and a minimum of three progress reports describing the implementation of any strategies or programs arising from SGA’s technical assistance.

Ms. Tate requested the Board to authorize staff to sign the Memorandum of Understanding.

A **motion** was made by Commissioner Blalock and **carried 5-0** to authorize staff to sign the Memorandum of Understanding between Person County and Smart Growth America.

**Memorandum of Understanding  
EPA Building Blocks for Sustainable Communities  
Technical Assistance Grant**

**Person County, NC and Smart Growth America**

This Memorandum of Understanding (MOU) is made and entered into by and between Person County, North Carolina, and Smart Growth America (SGA) in order to complete the technical assistance workshop funded by a grant the EPA Building Blocks for Sustainable Communities (hereafter known as “the Workshop”).

Person County and SGA agree to work together in a collaborative spirit and negotiate in good faith on all tasks and deliverables required for the Workshop, including those identified in the attached Workshop description and any required subsequent to completion of the Workshop.

**Goals and Objectives**

The parties to this MOU agree that the objective of the Workshop is to aid Person County through technical assistance related to the development and implementation of plans to implement smart growth strategies at the local or regional level.

**Dedication of Resources**

SGA, through its grant from the US Environmental Protection Agency (EPA), shall cover all direct monetary costs of the work to be performed on the Workshop as described by the attached Workshop Description, including staff work by SGA and the costs of any consultants retained for the Workshop. Person County shall not be required to provide any direct financial support for consultants or staff retained by SGA.

Person County shall make its staff resources available as necessary, subject to availability, to assist SGA in completing the Workshop. Person County shall assure that adequate staff resources are dedicated to the Workshop to assure that it is completed with high quality and in a timely manner according to the timelines set forth by the parties.

Person County shall make suitable meeting facilities available to SGA for conducting the Workshop, may provide any advertising related to the Workshop, and may provide light refreshments at the Workshop.

**Roles and Responsibilities**

*Smart Growth America*

SGA shall serve as the Project’s fiscal agent and shall be responsible for signing all contracts and handling all billing.

SGA shall be responsible for timely completion of all deliverables identified in Workshop description and any mutually agreed modifications to the Workshop description.

SGA shall make every effort to complete tasks and deliverables within the agreed upon timelines identified by the parties and shall work with the Person County to extend timelines if tasks and deliverables cannot be completed per the agreed upon schedule.

Within thirty days of the Workshop's conclusion, SGA shall provide Person County with a next steps memorandum recommending strategies for implementation of smart growth initiatives identified during the Workshop.

*Person County*

Person County shall lead the identification of stakeholders and the nature and timing of their engagement in the Workshop with input from SGA.

Staff from Person County shall be made available as necessary, subject to availability, to provide SGA necessary support, including research, to advance the Workshop and complete tasks and deliverables.

Person County will reserve meeting space and audio-visual equipment for the workshop.

If Person County determines that advertising or other notice of the Workshop is appropriate, Person County will develop and distribute such advertising or other notice. Person County will consult with SGA on the substance of the advertising or other notice.

If Person County determines that light refreshments (coffee, juice, snacks, etc.) are appropriate for the Workshop, Person County will provide the refreshments at no cost to SGA.

Person County shall provide SGA with progress reports in memorandum format describing the implementation of any strategies or programs arising from the technical assistance. Progress reports shall be provided, at a minimum, immediately after receiving SGA's next steps memorandum, six months after the Workshop, and twelve months after the Workshop.

This MOU may be modified by mutual agreement of the parties. This agreement may be terminated only by mutual agreement of the parties, or if grant funding is withdrawn by the EPA, in which case SGA and the Person County shall make all reasonable efforts to find alternate funding sources and, failing that, complete the Workshop to the extent possible using available resources.

  
\_\_\_\_\_  
Sybil Tate, Person County Assistant County  
Manager

  
\_\_\_\_\_  
Geoff Anderson, Smart Growth America  
President and CEO

8.18.14  
\_\_\_\_\_  
Date

8/19/14  
\_\_\_\_\_  
Date

## **LIBRARY GRANTS:**

Library Director, Christy Bondy announced the Library has applied for four grants this fiscal year; two State Library Services Technology Act (LSTA) grants, a Food Lion grant to sponsor the Feed to Read program that will be held this fall, and a grant from Georgia Pacific for Handicap accessible doors.

Ms. Bondy stated the Library has been awarded both of the LSTA grants; the first grant to fund two AWE Early Literacy stations for the Children's Area. The AWE Early Literacy Stations provide 16 programs for children ages 2-8 to learn from, including numbers, letters, and book activities. Ms. Bondy noted the total project cost is \$6,832. The State Library awarded Person County \$5,466. The grant requires a 20% match of \$1,366 from Person County. Ms. Bondy stated the second LSTA grant is the Raising the Bar scholarship awarded to the Library Director to attend the Association of Small and Rural Libraries conference in Tacoma, WA on September 3-6, 2014. The conference will provide workshops on current library trends to implement in Person County. Ms. Bondy noted there is no match requirement.

Ms. Bondy noted the Georgia Pacific grant request is \$5,391 with no match required. Ms. Bondy the Library expects to be notified by the end of August, if the County is awarded the grant funding.

Ms. Bondy said the Food Lion grant request is \$2,500 whereby no match is required noting the Library will be notified in October of any such grant award.

Ms. Bondy requested the Board to approve matching grant funds request in the amount of \$1,366.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to approve the grant awards as presented including the 20% match of \$1,366 to be funded from the Contingency Fund. Vice Chairman Jeffers amended the funding source to be the Library Fund Balance once the Finance Director told the group that this is a more appropriate funding source.



**CONSIDERATION TO IMPLEMENT A HIRING FREEZE:**

Commissioner Newell stated his concerns related to the Board having to balance the budget next year coupled with the capital projects and spending of the County's fund balance as reasons to recommend attrition to downsize the County's payroll. Commissioner Newell noted his main purpose for this recommendation is to avoid a tax increase next year as 80% of taxpayers cannot afford a tax increase. Commissioner Newell recommended eliminating ten positions while recognizing that some departments may need more staff. Commissioner Newell told the group that once efficiency is achieved, a possibility for employees to receive a pay increase may exist.

A **motion** was made by Commissioner Newell to implement an immediate hiring freeze.

Commissioner Blalock asked staff if the County had received the state appraised values. Assistant County Manager stated the state appraised values would not be available until September and the fiscal year 2014 audit would not be completed until December and without these two pieces of information, it would be difficult to estimate where the County stands fiscally. Commissioner Blalock suggested tabling action on the motion before the Board until a later time.

Commissioner Puryear stated agreement with Commissioner Newell that spending need to be decreased and the efforts should be now versus later.

Vice Chairman Jeffers stated without facts and figures in front of the Board, he did not agree with the motion on the floor to balance the budget on the backs of the employees. Vice Chairman Jeffers noted during the County Manager's first two years over \$7M was cut from the budget. Vice Chairman Jeffers stated he and Commissioners Puryear and Newell voted for the budget passed in June that gave school teachers and staff supplement salary increases, more funding appropriated to Piedmont Community College, funding to the Chamber and the Veterans Council and suggested Commissioners Puryear and Newell consider a reversion of funding in lieu of cutting staff.

Chairman Clayton stated the County Manager had given the Board a zero-based budget, balanced prior to the Board making adjustments. Chairman Clayton stated the hiring freeze, in his opinion, was premature and suggested January 2015 as a better time to evaluate the need for such.

A **substitute motion** was made by Commissioner Blalock to table action on implementing a hiring freeze until January 2015. The **substitute motion failed for a lack of majority 2-3**. Chairman Clayton and Commissioner Blalock voted in favor of the substitute motion; Vice Chairman Jeffers and Commissioners Puryear and Newell voted in opposition to the substitute motion.

The **original motion failed for a lack of majority 2-3** with Commissioners Newell and Puryear voting in support of the original motion; Chairman Clayton, Vice Chairman Jeffers and Commissioner Blalock voted in opposition to the original motion.

County Attorney, Ron Aycock clarified for members of the Board that a substitute motion is ruled out of order if the substitute motion is the exact opposite of the proposed motion; however, if the substitute motion changes the context of the motion, it is permissible.

**RESEARCH TRIANGLE REGIONAL PARTNERSHIP FISCAL YEAR 2014-2015 REPRESENTATIVES:**

Economic Development Director, Stuart Gilbert told the Board that Person County partners with the Research Triangle Regional Partnership (RTRP) to market the Research Triangle Region of North Carolina to create new investments, jobs, and strategic plans to ensure that this region remains globally competitive.

Mr. Gilbert stated that the RTRP recently changed its bylaws to have the lead funding agency of each county nominate three candidates to represent the county on the RTRP board of Directors.

Person County's representatives for 2013-2014 were:

- Stuart Gilbert, Person County Economic Development Director,
- Randy Reynolds, Chairman of the Economic Development Commission; and
- Abby Gentry, Uptown Development Director.

As the Person County Board of Commissioners is the leading funding agency for RTRP, Mr. Gilbert stated the Board may select any three candidates to represent the County on the RTRP board of directors.

Commissioner Newell asked Mr. Gilbert to find out if there would be any conflict of interest should a nominated representative actively participate in economic ventures within Person County.

It was the consensus of the Board for Mr. Gilbert to report back to the Board at a future meeting.

## **FIXED ROUTE TRANSIT SERVICE IN THE CITY OF ROXBORO:**

Person Area Transportation System (PATS) Manager, Kathy Adcock and Kerr-Tar Regional Planning Director, Will Brooks informed the Board that the Community Transportation Association of America (CTAA) is providing technical assistance to the Region K Community Assistance Corporation in initiating a new public transit service in Roxboro. Beginning in late May 2014, the CTAA, in cooperation with Person Area Transportation System (PATS) and Kerr-Tar Regional Council of Governments, began collecting and analyzing data to provide documentation of the benefits of a fixed route service in Roxboro, and to design a transit service and route which meets the mobility needs of the various stakeholders, accommodating employment and task related trips. A primary goal is to establish a sustainable fixed route service for areas of Roxboro to augment the current on-demand transportation and provide regular service where none currently exists.

- Data collected to date that supports the Roxboro Shuttle Service Area included:
- Approximately 28% of the household incomes were below \$15,000.00 in 2013. The projection for 2018 remains nearly the same.
  - The projected household incomes for 2018 have significant reductions in the following categories.
    - \$15,000 to \$24,999
      - 2013 – 15.5%
      - 2018 – 11.5%
    - \$25,000 to \$34,999
      - 2013 – 12.5%
      - 2018 – 10.1%
  - The projected household incomes for 2018 have significant increase in the following categories.
    - \$50,000 to \$74,999
      - 2013 – 14.7%
      - 2018 – 18.1%
    - 75,000 to \$99,999
      - 2013 – 6.9%
      - 2018 – 9.6%
  - Approximately 7.8% of the housing units are occupied by the owners in 2013. That number drops to 6.4% in 2018.
  - Minor fluctuations of average age are expected to happen between 2013 and 2018. Of note however is the decrease in the average age of 45 to 54 from 14.3% in 2013 to 13.0% in 2018, and the increase in average age of 55 to 64 from 12.8% in 2013 to 13.5% in 2018, and 65 to 74 from 9.1% in 2013 to 10.5% in 2018.
  - Spending patterns from 2013 indicate the significant categories (other than shelter) include:
    - Retail goods
    - Health care
    - Entertainment
    - Food away from home

Mr. Brooks stated the statistics indicate that the typically transit-dependent populations of lower income, which represents nearly 30% of the population (earning less than \$15,000 per family) in the proposed service area, and the elderly ( ages 65 to 74) which represents another 10% of the proposed service area, makes up a large portion of the Roxboro Transit service area. Based on a large, typically transit-dependent population, and the spending patterns of the residents within the Roxboro city limits, an appropriately designed fixed-route transit system could serve the community's needs.

Ms. Adcock stated the current fixed-route proposal would serve Wal-Mart and Golden Corral; housing developments in the Brookstone/Sandstone area on the south end of town; Person County Community College; housing developments in the Red Oak/Pine Ridge areas on the north end of town; and the following community destinations in-between.

- Farmers Market
- Food Bank
- Court House
- Department of Health & Human Services
- Person Area Transit headquarters
- Hospital
- Doctors' Offices
- Rose's/Food Lion
- Lowe's
- Peebles Drug Store
- Tractor Supply

Ms. Adcock stated the purpose of addressing the Board was to introduce the concept of the Round Town Shuttle in Roxboro as CTAA, NC DOT and PATS continue moving forward with preparing the necessary information to support a successful fixed-route transit service in the City of Roxboro; develop an implementation plan; and secure the appropriate approval to proceed with operating the fixed-route service. Ms. Adcock told the Board of her plan to have the fixed-route service promoted free of charge at the beginning with a nominal fee, such as .50 cents or \$1.00 per ride thereafter noting input would be sought from CTAA and NC DOT prior to any fee schedule implementation. Ms. Adcock noted she does not anticipate any requests from the county for funding; however, a request to operate on Saturday morning may be in the plan. Mr. Brooks added the CTAA contract is expected to be in place by October 31, 2014 and PATS will be back before the Board in November 2014.

A **motion** was made by Commissioner Blalock and **carried 5-0** to proceed with preparing the necessary information to support a successful fixed-route transit service in the City of Roxboro; develop an implementation plan; and secure the appropriate approval to proceed with operating the fixed-route service.

**FARMLAND PROTECTION PLAN:**

Assistant County Manager, Sybil Tate reminded the Board that Person County, through the Piedmont Conservation Council, applied for funds from North Carolina's Department of Agriculture and Consumer Sciences (NCDACS) to develop a Farmland Protection Plan. Ms. Tate announced that Person County has been awarded \$14,000 from the NCDACS to begin its Farmland Protect Plan.

Ms. Tate stated the Board allocated \$2,000 from contingency last November to serve as a match for this grant; as the funds were not spent in FY2014, the Board must re-allocate the funds. Ms. Tate requested the Board to allocate \$2,000 from the county contingency fund.

Ms. Tate noted the NCDACS has requested a letter signed by the Chairman that allows Piedmont Conservation Council to manage the grant on behalf of Person County as well as confirm the Board of Commissioners intention to adopt a Farmland Protection Plan by March 31, 2016.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to allocate \$2,000 from the county contingency fund for the grant match requirement and to approve a letter to NCDACS allowing Piedmont Conservation Council to manage the grant on behalf of Person County as well as confirm the Board of Commissioners intention to adopt a Farmland Protection Plan by March 31, 2016.

**ECONOMIC DEVELOPMENT UPDATE RELATED TO AN UPTOWN PUBLIC IMPROVEMENT PROJECT:**

Economic Development Director, Stuart C. Gilbert provided the Board with an update related to an Uptown public improvement project. Mr. Gilbert stated the project public improvements include primarily public bathrooms, street lighting and public sidewalks. The recommended project incentive is \$30,000 to serve as a match to the City of Roxboro's contribution, with \$10,000.00, beginning when the construction of the public bathrooms start, and the two additional financial grants following in the next two consecutive fiscal years in the amount of \$10,000 per year . Mr. Gilbert noted the Roxboro Development Group (RDG) is appropriating \$5,000. Mr. Gilbert told the group the attorney for RDG is in process of preparing the financial incentive agreement. Mr. Gilbert requested that the Board authorize publication of a public hearing notice, setting the public hearing to be held at 7:00 pm at the Board's regularly scheduled meeting on September 8, 2014 for the purpose of \$30,000.00 to support public bathrooms, public street lighting and public sidewalks for the proposed development in Uptown Roxboro.

A **motion** was made by Commissioner Newell, and **carried 5-0** to call for a public hearing to be held at 7:00 pm on September 8, 2014 to hear public comments related to a financial grant of \$30,000 over three years for an Uptown public improvement project and to authorize publication of a public hearing notice.

**CHAIRMAN’S REPORT:**

Chairman Clayton had no report.

**ASSISTANT MANAGER’S REPORT:**

Assistant County Manager, Sybil Tate reported the following:

- The next Board meeting is scheduled for September 8, 2014 at 7:00 pm.
- County Manager, Heidi York will attend the next Board meeting.
- Asked the Board member to complete the audit questionnaire at their seats and mail in the envelope provided or submit to the Clerk to the Board.
- A Person County Human Service Provider Directory will be posted on the county web site; a copy of which was passed out to the Board members.

**COMMISSIONER REPORT/COMMENTS:**

Commissioners Newell and Puryear had no report or comments.

Commissioner Blalock reported she had recently attend an Re-Entry Pathway for Success meeting, the Planning Department’s Open House and the Person Family Medical and Dental’s celebration for National Health Center Week.

Vice Chairman Jeffers and the NC Association of County Commissioners past president, offered congratulations as he announced that Chairman Clayton was awarded statewide Outstanding County Commissioner of the Year at the Association’s annual conference.

**CLOSED SESSION #1:**

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to enter Closed Session per General Statute 143-318.11(a)(5) to consider the acquisition or lease of real property at 10:13 am with the following individuals permitted to attend: Clerk to the Board, Brenda Reaves, County Attorney, Ron Aycock, Assistant County Manager, Sybil Tate, General Services Director, Ray Foushee and Recreation Director, John Hill.

A **motion** was made by Vice Chairman Jeffers and **carried 5-0** to return to open session at 10:21 am.

**ADJOURNMENT:**

A **motion** was made by Commissioner Blalock, and **carried 5-0** to adjourn the meeting at 10:22 am.

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Brenda B. Reaves  
Clerk to the Board

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Jimmy B. Clayton  
Chairman