

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: Chairman Earl Pugh, Jr.
Attachment: No

ITEM TITLE: OPENING

SUMMARY: Call to Order
Opening Prayer
Pledge of Allegiance

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: Chairman Earl Pugh, Jr.
Attachment: Yes

ITEM TITLE: CONSIDERATION OF AGENDA

SUMMARY: Attached is the proposed Agenda for the June 5, 2018 Regular Meeting of the Hyde County Board of Commissioners.

RECOMMEND: Review, Amend and Approve.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

AGENDA

HYDE COUNTY BOARD OF COMMISSIONERS' REGULAR MEETING

TUESDAY, JUNE 5, 2018 – 6:00 PM

CALL TO ORDER

CONSIDERATION OF AGENDA

CONSIDERATION OF MINUTES

May 7, 2018

- Regular Meeting Minutes

May 14 – 15, 2018

- Budget Workshop Meeting Minutes

PUBLIC HEARINGS

- 1) CDBG Neighborhood Revitalization Project Kris Noble
 - Application for Funding – Public Hearing
 - Grant Administration Services Contract Award
- 2) FY2018-2019 Hyde County Budget Mgr. Rich

INTRODUCTIONS (none)

PRESENTATIONS

- 1) ABC Board Meredith Nicholson
 - Financial Update
 - Re-appoint Board Member – John Giagu

EMPLOYEE RECOGNITION

PUBLIC COMMENTS

Public Comments are a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes or less and comments should be directed to the entire Board and not to individual members, the staff or to other members of the public. Comments requesting assistance will typically be referred to the County Manager for follow-up or for Board action at a future meeting.

ITEMS OF CONSIDERATION

1) Ordinances, Resolutions, Proclamations

- a. FY2018-2019 Hyde County Budget/ Set Tax Rate Mgr. Rich
 - Resolution – Authorizing County Manager to Reconcile Department Budgets
 - Resolution – Relating to The FY 2018-2019 Hyde County Budget
 - Ordinance – Hyde County FY2018-2019 Budget
- b. Resolution – Join NC League of Mucicipalities Mgr. Rich
 - Interlocal Agreement for a Group Self-Insurance Pool
 - Health Program Acceptance Form
- 2) Change In Personnel Policies #4 and #6 Tammy Blake
- 3) Bradford & Mary Swain – RefundLinda Basnight
- 4) Signatory Change on County Checks Corrinne Gibbs
- 5) Approval of Dare County Fireworks Application Justin Gibbs
- 6) DHHS Written Agreements Laurie Potter
- 7) FY16-FMA Irene Rescopement Bid Tab Kris Noble

BUDGET MATTERS

Administration - Finance

- Fiscal Year-End Revisions – Departments \$144,538.75
- Fiscal Year-End Revisions – Capital Reserve \$100,934.50
- Fiscal Year-End Revisions – TRAM \$100,934.50
- West Quarter \$ 25,000.00
- Swan Quarter \$ 25,000.00

Department of Social Services

- Crisis Intervention Payment (CIP) \$ 2,500.00
- ADAP – Fiscal Year-End Revisions \$ 6,000.00

Senior Center

- Fiscal Year-End Revisions \$ 1,200.00

Utilities Department

- Fiscal Year-End Revisions \$ 26,000.00
- Fiscal Year-End Revisions \$ 8,200.29

Solid Waste

- Fiscal Year End Revisions \$ 20,000.00

Court Facility Fees

- Carpet 3rd Floor \$ 2,500.00

MANAGEMENT REPORTS

The Commissioners, County Manager and Assistant County Manager will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

PUBLIC COMMENTS

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

CLOSED SESSION (discussion and possible action if required)

ADJOURN

SUPPLEMENTAL INFORMATION

Department Reports

- 1) Tax Department (requires signature)
- 2) Inspections
- 3) Human Resources
- 4) IT Department
- 5) Health Department
- 6) Department of Social Services
- 7) Senior Center
- 8) Soil & Water
- 9) Cooperative Extension
- 10) Airport

Informational Items

- 1) Beaufort County – Resolution Supporting a Statewide Referendum On a Bond Issue for School Facility Needs
- 2) Hyde County 4-H – “Hyde Clover – Summer 2018”
- 3) Ocracoke Mosquito Control Board (letter)

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: Lois Stotesberry, Clerk
Attachment: Yes

ITEM TITLE: CONSIDERATION OF MINUTES

SUMMARY: Attached are the May 7, 2018 Regular Meeting Minutes and the May 14-15, 2018 Budget Workshop Meeting Minutes of the Hyde County Board of Commissioners.

RECOMMEND: Review, Amend and Approve.

Motion Made By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ Tom Pahl

Motion Seconded By: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ Tom Pahl

Vote: ___ Earl Pugh, Jr.
___ Barry Swindell
___ Dick Tunnell
___ Ben Simmons
___ Tom Pahl

1 Regular Meeting Minutes

2
3 **Board of County Commissioners**
4 **Hyde County**

5 **Monday, May 7, 2018**
6

7 Following the Board of Equalization and Review meeting, beginning at 5:00p.m., and after opening prayer and Pledge
8 of Allegiance, Chairman Earl Pugh, Jr. called the Regular Meeting of the Hyde County Board of Commissioners to
9 order at 6:00p.m., on Monday, May 7, 2018, in the Hyde County Government Center, Multi-Use Room, and the
10 Ocracoke Community Center using electronic conferencing equipment.

11 The following members were present on the mainland: Chairman Earl Pugh, Jr.; Vice-chair Barry Swindell;
12 Commissioners Ben Simmons and Dick Tunnell; County Manager Bill Rich, Assistant County Manager Kris Noble;
13 Attorney Franz Holscher; Clerk to the Board Lois Stotesberry; Deputy Clerk Justin Gibbs; and, members of the public.

14 Commissioner Tom Pahl and members of the public were present on Ocracoke. Teresa Adams operated the electronic
15 conferencing equipment.
16

17 **Consideration of Agenda:**

18 Commissioner Swindell moved to approve the May 7, 2018 Board of Commissioners Regular Meeting Agenda as
19 presented by the Clerk with addition of No. 15 – Employee Drug Testing and No. 16 – Alligator Weed Management
20 and No. 17 – Local Government Commission (LGC) letter followed by FY18-19 Hyde County Budget Message. Mr.
21 Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and
22 Simmons; Nays – None; Absent or not voting – None.
23

24 **Consideration of Minutes:**

25 **April 2, 2018 – Regular Meeting**

26 Commissioner Simmons moved to approve the April 2, 2018 Hyde County Board of Commissioners Regular Meeting
27 Minutes as presented by the Clerk. Mr. Pahl seconded the motion. The motion passed on the following vote: Ayes –
28 Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

29 **Presentations:**

30 **NC DOT Upcoming Projects**

31 Win Bridgers, PE, Division Maintenance Engineer introduced Division One Board of Transportation member Allen
32 Moran and Ronnie Sawyer, PE, Assistant Division Maintenance Engineer, Darrick Lee, PE, District Engineer and
33 Marshall Gill, PE, County Maintenance Engineer. Jerry Jennings, PE, Division Engineer and Gretchen Byrum, PE,
34 Division Project Development Engineer was in Raleigh.

35 Mr. Bridgers presented upcoming projects in Hyde County; to include current year through ten to fifteen years. This
36 presentation was for informational purposes to hopefully educate and encourage a positive outlook on NC DOT
37 upcoming year(s) to provide outstanding transportation to the fourteen counties in District One.

38 Manager Rich and Commissioners Swindell, Pahl, Tunnell and Simmons addressed areas of concern in their district and
39 requested additional road improvements and markings, drainage, signage and speed limit changes.

40 **CDBG-DR Policies and Procedures**

41 Chris Hilbert, Project Manager for Holland Consulting Planners, was unable to attend.

42 Assistant County Manager Kris Noble reported this plan describes how Hyde County will involve citizens in the
43 planning, implementation and assessment of the Community Development Block Grant (CDBG) program. The plan
44 provides for and encourages citizen participation and which emphasizes participation by persons of low or moderate
45 income, particularly residents of predominantly low and moderate income neighborhoods, slum or blighted areas, and
46 areas in which the grantee proposes to use CDBG-DR funds. The regulations give ultimate responsibility for the design
47 and implementation of the program to local elected officials and also require that citizens be given an opportunity to
48 serve in key advisory role to these elected officials. Citizens will be involved in all stages of the CDBG-DR program,
49 including program implementation, assessment of performance and design of changes in the Citizen Participation Plan.
50 There will be two (2) general mechanisms for their involvement: 1) to attend or hold public hearings or community
51 meetings; and, 2) to provide individual citizen efforts in the form of comments, complaints or inquiries submitted
52 directly to the Program Administrators or designated County official.

53 Commissioner Swindell moved to adopt a blanket resolution to include Hyde County CDBG Disaster Recovery Program
54 documents to include plans, policies, ordinances and resolutions. Mr. Pahl seconded the motion. The motion passed on
55 the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

56

1 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Citizen Participation Plan" is attached herewith as Exhibit A and incorporated herein by reference.*

2 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Project Ordinance" is attached herewith as*
3 *Exhibit B and incorporated herein by reference.*

4 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Resolution Approving Administrative*
5 *Guidelines and Policies" is attached herewith as Exhibit C and incorporated herein by reference.*

6 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Financial Management Resolution" is attached*
7 *herewith as Exhibit D and incorporated herein by reference.*

8 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Policy Concerning Code of Conduct for*
9 *Officers, Employees or Agents" is attached herewith as Exhibit E and incorporated herein by reference.*

10 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Procurement Standards Plan" is attached*
11 *herewith as Exhibit F and incorporated herein by reference.*

12 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Equal Opportunity Plan" is attached herewith*
13 *as Exhibit G and incorporated herein by reference.*

14 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Local Jobs Initiative (Section 3) Plan Local*
15 *Economic Benefit for Low – and Very Low-income Persons May 7, 2018 – May 6, 2021" is attached herewith as Exhibit H*
16 *and incorporated herein by reference.*

17 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Residential Anti-displacement and Relocation*
18 *Assistance Plan May 7, 2018 – May 6, 2021" is attached herewith as Exhibit I and incorporated herein by reference.*

19 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Fair Housing Policy" is attached herewith as*
20 *Exhibit J and incorporated herein by reference.*

21 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Excessive Force Policy (May 7, 2018 – May 6,*
22 *2021)" is attached herewith as Exhibit K and incorporated herein by reference.*

23 *Clerk's Note: A copy of "Hyde County CDBG Disaster Recovery Program Designation of Labor Standards Enforcement*
24 *Officer" is attached herewith as Exhibit L and incorporated herein by reference.*

25 **Liberty Home Care – Letter of Support**

26 Kris Noble, Assistant County Manager, reported Liberty Commons Nursing and Rehab Center of Hyde County, LLC,
27 d/b/a Cross Creek Health Care, requests an Adjustment to the Need Determination for Proposed 2019 State Medical
28 Facilities Plan (SMFP). Cross Creek asks that the proposed 2019 State Medical Facilities Plan be modified to add a
29 special need for 23 adult care home beds (assisted living beds) in Hyde County. After careful assessment, Liberty
determined that there are unique circumstances in Hyde County that necessitate the addition for 23 adult care home
beds in Hyde County. Factors considered:

- 30 • There currently are no licensed adult care home beds actually located in Hyde County
- 31 • Extensive drive time from current adult care home facility to Hyde County
- 32 • Liberty's existing skilled nursing facility, which is the only licensed skilled nursing provider in Hyde County
- 33 • Hyde County's population of persons age 65 and older are projected to increase at a rate of 66% between 2010
34 and 2030
- 35 • Unique population will never meet current SMFP threshold
- 36 • Community support for ACH acre in Hyde County is strong

37 Commissioner Tunnell moved to issue a letter in support of the addition of the 23 adult care home beds in Hyde
38 County. Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell,
39 Tunnell and Simmons; Nays – None; Absent or not voting – none.

40 Kris Noble, Assistant County Manager, will research available adult care home bed services for Ocracoke citizens.

41 **Presentation of Contract to Operate Trams Supporting Ocracoke-Hatteras Passenger Ferry**

42 Bill Rich, County Manager, reported Hyde County, through an agreement with NC Department of Transportation, will
43 provide the 4 trams and 2 trailers to be used in operating trams supporting the Ocracoke-Hatteras Passenger Ferry.

1 Request for Proposal (RFP) #2018-001 to hire a firm to operate and maintain trams supporting the Ocracoke-Hatteras
2 Passenger Ferry proposals were due by 1:00PM Eastern Standard Time on April 26, 2018. The bid process resulted in
3 one acceptable proposal from Mr. Joseph Ramunni of Ocracoke.

4 Commissioner Pahl moved to award the contract to “Operate Trams Supporting the Ocracoke-Hatteras Passenger
5 Ferry” to Mr. Joseph Ramunni. Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes –
6 Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

7 **Employee/ Volunteer/ Friend of The Month:**

8 Bill Rich, County Manager, named Sue C. Gurganus employee of the month. He commended her continued dedication
9 and service to Hyde County. Ms. Gurganus spun the Wheel of Thanks and won a \$25 gift certificate to O’Neal’s.

10 **Public Comment:**

11 **Justin LaBlanc, Chairman of Ocracoke Mosquito Control** – requested consideration of a \$.01 increase in mosquito
12 control tax, for a total rate of \$.02. Ocracoke citizens will be included in this discussion. Mr. LaBlanc also discussed
13 funding to shorten the long ferry route between Ocracoke and Hatteras.

14 **Mickie Baker, Ocracoke** – requested a time-line for the passenger ferry and discussed the new County Manager and
15 Consultant employment contracts.

16 Bill Rich, County Manager – reported the trams will arrive mid-June and passenger the passenger ferry by July.

17 **Darlene Styron, Member of the Ocracoke Waterways Board** – discussed grant funds for the long route project and the
18 tram system and asked that citizens be informed.

19 Manager Rich will give update (via phone conferencing) on the tram project at the next OCBA meeting.

20 **Items of Consideration:**

21 **Proclamation – May 20-26, 2018 EMS Week**

22 Kris Noble, Assistant County Manager, presented Proclamation 2018 EMS Week to designate the week of May 20-26,
23 2018 as Emergency Medical Services Week. Ms. Noble reported the emergency medical services system consists of
24 first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses,
25 emergency physicians and others. The members of the emergency medical services teams, whether career or volunteer,
26 engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills.
27 Communities are encouraged to observe EMS week with the theme **EMS Strong: “Stronger Together”**.

28 Commissioner Swindell moved to adopt Proclamation – May 20-26, 2018 as Emergency Medical Services Week.
29 Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell
30 and Simmons; Nays – None; Absent or not voting – none.

31 *Clerk’s Note: A copy of “Proclamation 2018 EMS Week to designate the week of May 20-26, 2018 as Emergency Medical
Services Week” is attached herewith as Exhibit M and incorporated herein by reference.*

32
33 **Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018**

34 Kris Noble, Assistant County Manager, presented Vulnerable Adult and Elder Abuse Awareness Months Proclamation
35 2018. Ms. Noble reported North Carolina enacted the nation’s first elder abuse law and recognizes the need for a
36 comprehensive system of protection for vulnerable and older adults. Mother’s Day through Father’s Day May 13 – June
37 17, 2018 are national holidays intended to honor, respect and promote the dignity and well-being of our older citizens.

38
39 Commissioner Pahl moved to adopt Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018. Mr.
40 Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and
41 Simmons; Nays – None; Absent or not voting – none.

42 *Clerk’s Note: A copy of “Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018” is attached herewith as
Exhibit N and incorporated herein by reference.*

43
44 **Proclamation – Older Americans Month 2018**

45 Kris Noble, Assistant County Manager, presented, on behalf of the Albemarle Commission – Area Agency on Aging,
46 Proclamation – Older Americans Month 2018. Ms. Noble reported the Board of Commissioners recognizes there are
47 countless older Americans who enrich and strengthen our community. The Board acknowledges the importance of
48 taking part in activities that promote physical, mental and emotional well-being --- no matter the person’s age.

49 Commissioner Tunnell moved to adopt Proclamation – Older Americans Month 2018. Mr. Simmons seconded the
50 motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None;
51 Absent or not voting – none.

1 *Clerk's Note: A copy of "Proclamation – Older Americans Month 2018" is attached herewith as Exhibit O and incorporated herein by reference.*

2
3 **Resolution Opposing The Reduction In The Number of Judges In The Second Judicial District**

4 Kris Noble, Assistant County Manager, reported the Joint Select Committee on Judicial Reform and Redistricting has
5 proposed three different plans to redistrict the judiciary. Proposed Plan A would keep four judges in the Second
6 Judicial District and Plan B and C would reduce the number of judges in the Second Judicial District from four to three.

7 Commissioner Simmons moved to adopt "Resolution Opposing The Reduction In The Number Of Judges In The
8 Second Judicial District". Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh,
9 Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

10 *Clerk's Note: A copy of "Resolution Opposing the Reduction in the Number Of Judges in the Second Judicial District" is attached herewith as Exhibit P and incorporated herein by reference.*

11
12 **Resolution – Reimbursement Project Expenditures**

13 Bill Rich, County Manager, reported at the April 2, 2018 meeting the Board of Commissioners approved the use of its
14 own funds to pay the initial Project costs (from the General Fund not to exceed \$350,000.00) for the purchase of
15 property and new construction of an EMS station on Ocracoke Island, and then reimburse itself from financing
16 proceeds for these early expenditures. It was agreed that of this amount, the purchase of the real estate will not exceed
17 \$150,000.00 of the appraised value of the property. The appraised value of the property is approximately \$100,000.00.
18 The fund balance will be replenished by a bank installment loan which the county will obtain.

19 Mr. Rich reported a loan closing was conducted earlier in the day. The property will be divided and Hyde County will
20 take ownership of one lot for a new EMS Station; the Ocracoke Preservation Society will retain the Island Inn
21 structure; and, the owners of the Island Inn Villas will retain their pool, septic area and parking.

22 Commissioner Simmons moved to adopt "Resolution Reimbursement Project Expenditures". Mr. Pahl seconded the
23 motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None;
24 Absent or not voting – none.

25 *Clerk's Note: A copy of "Resolution – Reimbursement Project Expenditures" is attached herewith as Exhibit Q and incorporated herein by reference.*

26
27 **Re-appointment of Hyde County Health Board Member**

28 Luana C. Gibbs, Health Director, reported at the March 21, 2018 Health Board meeting, the Board approved another
29 three-year term of service for Sharon Sadler and requested Board of Commissioner approval of this re-appointment.

30 Commissioner Swindell moved to approve re-appointment of Mrs. Sharon G. Sadler to a second three-year term of
31 service on the Hyde County Board of Health. Mr. Simmons seconded the motion. The motion passed on the
32 following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

33 **Requests for New Positions:**

34 **Human Services Planner/Evaluator I**

35 Luana C. Gibbs, Health Director, requested a new position for a Human Services Planner/Evaluator I to be created
36 within the Hyde County Salary Plan for Fiscal Year 2018-19. This position will maintain Public Health Preparedness
37 and Response which is currently a contract position. NC DHHS provides funding for this position in the amount of
38 \$29,786.00 through a Public Health Preparedness Grant which renews yearly. The remainder would require county
39 funding in the amount of \$5,256.00.

40 Commissioner Swindell moved to approve creation of a Human Services Planner/Evaluator I contingent upon State
41 and grant funding and county budget approval. Mr. Simmons seconded the motion. The motion passed on the
42 following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

43 **Licensed Clinical Social Worker or Licensed Professional Counselor**

44 Luana C. Gibbs, Health Director, requested a new position for a Licensed Clinical Social Worker or Licensed
45 Professional Counselor to be created within the Hyde County Salary Plan for Fiscal Year 2018-19. Ms. Gibbs has
46 applied for Kate B. Reynolds grant funding in the amount of \$396,345.00 for 4-years with no local funds required.

47 Commissioner Pahl moved to approve creation of a Licensed Clinical Social Worker or Licensed Professional
48 Counselor contingent upon State and grant funding and county budget approval. Mr. Tunnell seconded the motion.
49 The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent
50 or not voting – none.

51 **Revolving Loan Request From Helios' Hideaway**

52 Bill Rich, County Manager, reported Helio's Hideaway is a new business that will operate in the former School

1 Road Deli location (Spencer's Market Condos, 589 Irvin Garrish Highway Ocracoke). A lease agreement is in place
 2 with the owners of the property until March 31, 2023. Principal borrowers for Heilos' Hideaway are Lynn Murphree
 3 and Ken Marino. They plan to open to the public in April. Heilos' Hideaway is a small Mediterranean café with
 4 Greek -inspired cuisine. Their objective is to offer healthy local consumption options to locals and visitors, as well as
 5 offering catering services. Food will be available for take-out or eat-in. They will operate as a combination take-out
 6 or eat-in restaurant and market.

7 Ms. Murphree and Mr. Marino are requesting a loan in the amount of \$45,000.00 under the business name Heilos'
 8 Hideaway. The purpose of the loan is to purchase the business assets from School Road Deli, start-up operating
 9 capital and to purchase equipment. The proposed loan term will be 5 years, at 3% interest with monthly payments of
 10 \$808.59, beginning 30 days from the date of the loan. The maturity date of the loan will coincide with the lease
 11 expiration. Equipment will secure the loan.

12 Commissioner Pahl moved to approve a revolving loan in the amount of \$45,000.00 at 3% interest on a 5 year term
 13 to Lynn Murphree and Ken Marino. Mr. Simmons seconded the motion. The motion passed on the following vote:
 14 Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

15 **GovDeals**

16 Corrinne Gibbs, Finance Officer, requested approval to list surplus county property and vehicles for sale on GovDeals.
 17

| Surplus Property | | | |
|------------------|------------------------------------|--------------|-----------------|
| | 20' Double Axle Trailer | | Water |
| | 2510 DTC 4x4 Long Tractor | | Water |
| | Model 1198 Long Backhoe attachment | | Water |
| | 14' Double Axle Trailer | | Water |
| | 5 - Metal 8 Yard Trash Containers | | Solid Waste |
| | 1 - 19' Metal Swing Gate | | Solid Waste |
| | 15KW Generac Generator | | Health |
| | 10KW Military Generator | | Sheriff |
| Surplus Vehicles | | | |
| Year | Make | Last 4 VIN # | Department |
| 2006 | Chevrolet | 9722 | EMS |
| 2004 | Jeep Cherokee | 0340 | Sheriff |
| 2008 | Black Dodge Charger | 5612 | Sheriff |
| 2010 | White Dodge Charger | 8672 | Sheriff |
| 2003 | Ford Van | 4214 | Social Services |
| 1999 | Ford Ranger | 1700 | Maintenance |
| 2001 | Ford Ranger | 7300 | Water |
| 2004 | Chevrolet | 1044 | Water |
| 2004 | Ford Ranger | 1245 | Water |

30 Commissioner Simmons moved to approve advertising the above listed surplus property and vehicles on GovDeals for
 31 sale. Mr. Swindell seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell,
 32 Tunnell and Simmons; Nays – None; Absent or not voting – none.

33
 34 **Ocracoke Occupancy Tax Board Recommendations**

35 Bill Rich, County Manager, presented the following appropriations request from the Ocracoke Occupancy Tax Fund
 36 during the 2018-2019 Fiscal Year.
 37

| Appropriations | |
|---------------------------------|-----------|
| Ocracoke Friends of the Library | \$ 2,815 |
| Ocracoke School Arts Week | \$ 4,858 |
| Ocracoke Decoy Carvers Guild | \$ 10,025 |
| Ocracoke Health Center | \$ 12,133 |
| WOVV Radio | \$ 17,535 |
| Ocracoke Alive | \$ 28,500 |
| Ocracoke Community Center | \$ 33,295 |
| Hyde County | \$ 45,000 |
| Ocracoke Youth Center | \$ 48,000 |

| | |
|---------------------------------------|------------------|
| Ocracoke Preservation Society | \$ 48,623 |
| North Carolina Land Trust | \$ 50,000 |
| Ocracoke Civic & Business Association | \$ 82,833 |
| Ocracoke Fire Protection Association | \$120,000 |
| Total | \$503,617 |

Bob Chestnut, Chairman of Ocracoke Occupancy Tax Board wrote in addition to the annual appropriations listed above the Ocracoke Occupancy Tax Board reviewed requests for \$84,500 from the Ocracoke Community Foundation for capital improvements to the Ocracoke Community Square property and \$21,250 from the Ocracoke Youth Center for capital improvements to the Ocracoke Community Park. The Board suggests these two requests take priority in any decision to reduce the Ocracoke Occupancy Tax fund balance.

Commissioner Pahl moved to approve the above listed funding requests from the Ocracoke Occupancy Tax Board. Mr. Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

Call for Public Hearing - FY2018-2019 Budget

Bill Rich, County Manager, recommended a public hearing be conducted to receive questions and/or comments from the public regarding the proposed FY2018-2019 Hyde County Budget.

Commissioner Tunnell moved to conduct public hearing on the proposed FY2018-2019 Hyde County Budget on Tuesday, June 5, 2018, beginning at 6:00p.m., (or as soon thereafter as possible) in the Hyde County Government Center, Multi-Use Room, and the Ocracoke Community Center using electronic conferencing equipment. Mr. Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

Hyde County FY2018-2019

Corrinne Gibbs, Finance Officer, reported in order to complete the FY2018-2019 Hyde County Budget, a “Spending Freeze” is needed. Ms. Gibbs recommended \$100.00 for all County departments through the end of FY2017-2018, effective May 8, 2018. Requests exceeding \$100.00 will be reviewed by the County Manager and approved as he deems necessary. She also reported the Health Department and the Department of Social Services will not be affected by the freeze.

Commissioner Swindell moved to approve setting a Spending Freeze, effective immediately. Mr. Simmons seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

Flex Schedule

Tammy Blake, Human Resources Director, reported summer flex-time is a work schedule which allows non-rotating shift employees to work hours that are not within the standard 8:00a.m. – 5:00p.m., Monday – Friday range, while maintaining a high level of service during the County’s peak operating hours. Over the past eight years, employees eligible for flex-time worked four (4) ten (10) hour days, Monday – Friday. County offices will remain open from 8:00a.m. – 5:00p.m., Monday – Friday.

Commissioner Swindell moved to approve flex-time work schedules for non-rotating shift employees, beginning Monday, May 28, 2018 and ending Friday, August 31, 2018. Mr. Pahl seconded the motion. The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

DHHS/DSS Written Agreements

Laurie Potter, Department of Social Services (DSS) Director reported Session Law 2017-41 requires all counties to enter into an annual agreement with the Department of Health and Human Services (DHHS) for all social services programs excluding medical assistance (Medicaid). The law requires the agreement to contain certain performance requirements and administrative responsibilities related to the social services programs.

Draft Annual Written Agreement, Attachment XI – Corrective Action states: If a County Department of Social Services fails to satisfy a performance requirement or term of agreement, the Department will provide the County DSS with written notification identifying the relevant performance requirement and how the County DSS failed to satisfy it. The County DSS and Department shall work together to develop a performance improvement plan to address the non-compliance.

Letter To Congressman Walter B. Jones

Bill Rich, County Manager, presented a letter addressed to Congressman Walter B. Jones from the Hyde County Board of Commissioners and the County Manager requesting approval to replace the Engelhard Post Office and parking lot

1 with a new modern facility and repaved parking lot. If approved, the new facility will enable better service to the
2 citizens of Hyde County, particularly the Engelhard community.

3 Commissioner Swindell moved to approve Board Chairman Earl Pugh, Jr. and County Manager Bill Rich to sign and
4 send a letter regarding the Engelhard Post Office to Congressman Walter B. Jones. Mr. Simmons seconded the motion.
5 The motion passed on the following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent
6 or not voting – none.

7 **Alligator Management Options**

8 Kris Noble, Assistant County Manager, presented NC Wildlife Resources Commission **Alligator Management**
9 **Options for Municipalities**. Ms. Noble reported at their February 2018 meeting, the NCWRC adopted a rule to allow
10 limited take of American alligators (H6). In accordance with the Alligator Management Plan, a local population
11 reduction hunt may be requested by a municipality (NCGS § 160A-1(2)) within Alligator Management Unit 1
12 (Brunswick, Carteret, Columbus, Craven, Hyde, Jones, New Hanover, Onslow, Pamlico and Pender counties).
13 Information is available online at www.ncwildlife.org/alligator; or e-mail: wildlifehelp@ncwildlife.org.

14 Commissioner Swindell moved to authorize staff to complete and Chairman Earl Pugh, Jr. to sign the local population
15 reduction alligator hunt application. Mr. Simmons seconded the motion. The motion passed on the following vote:
16 Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

17 **Consultant Agreement: Bill Rich**

18 Franz Holscher, County Attorney, presented the finalized independent consultant contract agreement between the
19 County of Hyde and William D. (Bill) Rich effective August 1, 2018 and terminates June 30, 2020.

20 Commissioner Pahl moved to approve the Independent Consultant Contract Agreement with William D. Rich as
21 presented by County Attorney Franz Holscher. Mr. Simmons seconded the motion. The motion passed on the
22 following vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

23 **Employment Agreement: Kris Noble**

24 Franz Holscher, County Attorney, presented the finalized employment agreement between the County of Hyde
25 and Kristen (Kris) Cahoon Noble. Ms. Noble will remain in employment with the County, effective July 1, 2018
26 through June 30, 2019.

27 Commissioner Swindell moved to approve the County Manager Employment Agreement with Kristen Cahoon Noble as
28 presented by County Attorney Franz Holscher. Mr. Tunnell seconded the motion. The motion passed on the following
29 vote: Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – none.

30 **Employee Drug Testing**

31 Benjamin Simmons, III, Commissioner, requested annual and random drug testing of all county employees.

32
33 Corrinne Gibbs, Finance Officer, explained public safety employees are tested at random. With reasonable suspicion
34 and when following State laws and guidelines all employees can be tested.

35 **Alligator Weed**

36 Daniel Brinn, Hyde County Water and Flood Control Manager, will investigate options available to control alligator
37 weed in Hyde County. Mr. Brinn reported Tyrrell County pays a contractor to spray canals at of cost of approximately
38 \$4,000.00 per year after the initial expense for equipment. He recommends developing a maintenance plan/treatment
39 regime to manage alligator weed. He will research grant funding for this project.

40 **Letter from Local Government Commission (LGC)**

41 Tom Pahl, Commissioner, questioned the County's response to a letter from the LGC.

42 Corrinne Gibbs, Finance Officer, reported the antiquated finance software system will not communicate with other
43 county department's software systems. Every software system is on its own server. Ms. Gibbs will send a response to
44 the LGC as required.

45 **FY2018-2019 Budget Message**

46 Bill Rich, County Manager, presented comment on the proposed FY2018-19 Hyde County Operating Budget. Mr. Rich
47 discussed financial and substantial improvements and budget expectations.

48 Mr. Rich reported expenses have been on budget however revenues did not meet budget expectations. As done in the
49 past five years, fund balance was budgeted to balance the budget. Years 2013, 2014 and 2015 the fund balance grew
50 from \$2,784,184 to \$4,622,833 (24% to 39.42%). In 2016, a negative cash flow of \$221,000 was predicted and a
51 decrease in the fund balance to \$3,697,663 (30.09%). In 2017, a predicted negative cash flow of \$484,859 was seen
52 however even with this the fund balance grew by almost \$600,000 to a total of \$4,278,297 (32.7%).

1 Mr. Rich reported also in 2017, \$1.2M in fund balance was budgeted to balance the budget. Although the final negative
2 cash flow will not be \$1.2M, it will not be known until July nor will we know the final fund balance until October. He
3 discussed four (4) weak or non-generating revenue sources creating a loss of over \$1,000,000 in revenues:

- 4 • Tax Collections – assessed values are down; collection rate is poor. These factors in addition to our re-
5 valuation has amounted to a loss of revenue of \$500K (+ / -).
- 6 • Medicaid Hold Harmless – previous years have yielded revenue to Hyde County from the State for the
7 Medicaid hold harmless program. We received \$0 from the State for this program this year resulting in a loss
8 of projected revenue of \$300K.
- 9 • Last year \$100K was requested from Ocracoke Occupancy Tax Board to supplement EMS operations on the
10 Island. That expected revenue was budgeted but denied by the Ocracoke O-Tax Board which resulted in loss
11 projected revenue.
- 12 • Expected revenue earnings from the non-ambulatory service were slow to start resulting in very low revenues.

13
14 Mr. Rich reported in the 2018-2019 Fiscal Year the deficit created from re-valuation, decreased total assessed value,
15 poor tax collection, lost Medicaid Hold Harmless, no revenue from Ocracoke Occupancy Tax for Island EMS and the
16 slow start to non-ambulatory services has to be made up.

17 Mr. Rich reported the tax rate in 2018-2019 needs to be raised \$.05. With this increase, a budget will be balanced by
18 the lowest amount of fund balance in the last six years. Hyde County must be fiscally responsible sooner than later.

19 Mr. Rich reported the collection rate will grow to 98% as real estate assessed values grow with the new Farragut
20 system. The FY2018-19 expense budget has been trimmed and revenues expected to be raised due to tax increase and a
21 small increase in assessed values.

22 A budget workshop is scheduled to follow the second Board of Equalization & Review Meeting on Monday, May 14,
23 2018 and will be continued on Tuesday, May 15, 2018, beginning at 6:00p.m.

24 The entire budget message is available for review at www.hydecourtnc.gov under departments, then finance.

25 **Budget Transfers:**

26 Earl Pugh, Jr., Chairman presented the following budget transfers for Board of Commissioners approval.

- 27 • **Planning** – Dues and Subscriptions \$ 600.00
- 28 • **Sheriff's Department** – Uniforms \$ 5,500.00
- 29 • **Emergency Management** – Expenses for Remainder of Fiscal Year \$ 2,500.00
- 30 • **Health Health Department** – BR23-18 – Utilities through FYE \$ 3,900.00
- 31 • – BR24-18 – Postage through FYE \$ 75.00
- 32 • – BR25-18 – Medical Supplies though FYE ... \$ 792.68
- 33 • **Soil & Water** – Travel & Training \$ 800.00

34 Commissioner Simmons moved to approve departmental budget transfers as presented. Mr. Swindell seconded the
35 motion. The motion passed on the following vote: Ayes – Pahl, Pugh, Simmons, Tunnell and Swindell; Nays – None;
36 Absent or not voting – none.

37 **Management Reports:**

38 **Chairman Earl Pugh, Jr.** – attended a Loan Committee meeting and the 4-H Livestock Show. He also toured the
39 Ocracoke EMS site and Tram site.

40 **Vice-chair Barry Swindell** – will work with Kris Noble to develop a Recreation Committee and research grant funding
41 for a recreational facility over the next couple of years.

42 **Commissioner Ben Simmons** – discussed water and drainage with citizens.

43 **Commissioner Tom Pahl** – attended Ocracoke Occupancy Tax Board appropriations meeting, Ocracoke Township
44 Tourism Advisory Board meeting and Island Inn property purchase meeting. He met with the Ocracoke Fire
45 Department regarding formation of a fire tax district.

46 **Commissioner Dick Tunnell** – attended a Mid-East Housing meeting, the Hyde County 4-H Livestock Show and the
47 Eastern 4-H Fundraiser.

48

1 **Assistant County Manager Kris Noble** – participated in budget meetings, employee insurance evaluation and
2 Farragut implementation. Ms. Noble attended Hyde County 4-H Livestock Show, Ocracoke Waterways meeting and
3 Mid-East Commission meeting. She reported Judge Regina Parker received an Opioid Partnership five county (Martin,
4 Tyrrell, Beaufort, Washington and Hyde) regional grant.

5 **County Manager Bill Rich** – will attend the Mattamuskeet Watershed meeting on Tuesday.

6 **Public Comments:**

7 **Thomas Midgette, Engelhard** – asked if the County could donate surplus property to non-profits.

8 **Connie Leinbach, Ocracoke** – asked about priority items on the Ocracoke Occupancy Tax recommendations list.

9 **Commissioner Pahl** – reported Bob Chestnut will schedule a meeting to discuss the list.

10 **Finance Officer Corrinne Gibbs** – reported change to the recommendation list will have to be a budget revision.

11 **Darlene Styron, Ocracoke** – questioned the countywide \$.05 property tax increase and the mosquito tax increase on
12 Ocracoke. Ms. Styron reported city water is needed on three lines on Ocracoke. She asked that Mr. Ramunni join the
13 OCBA meeting by phone and reported moving the EMS Station is a great idea.

14 **Commissioner Ben Simmons** recommends setting realistic goals.

15 There being no further comment from the public, Chairman Pugh continued the meeting.

16 **Closed Session** (none)

17
18 **Adjourn**

19 Commissioner Simmons moved to adjourn the meeting. Mr. Swindell seconded the motion. The motion passed on the
20 following vote: Ayes – Pahl, Pugh, Tunnell, Swindell and Simmons; Nays – None; Absent or not voting – None.

21 The meeting adjourned at 8:40p.m.

22
23 Respectfully submitted:

24
25 Minutes approved on the 5th day of June, 2018.

26
27 Attest:

28
29
30
31 _____
32 Lois Stotesberry, CMC, NCCCC
33 Clerk, Hyde County Board of Commissioners

31 _____
32 Earl Pugh, Jr.
33 Chair, Hyde County Board of Commissioners

34
35 **Attachments:**

36
37 **Hyde County CDBG Disaster Recovery Program**

38 Exhibit A: *"Citizen Participation Plan"*

39 Exhibit B: *"Project Ordinance"*

40 Exhibit C: *"Resolution Approving Administrative Guidelines and Policies"*

41 Exhibit D: *"Financial Management Resolution"*

42 Exhibit E: *"Policy Concerning Code of Conduct for Officers, Employees or Agents"*

43 Exhibit F: *"Procurement Standards Plan"*

44 Exhibit G: *"Equal Opportunity Plan"*

45 Exhibit H: *"Local Jobs Initiative (Section 3) Plan Local Economic Benefit for Low – and Very Low-income Persons
46 (May 7, 2018 – May 6, 2021)"*

47 Exhibit I: *"Residential Anti-displacement and Relocation Assistance Plan (May 7, 2018 – May 6, 2021)"*

48 Exhibit J: *"Fair Housing Policy"*

49 Exhibit K: *"Excessive Force Policy (May 7, 2018 – May 6, 2021)"*

50 Exhibit L: *"Designation of Labor Standards Enforcement Officer"*

51
52 Exhibit M: *"Proclamation – 2018 EMS Week to Designate the Week of May 20-26, 2018 as Emergency Medical Services Week"*

53 Exhibit N: *"Proclamation – 2018 Vulnerable Adult and Elder Abuse Awareness Months May 13 – June 17, 2018"*

54 Exhibit O: *"Proclamation – Older Americans Month 2018"*

55
56 Exhibit P: *"Resolution – Opposing The Reduction In The Number Of Judges In The Second Judicial District"*

57 Exhibit Q: *"Resolution – Reimbursement Project Expenditures"*

58

1 Budget Workshop Meeting Minutes

2
3 **Board of County Commissioners**
4 **Hyde County**

5 **Monday, May 14, 2018**
6

7 Following the Board of Equalization and Review meeting, beginning at 5:00p.m., and after prayer Chairman Earl Pugh,
8 Jr. called the Budget Workshop Meeting of the Hyde County Board of Commissioners to order at 5:30p.m., on
9 Monday, May 14, 2018, in the Hyde County Government Center, Multi-Use Room, and the Ocracoke Community
10 Center using electronic conferencing equipment.

11 The following members were present on the mainland: Chairman Earl Pugh, Jr.; Vice-chair Barry Swindell;
12 Commissioners Ben Simmons and Dick Tunnell; County Manager Bill Rich, Assistant County Manager Kris Noble,
13 Clerk to the Board Lois Stotesberry and Deputy Clerk Justin Gibbs.

14 Commissioner Tom Pahl, IT Director Donnie Shumate and members of the public were present on Ocracoke.

15 Commissioner Barry Swindell left the meeting at 7:30p.m.
16

17 **Consideration of Agenda:**

18 Commissioner Swindell moved to approve the May 14, 2018 Board of Commissioners Budget Workshop Meeting
19 Agenda as presented by the Clerk. Mr. Tunnell seconded the motion. The motion passed on the following vote: Ayes
20 – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – None.
21

22 **Proposed FY2018-2019 Hyde County Budget:**

23 **Bill Rich, County Manager**, delivered his FY2018-2019 Hyde County Budget Message at the Monday, May 7, 2018
24 Regular Board of Commissioners meeting. The proposed FY18-19 Budget material was delivered later in the week.

25 Mr. Rich reported expenses have been on budget however revenues did not meet budget expectations. As done in the
26 past five years, fund balance was budgeted to balance the budget. Years 2013, 2014 and 2015 the fund balance grew
27 from \$2,784,184 to \$4,622,833 (24% to 39.42%). In 2016, a negative cash flow of \$221,000 was predicted and a
28 decrease in the fund balance to \$3,697,663 (30.09%). In 2017, a predicted negative cash flow of \$484,859 was seen
29 however even with this the fund balance grew by almost \$600,000 to a total of \$4,278,297 (32.7%).

30 Mr. Rich reported also in 2017, \$1.2M in fund balance was budgeted to balance the budget. Although the final negative
31 cash flow will not be \$1.2M, it will not be known until July nor will we know the final fund balance until October. He
32 discussed four (4) weak or non-generating revenue sources creating a loss of over \$1,000,000 in revenues: 1) Tax
33 Collections; 2) Medicaid Hold Harmless; 3) Last year \$100K requested from Ocracoke Occupancy Tax Board to
34 supplement EMS operations on the Island was budgeted but denied by the Ocracoke O-Tax Board; and, 4) Expected
35 revenue earnings from the non-ambulatory service were slow to start resulting in very low revenues.

36 Mr. Rich reported the 2018-19 tax rate needs to be raised \$.05. The collection rate will grow to 98% as real estate
37 assessed values grow with the new Farragut system. The FY2018-19 expense budget has been trimmed and revenues
38 expected to be raised due to tax increase and a small increase in assessed values. Line items discussed include:

39 **GENERAL FUND EXPENDITURES:**

40 **Governing Board**

41 **10.4100.0300 – Fees to Local Officials – \$22,633.19 (unchanged)**

42 **Chairman Pugh** reported FY17-18 approved fees were \$22,633.19. FY18-19 recommended fees are
43 \$23,312.00. He suggested a 10% decrease in commissioner's salaries. After discussion, it is the
44 consensus of the Board to not decrease the fees and to decline the 3% COLA increase.

45 **Total Governing Board – \$28,164.63 (unchanged)**
46

47 **Information Technology (IT)**

48 **10.4250.7400 – Equipment – \$5,000.00 increased to \$10,000.00**

49 **Donnie Shumate, IT Director**, presented first year accomplishments to include cancelling
50 maintenance contracts in the Health, Administration, Social Services and Utilities Departments, saving
51 the County \$35,000.00. He received free cloud hosted antivirus system license through Homeland
52 Security Cyber Response Training, saving the county \$4,000.00 per year. He saved \$20,000.00 on
53 hardware. He assisted with transferring E-911, moved DSS to the state's P12 program, and continues
54 to move forward with Farragut Software (go live January 1st). Projects he is working on for the
55 upcoming year include: moving to Google Cloud allowing department servers to be consolidated into
56 one virtual server, implementing a Disaster Recovery Plan to prevent records loss, acquiring a new
57 video conferencing system and is lowering monthly charges and receiving unlimited data by moving

1
2
3 County cell phone accounts to T-Mobile. He is redesigning the County's website with the assistance of
4 Northeast Workforce Development Board (NWDB) Intern Jessi Gibbs.
5 **Total IT Expense - \$76,359.46 increased to \$94,144.16**
6
7 **Drainage**
8 **10.4260.7400 – Equipment – \$13,460.59 decreased to \$13,019.28**
9 **Daniel Brinn, Hyde County Water and Flood Control Manager**, reported the equipment line
10 includes surveying equipment and truck lease. He also reported the stream debris removal project has
11 completed 20.75 miles of canals. He drafted the Mattamuskeet Restoration Plan, served as a technical
12 resource for presentations by the State Septic Board and with minor and major CAMA permits. He
13 attended beach/inlet and waterway association meetings.
14 **Total Drainage Expense – \$75,062.60 basically unchanged from \$75,000.00**
15 **Elections**
16 **10.4300.1400 – Travel – \$7,000.00 decreased to \$6,000.00**
17 **Viola Williams, Director of Elections** reported herself and one part-time assistant and the six-member
18 Elections Board need all State training and requested a travel line increase to \$12,800.00. She reported
19 the Elections Board is paid from line 10.4300.0300 – fees to local officials - \$50.00 per meeting attended.
20 **.2020 – Salary Part-time – \$26,755.00 increased to \$27,558.00**
21 **Viola Williams, Director**, requested increase in salary in accordance with her completion of State
22 Certification. The increase reflects a 3% salary increase.
23 **Corrinne Gibbs, Finance Officer**, reported no increase in pay was approved for this certification.
24 **.3300 – Department Expense – \$10,000.00 (unchanged)**
25 **Viola Williams, Director** requested an increase of \$6,273.00 for departmental expenses.
26 **.7400 – Equipment – \$600.00 increased to \$1,000.00**
27 **Viola Williams, Director** reported she needs to purchase two computers and one printer and needs to
28 upgrade software to Windows Professional as required by the State.
29 **Commissioner Swindell** recommended a \$500.00 increase for equipment now and to purchase another
30 computer next year.
31 **Total Elections Expense – \$78,758.78 increased to \$80,064.61**
32 **Finance**
33 **10.4400.0200 – Salaries – \$103,844.44 with 3% COLA increased to \$106,959.00**
34 **.1500 – Computer Support - \$15,000.00 decreased to \$13,000.00**
35 **.7400 – Equipment – \$5,000.00 decreased to \$2,000.00**
36 **.9800 – Education Training – \$10,295.00 decreased to \$5,000.00**
37 **Corrinne Gibbs, Finance Director**, reported the salaries line reflects a 3% COLA increase.
38 **Total Finance Expense – \$178,348.77 decreased to \$172,604.69**
39
40 **Human Resources**
41 **10.4500.0200 – Salaries – \$43,613.65 increased to \$44,922.06**
42 **Tammy Blake, Human Resources Director**, reported since accepting the HR position approximately
43 six years ago her salary has remained at near minimum pay scale. She has a BS Degree, and has more
44 than 20 years HR experience plus six years in Hyde County HR. Her accomplishments include a
45 monthly newsletter, including employee sick/vacation/holiday/comp hours on pay stubs, FLSA training
46 and UNC-School of Government human resources training. Ms. Blake requested a 5% pay increase
47 plus the 3% COLA increase.
48 **Chairman Pugh** reported the only approved increase is the 3% COLA increase across the board.
49 **.1100 – Phone – \$2,000.00 increased to \$2,223.34**
50 **.2600 – Advertising – \$100.00 increased to \$200.00**
51 **.7400 – Equipment – \$2,000.00 decreased to \$500.00**
52 **Total Human Resources Expense – \$72,989.11 decreased to \$71,538.30**
53
54 **Tax Supervisor**
55 **10.4600.0200 – Salaries – \$111,408.00 increased to \$114,750.00**
56 **Linda Basnight, Tax Administrator**, requested re-instatement of former salary increases for herself
57 and the deputy tax administrator for additional duties/responsibilities that will come with implementing
58 Farragut Software and addition of new watershed and drainage tax duties.
59 **.4510 – Revaluation – \$5,000.00 increased to \$10,000.00**
60 **Linda Basnight, Tax Administrator**, reported the last tax revaluation cost the County \$287,000.00.
61 She requested \$25,000.00 (reserve funds) for the next property revaluation since the State is
62 considering a 4-year revaluation period, not the customary 8-years.
63 **Commissioner Tunnell**, asked if the ad-valorem tax rate is still below 98%.

1 Linda Basnight, Tax Administrator, explained a push to collect delinquent taxes often reduces the
2 amount of current taxes being paid.

3 **Total Tax Supervisor Expense - \$202,905.42 decreased to \$201,421.38**

4 **Legal**

5 **10.4700.4500 – General Legal Services – \$25,000.00 increased to \$35,000.00**

6 **.4501 – Delinquent Tax Collection – \$10,000.00 decreased to \$5,000.00**

7 Kris Noble, Assistant County Manager, reported the County Attorney is paid by the hour on a
8 monthly basis. She also reported Ocracoke required a lot of the attorney's time this past year.

9 Commissioner Simmons, recommended adding legal fees to new businesses at closing.

10 County Manager Rich, reported the County uses free services from the UNC-SOG.

11 Commissioner Pahl, reported Ocracoke Township Tourism Development Authority has its own line
12 for legal costs. He also noted the Vessel Ordinance will save Hyde County money eventually.

13 **Total Legal Expenses – \$35,000.00 increased to \$40,000.00**

14 **Register of Deeds**

15 **10.4800.0200 – Salaries – \$80,493.00 increased to \$82,906.15**

16 Merita Spencer, Register of Deeds, reported the salaries line reflects a 3% COLA increase.

17 **.1400 – Travel – \$2,000.00 decreased to \$1,000.00**

18 Merita Spencer, Register of Deeds, reported she does not always turn in travel.

19 **.7400 – Equipment – \$4,000.00 decreased to \$2,000.00**

20 **Total Register of Deeds Expenses – \$186,398.69 decreased to \$184,937.66**

21 **Davis School Building**

22 **10.4903.1500 – Davis School Building – \$13,200.00 (unchanged)**

23 **Commerce Fellows Ordinance (over)**

24 **Various Grants**

25 **10.4950.4504 – Various Grant Matches – \$80,000.00**

26 **Public Building Maintenance**

27 **10.5000.0200 – Salaries – \$99,056.00 increased to \$102,027.00**

28 Clint Berry, Utilities Director, reported the salaries line reflects 34% of his salary and a 3% COLA
29 increase for two maintenance employees.

30 **.0600 – Group Insurance Expense – \$20,997.00 decreased to \$13,338.00**

31 Clint Berry, Utilities Director, discussed changes to health insurance (21% ↓) for County employees.
32 He reported the maintenance department has one truck with 300,000 miles on it.

33 Commissioner Simmons, complimented the Utilities Department staff.

34 **Total Public Building Maintenance Expense – \$412,279.98 decreased to \$411,938.44**

35
36 **Sheriff**

37 **10.5100.0210 – Salaries Dispatchers – \$68,175.00 increased to \$78,417.63**

38 Sheriff Guire Cahoon, reported 5 dispatcher positions changed to 2 administrative positions.

39 This department also employs 4 deputies on Ocracoke, 9 deputies on the mainland and the Sheriff.

40 **.3100 – Gas, Oil and Tires – \$70,000.00 decreased to \$50,000.00**

41 Sheriff Guire Cahoon, reported he buys tires off the state contract. He requested \$75,000.00 to cover
42 anticipated increase in the price of fuel.

43 Commissioner Simmons, recommended buying fuel by the tanker load. He reported it is unrealistic to
44 reduce this fuel line in the Sheriff's department budget.

45 **.0000 – Misc. Equipment/Capital Outlay - \$50,000.00 (unchanged)**

46 Sheriff Guire Cahoon, requested \$60,000.00 to lease four cars.

47 **Total Sheriff Expenses – \$1,291,757.61 decreased to \$1,265,249.81**

48 **ABC Rehab**

49 **10.5110.0001 – Alcoholic Rehabilitation – \$1,800.00 (unchanged)**

50 **Dare (ended)**

51 **Court Facilities**

52 **10.5150.3300 – Operating Expense – \$10,000.00 (unchanged)**

53 **Jail**

54 **10.5200.4701 – Inmate Safekeeping – \$85,000.00 increased to \$90,000.00**

55 Sheriff Guire Cahoon, reported inmates in court has increased this line item. He reported an inmate

1 on the bracelet (not in jail) saves the County money on medical emergency fees.
2 **Total Jail Expenses – \$103,750.00 increased to \$113,750.00**

3 **Volunteer Fire Departments**

4 **10.5300.0000 – Volunteer Fire Departments – \$154,455.00 increased to \$168,750.00**
5

6 **Kris Noble, Assistant County Manager**, reported Swan Quarter (.9100), Engelhard (.9200), Ocracoke
7 (.9300), Scranton (.9400), Fairfield (.9500) and Ponzer (.9700) Volunteer Fire Departments receives
8 \$17,250.00 per year; and Pungo River Fire Department (.9600) receives \$5,250.00 per year for mutual
9 aid fire protection services to the western end of the county. Commissioners voted to approve County-
10 wide fire departments to receive a grant match (up to \$10,000.00 each) to be used in accordance with
11 the annual OSFM Fire Rescue Grant to purchase equipment for operations.
12

13 **Forestry – County Portion**

14 **10.5310.9700 – Forestry Fire Program – \$67990.00 increased to \$70,366.00**

15 **Kris Noble, Assistant County Manager**, reported Hyde County contracts with the Forestry at 35% of
16 their annual budget.

17 **Inspections**

18 **10.5400.0220 – Salaries – \$81,273.01 increased to \$83,701.00**

19 **.1400 – Travel – \$8,300.00 decreased to \$6,000.00**

20 **.1700 – Auto Maintenance – \$2,500.00 decreased to \$1,000.00**

21 **.7400 – Equipment – \$10,000.00 decreased to \$5,000.00**

22 **Jerry Hardison, Building Inspector**, reported the almost \$10,000.00 reduction in the Inspections
23 Department budget may be a problem for this department if the State implements the new inspections
24 code book. The new code book covers a 6-year cycle, not the current 3-years.

25 **Total Inspections Expenses – \$153,496.88 decreased to \$144,250.61**
26

27 **HEALTH DEPARTMENT EXPENDITURES:**

28 **10.5760.0000 – Food & Lodging Expenses – \$46,853.76 increased to \$48,064.25**

29 **10.5780.4500 – Hyde County Transit (contract) - \$40,000.00 decreased to \$16,000.00**

30 **10.5820.0000 – Maternal Health Expenses – \$55,564.53 decreased to \$54,852.43**

31 **10.5830.0000 – Health Promotion-Risk Reduction – \$37,268.87 increased to \$42,188.00**

32 **10.5832.0000 – Family Connects – \$12,809.20 with \$0.00 requested**

33 **10.5833.0000 – BF Peer Counsellor – \$8,007.78 with \$0.00 requested**

34 **10.5835.0000 – Vidant Health Promotion – \$16,169.00 increased to \$19,098.20**

35 **10.5836.0000 – NC DPH Ebola (ended)**

36 **10.5837.4500 – PH-Farmers Market – \$2,997.00 decreased to \$1,001.04**

37 **10.5846.0000 – KBR Interpreter – \$65,918.80 decreased to \$64,790.00**

38 **10.5847.0000 – \$22,383.44 with \$0.00 requested**

39 **10.5848.0000 – Interpreter (ended)**

40 **10.5850.0000 – Communicable Diseases – \$23065.82 increased to \$30,868.00**

41 **10.5860.0000 – Child Services Coordinator – \$14,041.26 decreased to \$13,175.00**

42 **10.5870.0000 – Immunization Action Plan – \$6,479.86 increased to \$6,792.01**

43 **10.5880.0000 – Pregnancy Care Management – \$15,423.62 decreased to \$13,238.40**

44 **10.5890.0000 – Adult Health – \$126,391.47 decreased to \$111,702.58**

45 **10.5891.0000 – Project Direct Legacy for Men (ended)**

46 **10.5900.0000 – Health – \$336,700.60 decreased to \$362,543.95**

47 **10.5910.0000 – Public Management Entity – \$9,231.47 increased to \$10,394.46**

48 **10.5940.4512 – Albemarle Mental Health (contract) – \$10,915.00 (unchanged)**

49 **10.5950.0000 – Family Planning – State – \$124,651.67 increased to \$131,847.69**

50 **10.5960.0000 – Child Health – \$75,663.45 increased to \$79,573.42**

51 **10.5962.0000 – Breast & Cervical Cancer – \$14,990.93 decreased to \$11,789.8**

52 **10.5970.0000 – Women, Infants & Children (WIC) – \$26,856.82 reduced to \$26,156.61**

53 **10.5973.0000 – Medication Assistance Program – \$16,295.65 with \$0.00 requested**

54 **10.6170.0000 – Environmental Health – \$58,231.83 increased to \$61,356.86**

55 **10.6190.0000 – Private Well Program – \$2,434.34 increased to \$2,789.99**

56 **10.6200.0000 – Bioterrorism Response & Preparedness – \$31,303.26 increased to \$35,089.57**

57 **Luana Gibbs, Health Director**, would like to hire one new employee and make changes to one part-
58 time employee's contract. She reported the County's portion of the Health Department budget is 36%.
59 The Department received a \$150,000.00 grant that is not reflected in this budget.

60 **Total Health Department Expenses – \$1,201,649.45 decreased to \$1,154,236.26**

1 **Elderly Nutrition**
2 10.5980.0000 – Elderly Nutrition (Meals on Wheels) – County match \$33,723.00
3

4 **Medical Examiner**
5 10.6000.4500 – Medical Examiner Contract – \$3,000.00

6 **JCPC**
7 10.6040.4517 – JCPC – \$27,192.00 (split with school)
8 **Total Juvenile Crime Prevention – (grant funded) \$54,888.00 increased to \$54,923.00**

9 **Cooperative Extension**
10 10.6050.0693 – NCSU Send In Salary – \$86,248.00 decreased to \$82,008.00
11 Natalie Wayne, Director, reported JCPC Coordinator is now an agent for Hyde and Tyrrell Counties.
12 10.6050.7425 – Equipment – Capital Outlay – \$8,000.00 (unchanged)
13 Natalie Wayne, Director, needs a lease truck.
14 **Total Cooperative Extension – \$145,590.00 decreased to \$139,596.00 (County Match 10%)**

15 **Soil Conservation**
16 10.6060.1101 – Cell Phone - \$1,000.00 decreased to \$950.00
17 Debbie Cahoon, District Technician/ Education Coordinator, requested a cell phone for the District
18 Resource Specialist (51% County). She reported for every \$1.00 spent the County return is \$31.89.
19 **Total Soil Conservation – \$144,380.64 increased to \$144,691.22**

20 **Veteran Services Officer**
21 10.6070.0200 – Salaries – \$7,622.00 increased to \$7,851.00 (reflects 3% increase)
22 **Total Veteran Services Officer – \$10,157.68 increased to \$10,479.68**

23 **DEPARTMENT OF SOCIAL SERVICES EXPENDITURES:**
24 10.6090.0000 – Day Care – Support Services – \$80,000.00 (unchanged)
25 10.6091.0026 – Day Care – \$193,149.00 with \$0.00 requested (actual expenditures \$3,902.00)
26 10.6100.0000 – Social Services Administration – \$1,105,764.04 increased to \$1,131,150.80
27 10.6110.0000 – Title III – \$44,346.00 (unchanged)
28 10.6120.0000 – Public Assistance – \$52,500.00 (unchanged)
29 10.6130.0000 – CAPS – Medicaid DSS – \$54,287.82 decreased to \$27,871.07
30 Laurie Potter, Director, reported there are no clients on CAPS service currently.
31 10.6131.0000 – Mattamuskeet Opportunities – \$152,331.32 decreased to \$140,190.75
32 10.6140.0000 – Public Service Assistance – \$278,867.00 increased to \$281,278.00
33 **Total Social Services Department – \$1,961,245.18 decreased to \$1,757,336.62**
34 Laurie Potter, Director, reported programs that are mandated by the State are funded 1/3 by the
35 County and 2/3 by the State.

36 **Cultural Arts**
37 10.6300.1805 – Arts Council – \$1,000.00
38 10.6300.4201 – BHM Regional Library – \$51,000.00
39 **Total Cultural Arts – \$52,000.00 (unchanged)**
40

41 **Airport**
42 10.6400.0000 – \$93,000.00 (unchanged)
43 Commissioner Tunnell, discussed fuel sales at the Airport.
44 Jane Hodges, Airport Manager, reported \$0.00 is included in her salary. She inspects fuel, tanks,
45 alarms, pumps and electronics daily as long as we sell fuel. If fuel is kept longer than six months it has
46 to be certified for use. The Hyde County Airport sells approximately \$15,000.00 fuel annually. The
47 County collects \$81,000.00 rent from the Airport farm land lease. With fuel sales and rent the Airport
48 breaks even.
49 **Total Airport – \$93,000.00 (unchanged)**

50 **Elderly – Handicap Transport**
51 10.6500.0000 – \$98,990.00 (unchanged) (10% County grant match)

52 **Appropriation to Senior Center Fund**
53 10.6938.0000 – Total Appropriation to Senior Center Fund – \$105,556.58 increased to \$106,945.72
54 Darlene Berry, Director, reported the County appropriates 95% funding for the Center.
55 Grant funding received \$16,300.00.

1 **Sales Tax**
2 **10.1300.9999 – Sales Tax (as of 04/30/18 actual expenditures \$70,591.98)**
3

4 After prayer, Chairman Pugh moved recessed the May 14, 2018 Budget Workshop Meeting at 8:40p.m., to reconvene
5 on May 15, 2018 at 6:00p.m. Mr. Tunnell seconded the motion. The motion passed on the following vote: Ayes –
6 Pugh, Pahl, Tunnell and Simmons; Nays – None; Absent or not voting – Swindell.

7
8
9 **Re-convened Budget Workshop Meeting Minutes**

10
11 **Board of County Commissioners**
12 **Hyde County**

13
14 **Tuesday, May 15, 2018**
15

16 Chairman Pugh moved to reconvene the Monday, May 14, 2018 Board of Commissioners Budget Workshop Meeting
17 on Tuesday, May 15, 2018 at 6:00p.m. Mr. Tunnell seconded the motion. The motion passed on the following vote:
18 Ayes – Pugh, Pahl, Swindell, Tunnell and Simmons; Nays – None; Absent or not voting – None.

19 **Solid Waste**

20 **10.5750.0200 – Salaries – Full-time – \$186,519.00 increased to \$188,879.00**
21 **James Blount, Supervisor**, reported the salaries line reflects a 3% COLA increase. The Solid Waste
22 department has a total of 8 full-time and 6 part-time employees. Two of the full-time employees and
23 1 part-time employee reside on Ocracoke Island. Employees who reside on Ocracoke receive a
24 \$500.00 per month housing stipend.
25 **.0201 – Housing Allowance – \$12,000.00 (unchanged)**
26 **.1300 – Utilities – Compactors – \$12,000.00 (unchanged)**
27 **James Blount, Supervisor**, reported this line reflects electricity at the convenience sites.
28 **.1500 – Site Improvements – Ocracoke – \$38,000.00 decreased to \$8,000.00**
29 **.2500 – Disposal Fees – Mainland – \$203,000.00 decreased to \$200,000.00**
30 **.2501 – Disposal Fees – Ocracoke - \$0.00 increased to \$7,000.00**
31 **James Blount, Supervisor**, reported this disposal fee covers mercury, electronics, etc.
32 **.3100 – Gas, Oil & Tires - \$12,000.00 increased to \$13,000.00**
33 **.4521 – Scrap Tire Disposal – \$10,000.00 (unchanged)**
34 **.4523 – Motor Oil Disposal – \$1,500.00 (unchanged)**
35 **Total Solid Waste Expenses: \$999,999.50 decreased to \$944,133.31**
36 **James Blount, Supervisor**, reported accomplishments this fiscal year include 15 loads of rock, a
37 privacy fence and Ocracoke drainage system. Contractors will be offered the opportunity to voluntarily
38 rent containers for construction debris when purchasing a building permit. Estimated revenue from
39 container rent is \$20,000.00 per year.

40 **Education**

41 **Kris Noble, Assistant County Manager**, presented, Hyde County School System proposed local
42 budget request from Hyde County for FY2018-19.
43 **10.6810.0920 – Current Expense – allocation is \$1,627,037.00 – Request for FY2018-19 from the School system is**
44 **\$1,801,380.00 – Hyde County FY18-19 proposed budget recommendation is \$1,675,673.00**
45 **Sheriff Guire Cahoon** recommends assigning one School Resource Officer to Mattamuskeet
46 Elementary and one SRO to Mattamuskeet Early College High School. He has one certified SRO on
47 staff. He reported deputies are frequently in and out of Ocracoke School. Hyde County Schools SRO
48 Grant funds total \$14,000.00. Hyde County match would be \$30,000.00 to \$35,000.00.
49 **.0974 – CAPO/L 30% ½ Sales Tax ART 40 – \$120,000.00**
50 **.0975 – CAPO/L 60% ½ Sales Tax Art 42 – \$210,000.00**
51 **.0978 – QZAB – Bond Payment – BOE – \$55,964.58**
52 **.0979 – QSCB – Bond Payment – BOE – \$215,072.82**
53 **Total Education: \$2,207,075.49 increased to \$2,276,710.40 (County)**

54 **School Board Proposed Local Budget**

55 **5110 – Instructional Services – \$300,307.00 (unchanged)**
56 **5340 – Pre-K Assistant Ocracoke/ Library – \$50,124.00 (recommended \$0.00)**
57 **5501 – Athletics – \$35,000.00 (recommended \$25,000.00)**
58 **5810- Library – \$15,000.00 (recommended \$0.00)**
59 **5850 – School Resource Officer Match - \$14,000.00 (recommended \$0.00)**
60 **6510 – Communication Services – \$59,784.00 (unchanged)**

- 1 6120 – CTE Administrative Assistant – \$8,795.00 (unchanged)
- 2 6520 – Printing & Copying – \$1,200.00 (unchanged)
- 3 6530 – Public Utility – \$403,564.00 (unchanged)
- 4 6540 – Custodial Supplies – \$22,298.00 (unchanged)
- 5 6541 – Custodial (2nd for Ocracoke) – \$23,172.00 (unchanged)
- 6 6550 – Transportation (Activity Busses, Maintenance) – \$63,369.99 (as requested)
- 7 6551 – Bus Driver Incentive Supplement \$100.00/month – \$9,900 (recommended \$0.00)
- 8 6580 – Maintenance Services – \$401,679.00 (4-FTE) (unchanged)
- 9 6613 – Insurance (Flood & Property) – \$228,971.00 (reduction expected)
- 10
- 11 6910 – Board of Education – \$31,927.00 (unchanged)
- 12 6911 – Dues and Fees – \$17,487.00 (unchanged)
- 13 6920 – Legal Services – \$56,941.00 (unchanged)
- 14 6932 – External Audit – \$21,000.00 (unchanged)
- 15 6941 – Office of The Superintendent – \$33,702.00 (unchanged)
- 16 8100 – Transfers to Charter Schools – \$3,160.00 (increased)
- 17 **Total School Board Proposed Local Budget: \$300,307.00**

18

19 **Commissioner Pahl**, reported he supports public school system/education and agrees school teachers in North Carolina are under paid. He requested a state-wide per student comparison and previous year’s allocations. He also requested the Ocracoke Pre-K Assistant position not be cut from the budget.

22 **Commissioner Simmons**, requested a comparison of the school and county maintenance budget. He requested the past four year’s school budget be graphed and put on the county website.

23

24

25 **Commissioner Tunnell**, recommended not micromanaging the school board.

26 **Corrinne Gibbs, Finance Officer**, reported greater than 90% of local funds go to administration.

27 **Kris Noble, Assistant County Manager**, reported the quarterly meetings between the County and the Board of Education need to continue. She recommended starting a line item for the “Guaranteed Energy Savings Contract”.

29 **Manager Rich**, recommends athletics funds (line 5501) appropriated to the school system should be earmarked: \$10,000.00 to support Ocracoke Ballfield; \$10,000.00 to support Mainland athletics; and, \$15,000.00 appropriated at the schools discretion jointly (both schools).

32 **Commissioner Swindell**, recommends approving the Board of Education proposed local budget and stipulate there will be no increases throughout this fiscal year.

34 **Corrinne Gibbs, Finance Officer**, will write up line items stipulated for the school budget based on what the Board of Education has requested and forward copy to the Board of Education to study and approve. She reported a \$70,000.00 increase from the FY17-18 budget.

37 **Hyde County Emergency Medical Service**

38 **10.5920.0200 – Salaries Full Time – \$643,401.14 increased to \$704,314.32**

39 **Justin Gibbs, Emergency Services Director**, reported this increase represents 2.5 FTE and the 3% COLA increase.

41 **.0201 – EMS Housing Allowance – \$12,500.00 decreased to \$12,000.00**

42 **.0220 – Overtime – \$178,000.00 increased to \$125,000.00**

43 **.0230 – On-Call Pay – \$49,632.00 increased to \$52,632.00**

44 **.0500 – FICA Tax Expense – \$69,306.04 increased to \$72,489.21**

45 **.0600 – Group Insurance Expense – \$116,869.00 decreased to \$116,137.56**

46 **.0700 – Retirement Expense – \$64,177.49 increased to \$71,515.71**

47 **Justin Gibbs, Emergency Services Director**, reported 30 part-time and 20.375 full-time employees on the Office of Emergency Medical Services (OEMS) Roster. The county roster totals 17 employees. The proposed budget reflects a 3% salary increase across the board. Group insurance per employee/ per year is \$5,700.00.

51 **.4506 – Building Rent for EMS – \$24,000.00 (unchanged)**

52 **Justin Gibbs, Emergency Services Director**, reported the county will no longer pay rent but will pay \$25,000.00/ year loan payment for a new EMS Station on Ocracoke.

54 **.4507 – Mattamuskeet EMS Base Loan – \$13,000.00 decreased to \$8,000.00 (repairs, appliances, etc.)**

55 **.4508 – First Responder Program – \$25,000.00 (unchanged)**

56

57 **Justin Gibbs, Emergency Services Director**, reported the County’s volunteer fire departments are

1 paid an annual per call amount based on the number of medical first responder calls the Department
2 responds to within a calendar year. The amount per call will be determined by dividing the total
3 number of actual county-wide medical first responder calls that were responded to by all of the
4 participating departments with the given calendar year into the total line item amount (a minimum of
5 \$25,000.00 per year) in the County's budget for this service. The per-call amount will then be
6 multiplied by the number of actual calls the Department responded to in order to determine the amount
7 of payment due for the medical first responder services provided.

8 **.7400 – Equipment – \$6,000.00 increased to \$8,000.00**

9 **Justin Gibbs, Emergency Services Director**, reported as of April 30, 2018 actual equipment
10 expenditures were \$35,424.74, which will be reimbursed by FEMA for ambulances purchased. He also
11

12
13 reported cuts made to the EMS budget total almost \$60,000.00. He reported 77.1% of the EMS budget is
14 for salaries and 22.9% operational expenditures. The non-emergent transport program is working and is
15 growing. A doctor has to prescribe the service, and then it is 100% reimbursable. He also reported the
16 Thrombolytic protocol has been approved by the State and will be implemented on July 1, 2018. Hyde
17 County is the second EMS to gain this certification.

18 **Total Emergency Medical Services Expenses: \$1,617,812.67 decreased to \$1,607,213.79**

19 **Emergency Management**

20 **10.5250.0200 – Salaries – \$65,808.24 increased to \$82,209.00**

21 **Justin Gibbs, Emergency Services Director**, reported this increase represents 1.375 FTE and
22 the 3% COLA increase. He reported 73% of the EM budget is for salaries and 23% operational costs.

23 **Total Emergency Management: \$190,336.00 increased to \$210,366.38**

24 **Justin Gibbs, Emergency Services Director**, reported the EM Department provides county-wide
25 emergency 911 and covers preventative maintenance contracts for all county generators. The State and
26 National Renewable Energy Project Director of EM for Hyde, Dare and Currituck will make a site visit
27 on the 24th then run a model to develop the most proficient energy system for the County Government
28 facility to maintain continuity of government during a storm.

29 **Administration**

30 **10.4200.0200 – Salaries – \$154,843.76 reduced to \$111,837.00**

31 **.0600 – Group Insurance Expense – \$16,644.00 decreased to \$11,400.00**

32 **Kris Noble, Assistant County Manager**, reported a new insurance plan for staff was negotiated. The
33 new plan saved the County \$125,000.00 which covers the 3% cost of living (COLA) increase.

34 **.2020 – Salary P/T Special Projects – \$12,500.00 decreased to \$7,500.00**

35 **Kris Noble, Assistant County Manager**, reported this line item covers the part-time Public
36 Information Officer and Ocracoke Liaison position.

37 **.5400 – Insurance & Bonds – \$150,000.00 increased to \$185,000.00**

38 **Kris Noble, Assistant County Manager**, reported the Water Department portion of the County's
39 insurance is approximately \$20,000.00 and the Administration Department has paid all other insurance
40 since 2007.

41 **.5410 – Unemployment Insurance – \$40,000.00 decreased to \$15,000.00**

42 **Kris Noble, Assistant County Manager**, reported the County's insurance rate is lower this year.

43 **.5438 – Drug Testing Fees – \$4,500.00 (unchanged)**

44 **Commissioner Simmons**, recommended the unemployment insurance be reduced to \$10,000.00 and
45 the drug testing fees be increased to \$9,500.

46 **.9215 – HRA Supplemental Expense – \$125,000.00 equals \$1,500.00 each employee**

47 **Chairman Pugh** directed Corrinne Gibbs, Finance Officer, to re-write the P/T Environmental Health
48 Coordinator's contract to include the scope of work he is performing.

49 **Total Administration Expenses: \$1,125,781.29 decreased to \$930,662.69**

50 **HRA Supplemental Account**

51 **10.4202.1500 – \$150,000.00 requested with \$140,000.00 recommended**

52

53 **Planner**

54 **10.4900.0200 – \$47,957.78 decreased to \$17,500.00**

55 **.4500 – \$6,000.00 increased to \$54,000.00**

56 **Corrinne Gibbs, Finance Officer**, reported this covers ½ administrative assistant salary and the
57 new economic development consultant service position.

58 **Total Planner Expenses: \$123,246.86 decreased to \$101,788.75**

59 **TOTAL GENERAL FUND EXPENDITURES: \$13,391,086.71 DECREASED TO \$13,092,770.44**

1 **OTHER FUND EXPENDITURES**
2 Fund 30 – Fines & Forfeitures – \$56,500.00 (unchanged)
3 Fund 40 – Ocracoke Special Mosquito Tax – \$48,383.00 (unchanged)
4 Fund 42 – Capital Reserve – \$5,000.00 (unchanged)
5 Fund 53 – Airport Improvements – \$160,000.00 (unchanged)
6 Fund 55 – Senior Center – \$121, 956.58 increased to \$123,245.72
7 Fund 60 – Water System – \$1,600,308.00 decreased to \$1,600,000.00
8 Clint Berry, Utilities & Maintenance Director, reported a \$1.4 million fund balance.
9 Fund 70 – Revaluation – \$5,500.00 increased to \$10,500.00
10 Fund 71 – West Quarter – \$9,090.00 increased to \$25,290.00
11 Fund 72 – Swan Quarter – \$5,000.00 increased to \$22,250.00
12 Fund 73 – 4-H – \$22,780.00 (unchanged)
13
14 Fund 74 – E-911 – \$30,374.26 (as of 4/30/18 actual expenditures)
15 Fund 75 – Occupancy Tax Mainland – \$18,000.00 decreased to \$8,000.00
16 Fund 76 – Occupancy Tax Ocracoke – \$421,915.53 increased to \$503,617.00
17 Total Other Funds: \$2,601,717.69 decreased to \$2,585,565.72
18
19 **TOTAL ALL FUNDS: \$15,992,804.40 REDUCED TO \$15,678,336.16**
20
21 **GENERAL FUND REVENUES:**
22 **Ad Valorem Taxes**
23 10.3010.0000 – Ad Valorem Tax-Prior – \$225,000.00 increased to \$300,000.00
24 .0010 – DMV-Prior (as of 4/30/18 actual revenues \$0.00)
25 .0091 – Ad Valorem Tax – Current – \$6,805,446.00 increased to \$7,427,109.00 (reflects \$0.5 increase)
26 10.3020.0000 – DMV Current – \$280,000.00 (unchanged)
27 10.3170.0000 – Tax Penalty & Interest – \$15,000.00 increased to \$20,000.00
28 .0001 – Tax Penalty & Interest-Prior Year – \$60,000.00 (unchanged)
29 .0002 – DMV Tax Penalty & Interest – Current – \$500.00 increased to \$1,500.00
30 .0003 – DMV Tax Penalty & Interest – Prior Year – \$50.00 (unchanged)
31 10.3171.0000 – Legal Fees-Delinquent Tax Collection – \$5,000.00 (unchanged)
32 10.3172.0000 – Delinquent Tax Garnishment Fees – \$0.00
33 Total Ad Valorem Taxes: \$6,805,446.00 increased to \$7,427,109.00
34 Manager Rich, reported revaluation has shifted from Ocracoke to Mainland Hyde County; tax
35 collections are down; and new construction is up.
36
37 **Sales Tax**
38 10.3450.0000 – County 1% Sales Tax Art. 39 – \$663,000.00 increased to \$700,000.00
39 .0001 – Medicaid Hold Harmless – \$360,000.00 decreased to \$120,000.00 (State approval required)
40 10.3490.0002 – ½ % Sales Tax Art. 40 – \$357,800.00 increased to \$400,000.00 (30% to school budget)
41 .0003 – ½ % Sales Tax Art. 42 – \$333,000.00 increased to \$350,000.00 (60% to school budget)
42 .0004 – ½ % Sales Tax Art. 44 2002 – \$500.00 increased to \$10,000.00
43 Total Sales Tax: \$1,714,300.00 decreased to \$1,580,000.00
44
45 **Other Tax & License**
46 10.3010.0004 – Franchise Tax-Cable TV – \$3,100.00 (unchanged) (State)
47 10.3100.0000 – Excise Tax on Conveyances – \$66,000.00 increased to \$68,750.00 (Register of Deeds 52%)
48 10.3260.0000 – Beer & Wine Licenses – \$150.00 increased to \$500.00
49 10.3270.0000 – Occupancy Tax-Ocracoke 10% – \$38,521.70 decreased to \$50,361.70
50 .0001 – TDA 3% – \$0.00 increased to \$9,000.00
51 .0009 – Occupancy Tax-Mainland 10% – \$800.00
52 .1000 – Occupancy Tax Penalties – \$0.00 (as of 4/30/18 actual revenues)
53 10.3460.0012 – Scrap Tire Disposal Grant – \$5,000.00 increased to \$7,000.00 (State)
54 .0018 – White Goods Disposal Tax – \$0.00 increased to \$1,500.00 (State)
55 10.3590.0000 – Substance Abuse Tax Distribution – \$0.00 increased to \$50.00 (State)
56 Total Other Tax & License: \$113,621.70 increased to \$141,061.70
57
58 **Unrestricted Inter-government**
59 10.3090.0001 – PILT – (Pay In Lieu of Taxes) – Other – \$6,500.00 increased to \$7,500.00 (Ocracoke)
60 .0002 – PILT – Refuge – \$110,000.00 increased to \$125,000.00 (Mainland)
61 .0003 – PILT – Mid-East Housing – \$500.00 increased to \$750.00 (as of 4/30/18 actual revenues \$1,468.71)
62 10.3410.0000 – Beer & Wine Excise Tax – \$10,000.00 increased to \$25,000.00

1 Total Unrestricted Inter-government: \$127,000.00 increased to \$158,250.00
2
3 Restricted – Other – \$366,606.77 decreased to \$340,421.00
4
5 Restricted – Social Services – \$1,399,897.14 decreased to \$1,257,934.40
6
7 Restricted – Health – \$810,934.20 decreased to \$736,694.00
8
9 Permits & Fees
10 10.3550.0000 – Building Permits – \$12,000.00 increased to \$25,000.00 (as of 4/30/18 actual revenues \$80,799.94)
11 10.3570.0002 – Fire Inspection Fees – \$35.00 (priority next fiscal year)
12 Total Permits & Fees – \$147,385.00 increased to \$166,485.00
13
14 Sales & Services
15 10.3602.0000 – EMS Bills By Collect Serv Main – \$470,000.00 decreased to \$300,000.00
16 Justin Gibbs, Emergency Services Director, reported the non-ambulatory program is active since
17 FEMA funding for ambulances was received. Current EMS staff is being used to run the program at
18 this time.
19 Total Sales & Services: \$564,900.00 decreased to \$394,900.00
20
21 Interest on Investment – 10.3290.0000 – \$12,000.00 increased to \$20,000.00
22
23 Miscellaneous Revenue
24 10.3350.0001 – Returned Checks – \$0.00 (as of 4/30/18 actual revenues \$5,172.92) (in & out funds)
25 10.3580.0005 – Insurance Claims Vehicles – \$0.00 (as of 4/30/18 actual revenues \$25,724.53)
26 10.3690.0000 – GovDeals Purchases – \$15,000.00 (unchanged)
27 .0003 – Land Sales and Leases – \$0.00 increased to \$150,000.00 (as of 4/30/18 actual revenues \$33,507.35)
28 Total Miscellaneous Revenue – \$70,360.00 increased to \$216,360.00
29 Manager Rich will be aggressively selling county owned property.
30 Justin Gibbs, Emergency Services Director, will sell one ambulance in June.
31
32 Transfers & Fund Balance
33 10.3986.0098 – Transfer From Home Health – \$617,044.02 (sold)
34 10.3990.0000 – Fund Balance Appropriated – \$405,392.44 (2018-2019 department requested)
35 Transfer from Mattamuskeet Lodge – \$248,162.90
36 Manager Rich reported these funds will be restricted for the Mattamuskeet Lodge project.
37 Total Transfers & Fund Balance: \$1,258,635.90 decreased to \$653,555.34
38
39 FUND 10 TOTAL – \$13,391,086.71 decreased to \$13,092,770.44 (as of 4/30/18 actual revenues \$10,164,659.37)
40
41 OTHER FUND REVENUES:
42 Fund 30 – Fines & Forfeitures – \$56,500.00 (unchanged)
43 Fund 40 – Ocracoke Special Mosquito Tax – \$48,383.00 (unchanged)
44 Fund 42 – County Capital Reserve – \$5,000.00 (unchanged)
45 Fund 53 – Airport Grant – \$160,000.00 (unchanged)
46 Fund 55 – Senior Center – \$121,956.58 increased to \$123,245.72
47 Fund 60 – Water / Sewer System – \$1,600,000.00 (unchanged)
48 Fund 70 – Revaluation – \$5,500.00 increased to \$10,500.00
49 Fund 71 – West Quarter – \$9,090.00 increased to \$25,290.00
50 Fund 72 – Swan Quarter Dike – \$5,000.00 increased to \$22,250.00
51 Fund 73 – 4-H – \$22,780.00 (unchanged)
52 Fund 74 – E-911 – \$127,592.58 decreased to \$0.00 (completed)
53 Fund 75 – Occupancy Tax – Mainland – \$18,000.00 decreased to \$8,000.00
54 Fund 76 – Occupancy Tax – Ocracoke – \$421,915.53 increased to \$503,617.00
55
56 TOTAL OTHER FUNDS REVENUES: \$2,601,717.69 DECREASED TO \$2,585,565.72
57
58 TOTAL REVENUES: \$15,992,804.40 DECREASED TO \$15,678,336.16
59
60 In conclusion:
61 Commissioner Pahl recommended setting the tax rate increase at \$0.03 which would cut \$80,000.00 from the budget.
Commissioner Pugh recommended setting the tax rate increase at \$0.05 out of respect to our management.

1 **Commissioner Simmons** recommended the Board make the cut and not go up on anything next year.
2 **Commissioner Swindell** recommended setting the tax rate increase at no more than \$0.04.
3 **Manager Rich** reported he will collect one cent through collecting delinquent taxes.

4 **Public Comments:**

5 There being no comment from the public, Chairman Pugh continued the meeting.

6 **Closed Session** (none)

7

8 **Adjourn**

9 Commissioner Swindell moved to adjourn the meeting. Mr. Tunnell seconded the motion. The motion passed on the
10 following vote: Ayes – Pahl, Pugh, Tunnell, Swindell and Simmons; Nays – None; Absent or not voting – None.

11 The meeting recessed on Tuesday, May 15, 2018 at 10:35p.m.

12

13

14

15

16 Respectfully submitted:

17

18 Minutes approved on the 5th day of June, 2018.

19

20 Attest:

21

22

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24 _____
25 Lois Stotesberry, CMC, NCCCC
26 Clerk, Hyde County Board of Commissioners

24 _____
25 Earl Pugh, Jr.
26 Chair, Hyde County Board of Commissioners

27 **Attachments:** (none)

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: Asst. County Manager Kris Noble
Attachment: Yes

ITEM TITLE: CDBG NEIGHBORHOOD REVITALIZATION PROJECT-PUBLIC HEARING

SUMMARY: Hyde County is applying for a CDBG Neighborhood Revitalization Grant funded by the Department of Commerce through the US Department of Housing and Urban Development. The project is anticipated to include housing related activities as developed during the application process. The grant request is anticipated to be an amount up to \$750,000. The project will take place over the next 36 months. Citizens are encouraged to provide oral and written comment on Hyde County's use of CDBG funds.

RECOMMEND: CONDUCT PUBLIC HEARING

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Board of Commissioners

Earl Pugh, Jr., Chair
Barry Swindell, Vice-Chair
Benjamin Simmons, III
Tom Pahl
Dick Tunnell

COUNTY OF HYDE

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Bill Rich
County Manager

Fred Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



NOTICE OF PUBLIC HEARING

Hyde County is applying for a CDBG Neighborhood Revitalization Grant funded by the Department of Commerce through the US Department of Housing and Urban Development. The project is anticipated to include housing related activities as developed during the application process. The grant request is anticipated to be an amount up to \$750,000. The project will take place over the next 36 months.

The public hearing will be held on June 5, 2018 at 6:00 pm or as soon thereafter as the meeting agenda will allow.

All interested persons are invited to make written or oral comments on Hyde County's use of CDBG funds.

Rosemary O. Johnson, Deputy Clerk
to the Board of Commissioners

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**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: Asst. County Manager Kris Noble
Attachment: Yes

ITEM TITLE: REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES – CDBG NEIGHBORHOOD REVITALIZATION PROJECT

SUMMARY: Hyde County posted a solicitation for application preparation and grant administration services to assist the County in the management and administration of a CDBG Neighborhood Revitalization program offered by the NC Department of Commerce. The notice was posted on May 18 and closed on June 1. The grant request is anticipated to be an amount up to \$750,000 and will include housing related activities.

RECOMMEND: INFORMATION ONLY

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

HYDE COUNTY
REQUEST FOR PROPOSALS FOR
GRANT ADMINISTRATION SERVICES

Hyde County is seeking professional services for the preparation and administration of a CDBG application in the Neighborhood Revitalization program offered by the Department of Commerce. The project is anticipated to include housing related activities as developed during the application process. The grant request is anticipated to be an amount up to \$750,000. The project will take place over the next 36 months. Professional services will be contingent upon successful award of the grant project.

Contingent upon this award, the County is soliciting proposals for application preparation and grant administration services to assist the County in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG Program. The fee for grant application and administration services will be paid with CDBG funds.

Scope of Services:

Grant application preparation services to include meeting with the County to determine the needs of the County as related to the activities of the grant. The scope of work shall include development of the application, site visits as needed, preparation of the proposed budget, intake of application information, development of application forms and documents, assistance with preparation of public hearings, gathering of all necessary application attachments and forms and assimilation of the final application document to include timely delivery of the application to the Department of Commerce.

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

1. Environmental Review Compliance and Release of Funds and other Funding Conditions;
2. Citizen Participation Compliance;
3. Fair Housing Compliance;
4. Equal Employment and Procurement Compliance;
5. Section 3 Compliance;
6. Section 504 Compliance;
7. Completion of Language Access Plan;
8. Completion of Anti-Displacement and Relocation Assistance Plan;
9. Complaints and Grievance Procedures for Compliance Plans;
10. Labor Standards Compliance;
11. Completion of all required reports and documentation;
12. Assistance with Financial Reimbursements Forms; and
13. Setting up and managing official records;

The services will not include the disbursement or account of funds distributed by the County's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG project.

Proposal Submission:

Submissions provided to the County shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references;
3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. Cost of Services: Indicate a fee for service and explanation of the basis for the fee;
5. Documentation of compliance with state and federal debarment/ eligibility requirements;
6. Documentation of Section 3 Business status.

Proposal Evaluation Criteria:

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant 20 points
2. Prior CDBG Infrastructure Grant Experience of Firm or Individual Consultant 20 points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) 25 points
4. Ability to Address Local Needs..... 10 points
5. Availability 10 points
6. Cost of Services 10 points
7. Qualifications as a Section 3 Business 5 points

Upon completion of the review, the Committee will make its recommendation to the County for approval.

The above information should be submitted no later than **June 1, 2018 at 2:00 p.m.**, to Kris Cahoon Noble, Assistant County Manager, Hyde County, PO Box 188, Swan Quarter, NC 27885, or delivered to same at 30 Oyster Creek Road, Swan Quarter, NC 27885. For more information, contact Rosemary Johnson, Administrative Assistant, at 252/926-4178.

Hyde County is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. Hyde County invites the submission of proposals from a certified Section 3 business concern.

This information is available in Spanish or any other language upon request. Please contact Rosemary Johnson at 252/926-4178 or at 30 Oyster Creek Road, Swan Quarter, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Rosemary Johnson al 252/926-4178 o en 30 Oyster Creek Road, Swan Quarter, NC, de alojamiento para esta solicitud.

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY HYDE COUNTY
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Hyde County Board of Commissioners will conduct a public hearing on June 5, 2018, at 6:00 PM, or as soon thereafter as the agenda will allow, at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, to solicit public input on local community development needs in relation to Community Development Block Grant (CDBG) funding for a project in the community.

Hyde County anticipates submitting a Neighborhood Revitalization application in 2018. Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to provide oral and written comment on Hyde County's use of CDBG funds. All interested citizens are encouraged to attend.

For additional information or to submit written comments, contact the Hyde County Assistant County Manager, 30 Oyster Creek Road, PO Box 188, Swan Quarter, NC 27885, telephone 252/926-4180. Comments should be postmarked by May 31, 2018.

Persons with disabilities or who otherwise need assistance should contact Kris Cahoon Noble, Assistant County Manager, at 252-926-4180 or knoble@hydecourtync.gov (TDD #919-807-4420 or Relay North Carolina 1-800-735-2962) by Thursday, May 31, 2018. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Kris Cahoon Noble, Assistant County Manager, at 252-926-4180, or at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Kris Cahoon Noble, Assistant County Manager, al 252-926-4180 o en Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, de alojamiento para esta solicitud.

NOTICE OF REQUEST FOR PROPOSALS
GRANT ADMINISTRATION SERVICES
HYDE COUNTY CDBG NEIGHBORHOOD REVITALIZATION PROJECT

Hyde County is applying for a CDBG Neighborhood Revitalization Grant funded by the North Carolina Department of Commerce through the U.S. Department of Housing and Urban Development. The project is anticipated to include housing related activities as developed during the application process. The grant request is anticipated to be an amount up to \$750,000. The County will require application preparation, planning, general administration, housing inspection, and housing activities administration services from a private firm or non-profit agency. Professional services will be contingent upon successful award of the grant project.

If your firm is interested in providing the services listed above to Hyde County for this program, please contact Rosemary Johnson, Administrative Assistant, at 252/926-4178, or in writing to Rosemary Johnson, Administrative Assistant, Hyde County, 30 Oyster Creek Road, PO Box 188, Swan Quarter, NC 27885. The County will mail detailed Instructions to Proposers to any firm contacting the county by May 25, 2018. The deadline for receipt of proposals is **2:00 p.m., June 1, 2018**. Hyde County is an equal opportunity employer and encourages proposals from minority- and women-owned firms.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: PUBLIC HEARING - FY2018-2019 HYDE COUNTY BUDGET

SUMMARY: Attached please find Notice of Public Hearing – FY18-19 Hyde County Budget.

Following the public hearing, the Board of Commissioners will consider adoption of the proposed FY2018-2019 Hyde County Budget.

RECOMMEND: CONDUCT PUBLIC HEARING

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Board of Commissioners

Earl Pugh, Jr., Chair
Barry Swindell, Vice-Chair
Benjamin Simmons, III
Tom Pahl
Dick Tunnell

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SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Bill Rich
County Manager

Fred Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



NOTICE OF PUBLIC HEARING

The proposed budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 was submitted to the Hyde County Board of Commissioners on May 14-15, 2018. **NOTICE IS HEREBY GIVEN** that a public hearing will be conducted by the Hyde County Board of Commissioners on the proposed budget at the Hyde County Government Center, Multi-Use Room, 30 Oyster Creek Rd, Swan Quarter, NC and the Ocracoke Community Center via the electronic meeting system. The public hearing will be held on June 5, 2018 at 6:00pm or as soon thereafter as the meeting agenda will allow.

All interested persons are invited to make written or oral comments at that time.

Rosemary O. Johnson, Deputy Clerk
to the Board of Commissioners

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**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: Meredith Nicholson – Chairman, Hyde County ABC Board
Attachment: None

ITEM TITLE: Hyde County ABC Board Member appointment & General Update

SUMMARY: Appoint current board member, John Giagu of Ocracoke, to another 3 year term running from July 1, 2018 to June 30, 2021.
General financial update.

RECOMMEND: MAKE APPOINTMENT AND RECEIVE INFORMATION

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: County Manager Bill Rich
Attachment: No

ITEM TITLE: EMPLOYEE/VOLUNTEER/FRIEND OF THE MONTH

SUMMARY: Manager Bill Rich will announce the Employee, Volunteer and/or Friend of the County.

RECOMMEND: Congratulations.

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: June 5, 2018
Presenter: Citizens
Attachment: No

ITEM TITLE: PUBLIC COMMENTS

SUMMARY: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens.

Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience.

Time for one person cannot be used by another person.

Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

RECOMMEND: Receive comments.

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: June 5, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: RESOLUTION AUTHORIZING COUNTY MANAGER TO RECONCILE DEPARTMENT BUDGETS

SUMMARY: County Manager Rich will reconcile departmental budgets prior to year-end closeout under the following conditions:

- transfer amounts between objects of expenditure within a department except salary amounts without limitations
- transfer amounts up to \$10,000 between departments of the same fund with an official report of such transfers to be made available for approval at the next meeting of the Board of Commissioners
- not transfer any amounts between funds nor from contingency within any fund
- assign legal costs to departments based upon the legal issue involved

RECOMMEND: ADOPT

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Board of Commissioners

Earl Pugh, Jr., Chair
Barry Swindell, Vice-Chair
Benjamin Simmons, III
Tom Pahl
Dick Tunnell

COUNTY OF HYDE

30 Oyster Creek Road
PO Box 188
SWAN QUARTER, NORTH CAROLINA 27885
252-926-4400
252-926-3701 Fax

Bill Rich
County Manager

Fred Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



Resolution Authorizing County Manager to Reconcile Department Budgets

WHEREAS, in accordance with the FY2018-2019 Budget Ordinance the County Manager, with Board of Commissioners authority, will reconcile departmental accounts prior to year-end closeout.

NOW, THEREFORE, BE IT RESOLVED that the Hyde County Board of Commissioners authorizes the County Manager to reconcile departmental budgets for year-end closeout under the following conditions:

- transfer amounts between objects of expenditure within a department except salary amounts without limitations
- transfer amounts up to \$10,000 between departments of the same fund with an official report of such transfers to be made available for approval at the next meeting of the Board of Commissioners
- not transfer any amounts between funds nor from contingency within any fund
- assign legal costs to departments based upon the legal issue involved

Adopted this the 5th day of June, 2018, in Hyde County, North Carolina.

Earl Pugh, Jr., Chairman
Hyde County Board of Commissioners

Attest: _____
Lois Stotesberry, Clerk to the Board
Hyde County Board of Commissioners

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: June 5, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: RESOLUTION – RELATING TO THE BUDGET FOR FISCAL YEAR 2018-2019

SUMMARY: County Manager Bill Rich will present “Resolution of the Board of County Commissioners of Hyde County, North Carolina, Relating to the FY20187-2019 Budget.

RECOMMEND: ADOPT

Motion Made By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Motion Seconded By: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl

Vote: Earl Pugh, Jr.
 Barry Swindell
 Dick Tunnell
 Ben Simmons
 Tom Pahl



**BOARD OF COMMISSIONERS
THE COUNTY OF HYDE
NORTH CAROLINA**

**RESOLUTION
RELATING TO THE BUDGET
FOR FISCAL YEAR 2018-2019**

WHEREAS, the Board of County Commissioners desires to establish a detailed fiscal year budget (July 1, 2018 through June 30, 2019) for the County of Hyde, North Carolina, and;

WHEREAS, the Board of Commissioners is adopting a Budget Ordinance for the July 1, 2018-June 30, 2019 fiscal year and said Ordinance incorporates this Resolution into the Ordinance as the Budget for Hyde County for this period;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby adopts the following goals regarding items contained within the attached "FY2018-2019 Hyde County Budget:"

1. The County Commissioners shall continue to make economic development, community development and tourism that creates quality job opportunities and increases the tax base a very high priority.
2. The County Commissioners shall continue to support the expansion of infrastructure services to the citizens of the County.
3. The County Commissioners shall continue to expect a high level of customer service in all interactions with County government.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the following County Manager's objectives regarding items contained within "FY2018-2019 Hyde County Budget", and additional expectations and commitments as follows:

1. Continue to maintain a healthy unassigned fund balance.
2. Operate within the adopted budget with an emphasis on cost savings and reduced expenses.
3. Continue to support cooperative efforts with US Fish and Wildlife, North Carolina Wildlife Resources Commission, the National Park Service, North Carolina Department of Transportation/Ferry Division, and Dare County to increase eco-friendly tourism on both the Mainland and Ocracoke Island.
4. Continue developing a public private partnership for the Mattamuskeet Lodge.
5. Maintain a highly developed EMS Department.
6. Support our newly established Beaufort County Community College satellite campus and Beaufort-Hyde-Martin Library at the Davis Center.
7. Continue to work with our Lobbyist to maintain total communication with our state and federal elected officials.
8. **NO INCREASES** in ferry tolls. Establish State funding of all new ferries and promote possible elimination of all ferry tolls.

9. Continue total support of passenger ferry service between Hatteras and Ocracoke, and the corresponding infrastructure that goes along with this adventure. Continue exploration for restoration of the short route.
10. NO INCREASES in Hyde County real estate tax rate, other than the revenue neutral rate established in conjunction with the reevaluation.
11. Implement a debit/credit billing system in the Tax Office in conjunction with our new Farragut software system.
12. Increase Hyde County tax collection rate by two percentage points
13. Continue economic development through the Revolving Loan Fund
14. Continue to develop an internal self-sustaining IT department which will become a profit center for Hyde County
15. Create a non-emergent ambulatory service through our EMS on Hyde's mainland which will be self-sustaining and will also become a profit center for Hyde County
16. Stay active in the community via Meals on Wheels, Senior Center, 4-H Center and continue our support of Hotline, Food Bank, Chamber, Engelhard Recreation Park, and Ocracoke Community Park.
17. Use FEMA lands for community and County use; gardens, vineyards, and planted trees
18. Continue to be responsible stewards of our magnificent county

BE IT FURTHER RESOLVED that any narrative language contained in the attached budget document and this Resolution is subordinate to any language in conflict with the Budget Ordinance in which this Resolution is referenced but that any figures and narrative language contained in this Resolution or the attached budget document is otherwise binding; and,

BE IT FURTHER RESOLVED that a copy of this resolution, shall be recorded in the minutes of the Board of Commissioners but that the original version of the attached "FY2017-2018 Hyde County Budget" with the Budget Officer's initials on each page shall be kept on file in the office of the Clerk to the Board of County Commissioners.

Duly adopted the 5th day of June, 2018.

Attested by:

Lois Stotesberry, Clerk
Hyde County Board of Commissioners

Earl Pugh, Jr., Chair
Hyde County Board of Commissioners