

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

Meeting Date: May 7, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: TRAM CONTRACT PRESENTATION

SUMMARY: Hyde County received only one acceptable proposal for the tram contract and this was from Joseph Ramunni of Ocracoke. Mr. Rich will discuss the reawarding of the contract.

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

PROPOSAL TO OPERATE TRAMS SUPPORTING OCRACOKE-HATTERAS
PASSENGER FERRY

Joseph Ramunni
Business Owner
PO Box 1544
306 Back Road
Ocracoke, NC 27960

252.921.0085
josephramunni@gmail.com

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CAPABILITY, MANAGEMENT APPROACH AND EXPERIENCE

We are serious about providing a positive and safe experience for passengers on the Ocracoke Tram. Our drivers will be ambassadors of the island, welcoming and accommodating guests like VIPs. We believe the interactions between the tram service and each guest will have a direct impact on the perceptions of the new passenger ferry system.

Joseph Ramunni has a Bachelor's degree in Business, which will be applied to the management and operations of the trams. Through our experience of running the Ocracoke Community Store, LLC for four years, as well as Graceful Bakery, LLC for the same, we realize the need for our visitors to be greeted kindly and handled professionally.

We will employ responsible community members including teachers who are available to work during the summer, upper classmen college students, and others. We will provide a steady and stable work force to meet the needs of operating and cleaning the trams. Staff will do our maintenance and cleaning with expert help from our local Auto Mechanics at Jimmy's Garage.

Our staff will work hard to assure passengers are treated fairly, with respect and courtesy. We will train our employees in dispute resolution and have emergency plans if there are disruptive passengers.

We will be certain that our services provided will meet or exceed Hyde County Standards.

Joseph Ramunni will create an LLC specifically for the Ocracoke Trams if the contract is awarded to him.

Proposer, Joseph Ramunni, as completed Exhibit 1 and Exhibit 2. See attached.

TRAM LEASING

County of Hyde, through an agreement with NC Department of Transportation, will provide the 4 trams and 2 trailers to be used in this operation. Joseph Ramunni, the vendor, will:

1. Operate the trams.
2. Provide trained operators.
3. Provide all maintenance of the trams and trailers based on the Original Equipment Manufacturer (OEM) requirements; the vendor will be responsible for the costs of this maintenance.
4. Hyde County will arrange for and secure a storage location for the trams and trailers. The cost of the storage location will be added to the vendor's (Joseph Ramunni) RFP after being submitted and will be the same on each RFP submitted. The vendor (Joseph Ramunni) will be responsible for all payments once contract is executed.
5. Keep the batteries on the trams fully charged.

EEO/AFFIRMATIVE ACTION PLAN

We are an equal opportunity employer. We do not limit or deny any applicant an opportunity based on race, gender, age, sexual orientation, or religion.

As an employer, we believe in the implementation of the Affirmative Action Plan that encourages and accepts qualified minorities, women, persons with disabilities, and covered veterans.

INSURANCE

We will carry appropriate insurance at all times required by this contract and the NCDOT and any other applicable laws. We are working with Melissa Davenport, a Commercial Associate Agency at Midgett Insurance Agency, Nationwide.

DEBARRED BIDDERS' LIST INFORMATION

Proposer, Joseph Ramunni, has completed the certification form contained in Exhibit 3. See attached.

ADDENDA

We acknowledge all received addenda. See attached.

Exhibit 2 Fee Submittal Form

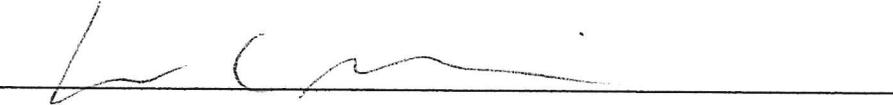
Fee:

The undersigned hereby certifies that he/she is duly authorized on behalf of Joseph Ramuni to submit a proposal to County of Hyde for the management, operations and maintenance of the County of Hyde Tr a m service as described in the Request for Proposals (RFP) issued by County of Hyde on April 10, 2018 and that the entity named herein hereby agrees to provide the services requested within this RFP for the Annual Fees stated below.

Year	Annual Fee	Insurance	Building	Land Rent	Total
1	\$112,440	\$10,765	\$4,000	\$5,400	\$132,605
2	\$140,000	\$10,765	\$4,000	\$5,850	\$160,615
3	\$140,000	\$10,765	\$4,000	\$6,300	\$161,065
4	\$140,000	\$10,765	\$4,000	\$6,300	\$161,065
5	\$140,000	\$10,765	\$4,000	\$6,300	\$161,065

Signed this 22 day of April, 2018 Joseph Ramuni,
Name

the Owner of TBD Title
name of entity

Signature: 

ATTEST by Corporate Secretary: _____

Exhibit 3 Government-wide Debarment and Suspension (Nonprocurement)

Instructions for Certification: By signing and submitting this bid or proposal, the prospective Contractor is providing the signed certification set out below.

- (1) It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of and Budget (U.S. OMB) "Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," 2 CFR part 180,
- (2) To the best of its knowledge and belief, that its Principals and Subcontractors:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 - (1) Debarred,
 - (2) Suspended,
 - (3) Proposed for debarment,
 - (4) Declared ineligible,
 - (5) Voluntarily excluded, or
 - (6) Disqualified,
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 - (2) Violation of any Federal or State antitrust statute, or
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection of this Certification,
 - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
 - e. If, at a later time, it receives any information that contradicts the statements of subsections above, it will promptly provide that information to FTA,

f. It will treat each Subcontractor under its Project as a covered Contractor for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:

- (1) Equals or exceeds \$25,000,
- (2) Is for audit services, or
- (3) Requires the consent of a Federal official, and

g. It will require that each covered Contractor and Subcontractor:

- (1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
- (2) Assure that each Contractor participant in its Project is not presently declared by any Federal department or agency to be:
 - a. Debarred from participation in its federally funded Project,
 - b. Suspended from participation in its federally funded Project,
 - c. Proposed for debarment from participation in its federally funded Project,
 - d. Declared ineligible to participate in its federally funded Project,
 - e. Voluntarily excluded from participation in its federally funded Project, or
 - f. Disqualified from participation in its federally funded Project, and

3. It will provide a written explanation if it or any of its principals, including any of its Subcontractors is unable to certify compliance with the preceding statements in this Certification Group.

Certification

Contractor

Joseph Raymond

Signature of Authorized Official

LCM

Date 04/22/18

Name and Title of Contractor's Authorized Official

Joseph Raymond Owner

LOBBYING

Proposer, Joseph Ramunni, has completed the certification form contained in Exhibit 4. See attached.

Exhibit 4 Certification Regarding Lobbying

Joseph Remonni (Name of Company) hereby certifies, to the best of his or her knowledge and belief, that:

- (1) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification hereof.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, a.)).
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE BIDDER CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE BIDDER UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

Company Name: Joseph Remonni
Name of Responsible Official: Joseph Remonni
Title of Responsible Official: Owner
Signature of Responsible Official: [Signature]
Date: 04-22-2018

Hyde County Tram RFP Addendum and Questions

Donnie Shumate <dshumate@hydecountync.gov>
To: tram-rfp@hydecountync.gov

Fri, Apr 20, 2018 at 6:09 PM

Good Evening,

Attached please find an addendum to the Hyde County Tram Operation RFP. These changes have also been added to the original RFP so that anyone downloading after today will have the same information. I have also attached the revised RFP with the changes stated in the addendum for you to use for your proposals.

We have also had two questions submitted about the RFP. Below are those questions with the response from the County. You can also see these listed on the Tram RFP website that you downloaded the RFP from.

Q: The RFP does not contain provisions for "Complementary Paratransit Service" in the description of Compliance with ADA requirements Act. (Sec.5.0, #11 , pgs.13 - 16) Has it been established that this service is not required and operators do not need to give this consideration when responding to the RFP?

A: [Click here to review our letter from Debbie Collins](#), Director of Public Transportation with NCDOT. Under Hyde County Commitments # 4 we are not being required to offer Complimentary Paratransit Service or a deviated fixed route.

Q: Do you have available a copy of the OEM maintenance schedule recommendations for the trams? This would be helpful to determine weekly and monthly costs including: estimated life of batteries in hours, estimated life of tires and tread wear, and other parts that will need replacing based on time and not necessarily based on if something breaks. Also, could you include a parts list for the trams and trailers being provided? This will allow for a cost analysis of having replacement parts on hand for quick service during operations.

A: [Click here for a copy of the Tram and Wagon specs sent to the County](#).

--
Donnie Shumate
Information Technology Manager
Public Information Officer / Deputy Clerk
County of Hyde

PO Box 188
30 Oyster Creek Rd
Swan Quarter, NC 27885
Phone: (252) 926-4474
IT Mobile: (252) 542-0083
PIO Mobile: (252) 542-0842
Email: dshumate@hydecountync.gov

[Notice: Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.]

2 attachments

 **addendum 01 - rfp 2018-001.pdf**
81K

 **County of Hyde Ocracoke Hatteras Tram Operations RFP (2).pdf**
375K



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

March 12, 2018

Mr. Bill Rich
County Manager
County of Hyde
PO Box 188
Swan Quarter, NC 27885

Dear Mr. Rich,

The Ocracoke – Hatteras tram operation is key to the success of our passenger ferry project. Our partnership continues to be an important part of this success. This letter serves as documentation of our partnership commitments and expectations.

NCDOT Commitments

1. NCDOT commits to funding the tram service at $\frac{1}{2}$ the total operating costs up to \$90,000 per year for the following years – 2018 (partial year), 2019, 2020 and 2021. This commitment will be made each year based on the costs in the contract award for operations.
2. NCDOT has provided a draft Request for Proposals for tram operations to the County Manager for the county's use in preparing their proposal for advertisement.
3. NCDOT commits to entering into an agreement regarding the tram ownership and operations.

County of Hyde Commitments

1. County of Hyde commits to funding the tram service at a minimum of $\frac{1}{2}$ of the total operating cost required per year, based on the awarded contract costs. These costs include all maintenance costs.
2. County of Hyde will contract with a vendor to provide the service. This contract minimally includes the maintenance and upkeep of the trams and trailers, storage, electric charging stations, hiring and training operators, insurance as defined by the NC Utilities Commission, operation of the service during the contract defined period, and meeting the insurance and the American with Disabilities Act (ADA) requirements of operating a public transportation vehicle.
3. County of Hyde will publish the tram schedule and coordinate the schedule with the Ferry Division to coincide with the arrival and departure times of the passenger ferry.
4. The County of Hyde commits to meeting the Americans with Disabilities Act (ADA). Details about the ADA and the public transportation requirements can be found on the Federal Transit Administration (FTA) website (www.transit.dot.gov). NCDOT has worked with FTA to designate this service as commuter. This means operating a deviated fixed route or complementary paratransit are not required. NCDOT will create documentation of this decision.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
1551 MAIL SERVICE CENTER
RALEIGH, NC 27699-1551

Telephone: (919) 707-2800
Fax: (919) 733-9150
Customer Service: 1-877-368-4968

Location:
1 S WILMINGTON STREET
RALEIGH, NC 27601

Website: www.ncdot.gov

Technical Specs



Model: Metro Electric Vehicle Buddy 11 Shuttle
Size:
Product Code: 876239
Passenger Capacity: 11 People
Max. Dimensions: 16.7 ft L x 4.9 ft W x 6.3 ft H
GVW: 3,000 lbs.
Speed: Up to 25 MPH
Range: Up to 56-60 miles (full capacity)
Charging Unit: 7.5 KW AC Motor
Control: Program T105 Plus
Min. Turning Radius: 18 ft
Overall Dimensions: 16.7 ft L x 4.9 ft W x 6.3 ft H
Maxload: 3,000 lbs.

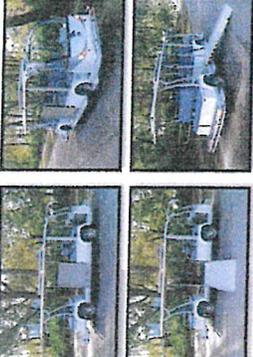
Standard: 17" x 21" High Top
Seating: 11 seats, 2 rows, with charging system
Roof: High strength aluminum alloy roof
Body: High strength aluminum alloy body
Chassis: High strength aluminum alloy chassis
Drive: Rear-wheel drive
Steering: Power steering
Brakes: Disc brakes
Wheels: 16" wheels with 16" tires
Warranty: 3 year, unlimited mileage warranty (includes 50,000 miles)

get a quote

Electro Transit Buddy 11 Passenger ADA Shuttle

Technical Specifications

Speed: Up to 25 MPH
Range: Up to 56-60 miles (full capacity)
Charging Unit: 7.5 KW AC Motor
Control: Program T105 Plus
Min. Turning Radius: 18 ft
Overall Dimensions: 16.7 ft L x 4.9 ft W x 6.3 ft H
Maxload: 3,000 lbs.

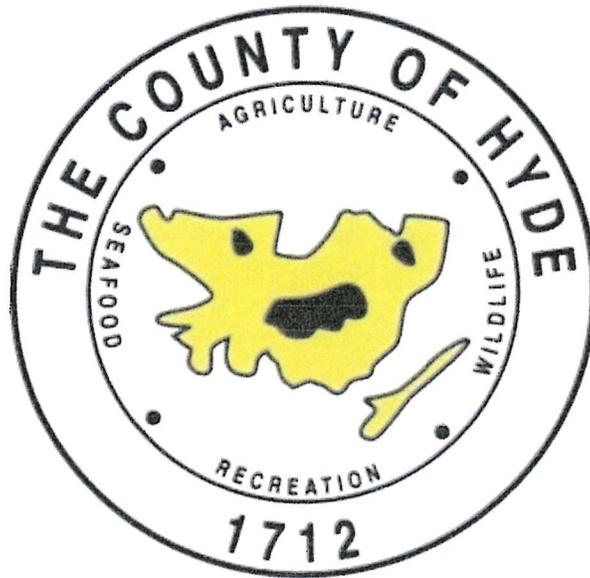


All of Our Vehicles Contain the Following Standard Features

- Head, Tail, and Brake Lights
- Side View Mirrors
- Windshield Wiper
- Parking Brake
- Charging Unit
- Turn Signals
- Horn
- Impregnet Glass Windshield
- 3 Point Seat Belt Harnesses
- 12 Inch Tires
- Curtis Controller
- Reverse Alarm
- Floor: Non-slip plastic
- Cup Holders
- Dash Instruments per row
- Forward/Reverse Switch
- Headlight Indicators
- Ignition Key
- Voltmeter
- Emergency Cut-off Switch
- Rear & Front Pneumatic Braking System
- Independent Suspension
- Rear Steel Plate Suspension
- Rear Wheel Drive
- Front/rear Plate with Springs
- Mechanical Brakes on Rear Wheel



Click here to search



County of Hyde - Request for Proposal

Operate Trams Supporting the Ocracoke – Hatteras Passenger Ferry

(RFP #2018-001)

Addendum 01

Change to Section 4: Proposal Content and Evaluation

Change to Exhibit 2: Fee Submittal Form

Change to Exhibit 5: Proposed Contract

RFP #2018-001 Addendum 01

The following changes have been made to the RFP

Under Section 4 Proposal Content and Evaluation – Tram Leasing:

The original RFP reads: 4. Provide storage for the trams and trailers

That line will be replaced with: 4. Hyde County will arrange for and secure a storage location for the trams and trailers. The cost of the storage location will be added to each vendor’s RFP after being submitted and will be the same on each RFP submitted. Vendor will be responsible for all payments once contract is executed.

Under Exhibit 2: Fee Submittal Form

The original RFP reads: NOTE: Annual Fees stated above must result in an even dollar amount when divided by 12. Please account for number of Tram days in the 2018 calendar.

That “Note” no longer applies and will be removed from the RFP

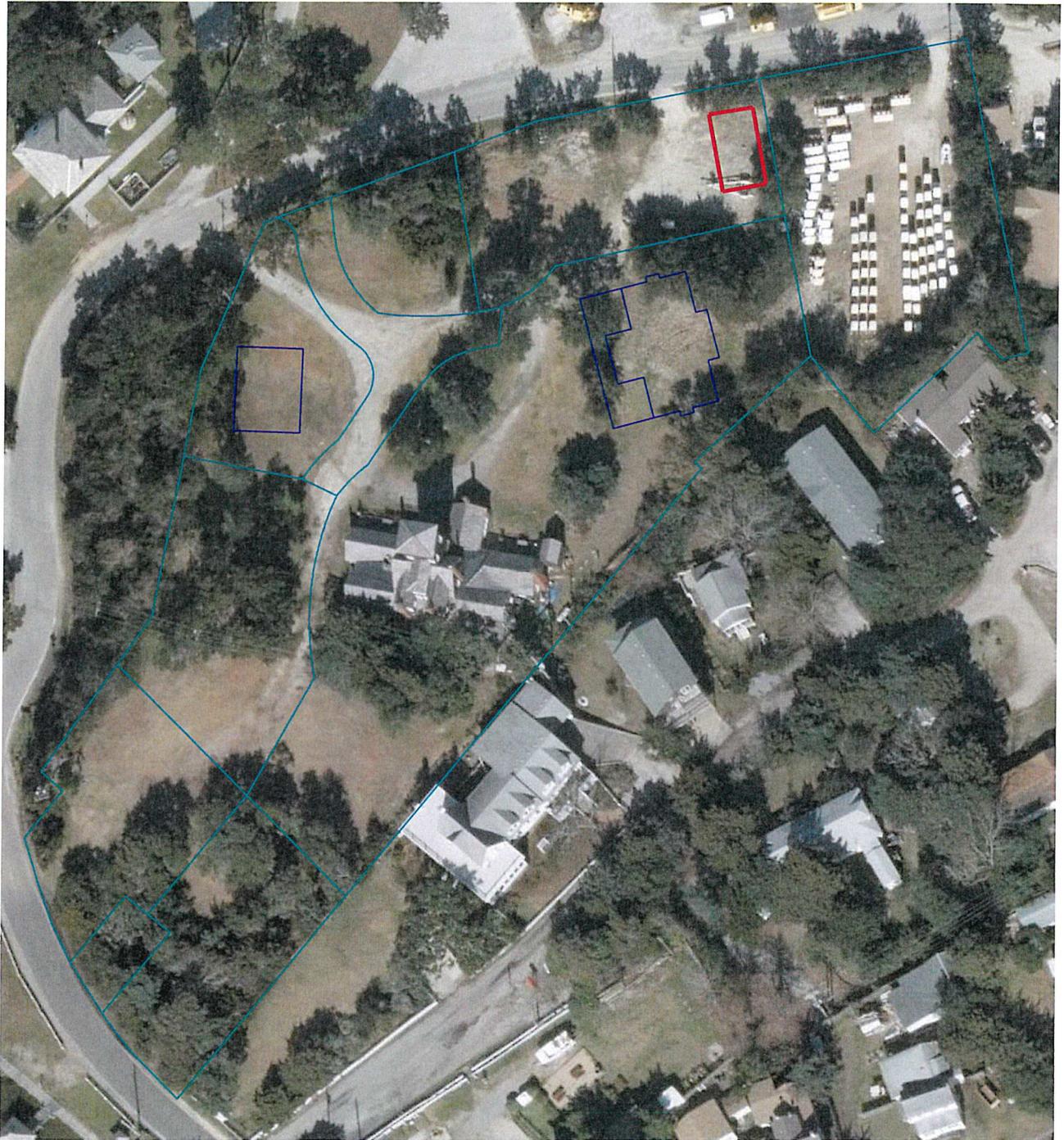
Under Exhibit 5: Proposed Contract Sec. 3 Invoices and Payments:

The original RFP reads:

- Year 1 Annual Fee of \$ _____ paid on a monthly basis.
- Year 2 Annual Fee of \$ _____ paid on a monthly basis.
- Year 3 Annual Fee of \$ _____ paid on a monthly basis.
- Year 4 Annual Fee of \$ _____ paid on a monthly basis.
- Year 5 Annual Fee of \$ _____ paid on a monthly basis.

These lines will be replaced with:

- Year 1 Annual Fee of \$ _____ paid monthly based on number of operational days that month.
- Year 2 Annual Fee of \$ _____ paid monthly based on number of operational days that month.
- Year 3 Annual Fee of \$ _____ paid monthly based on number of operational days that month.
- Year 4 Annual Fee of \$ _____ paid monthly based on number of operational days that month.
- Year 5 Annual Fee of \$ _____ paid monthly based on number of operational days that month.



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

Meeting Date: May 7, 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: May 7, 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: May 7, 2018
Presenter: Justin Gibbs, EM Director
Attachment: Yes

ITEM TITLE: PROCLAMATION – MAY 20-26, 2018 EMS WEEK

SUMMARY: Emergency Management Director Justin Gibbs will present:

“Proclamation EMS Week - To Designate the Week of
May 20-26, 2018 as Emergency Medical Services Week”

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



**Proclamation 2018
EMS Week**

To Designate the Week of May 20-26, 2018 as Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses, emergency physicians, and others; and

WHEREAS, the members of the emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE, the Hyde County Board of Commissioners, in recognition of this event, does hereby proclaim the week of May 20-26, 2018 as

EMERGENCY MEDICAL SERVICES WEEK

With the theme, **EMS Strong : "Stronger Together"**, the Hyde County Board of Commissioners encourages the community to observe this week with appropriate programs, ceremonies, and activities.

This the 7th day of May, 2018.

ATTEST:

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

Lois Stotesberry, CMC, NCCCC
Hyde County Board of Commissioners

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

Meeting Date: May 7, 2018
Presenter: Assistant County Manager Kris Noble
Attachment: Yes

ITEM TITLE: VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS PROCLAMATION 2018

SUMMARY: Albemarle Commission Director of Area Agency on Aging Laura Alvarico asks that Hyde County Board of Commissioners adopt “Proclamation – Vulnerable Adult and Elder Abuse Awareness Months Proclamation 2018” and urge every resident to take time during these months to honor, respect and promote the dignity and well-being of our older citizens.

RECOMMEND: Adopt.

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

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

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

**Vulnerable Adult and Elder Abuse
Awareness Months Proclamation**

2018

WHEREAS, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15; and

WHEREAS, protecting North Carolina's vulnerable and older adults is a community responsibility, and all citizens are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and

WHEREAS, North Carolina's vulnerable and older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation which can occur in families, long-term care settings, and communities; and

WHEREAS, in state Fiscal Year 2017, there were 27,483 reports of abuse, neglect, or exploitation of vulnerable and older adults made to North Carolina's 100 County Departments of Social Services; and

WHEREAS, national and international research shows that abuse, neglect, and exploitation of vulnerable and older adults is grossly underreported; and

WHEREAS, the State of North Carolina enacted the nation's first elder abuse law, and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and

WHEREAS, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

NOW, THEREFORE, The Hyde County Board of Commissioners does hereby proclaim Mother's Day through Father's Day, May 13 – June 17, 2018, as "**VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS**" in Hyde County, and commend observance to all citizens.

ADOPTED this the 7th day of May, 2018.

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

ATTEST:

Lois Stotesberry, CMC, NCCCC
Clerk, Hyde County Board of Commissioners

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

Meeting Date: May 7, 2018
Presenter: Assistant County Manager Kris Noble
Attachment: Yes

ITEM TITLE: PROCLAMATION – OLDER AMERICANS MONTH 2018

SUMMARY: Albemarle Commission Director of Area Agency on Aging Laura Alvarico asks that Hyde County Board of Commissioners adopt “Proclamation – Older Americans Month 2018” and urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

RECOMMEND: Adopt.

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

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

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



Older Americans Month 2018

A PROCLAMATION

Whereas, the Hyde County Board of Commissioners includes countless older Americans who enrich and strengthen our community; and

Whereas, the Hyde County Board of Commissioners is committed to engaging and supporting older adults, their families, and caregivers; and

Whereas, we acknowledge the importance of taking part in activities that promote physical, mental, and emotional well-being—no matter your age; and

Whereas, the Hyde County Board of Commissioners can enrich the lives of individuals of every age by:

- promoting home- and community-based services that support independent living;
- involving older adults in community planning, events, and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now therefore, the Board of Commissioners of Hyde County North Carolina does hereby proclaim May 2018 to be Older Americans Month. The Hyde County Board of Commissioners urges every resident to take time during this month to recognize older adults and the people who serve them as vital parts of our community.

Dated this 7th day of May, 2018.

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

Lois Stotesberry, CMC, NCCCC
Hyde County Board of Commissioners

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

Meeting Date: May 7, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: RESOLUTION OPPOSING THE REDUCTION IN THE NUMBER OF JUDGES IN THE SECOND JUDICIAL DISTRICT

SUMMARY: The Joint Select Committee on Judicial Reform and Redistricting has proposed three different plans to redistrict the judiciary. The proposed Plan A would keep four judges in the Second Judicial District, and proposed Plan B and C would reduce the number of judges in the Second Judicial District from four to three.

The Second Judicial District is comprised of the following five counties: Beaufort, Martin, Washington, Tyrrell and Hyde.

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

COUNTY OF HYDE

Board of Commissioners

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

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

Bill Rich
County Manager

Franz Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



RESOLUTION OPPOSING THE REDUCTION IN THE NUMBER OF JUDGES IN THE SECOND JUDICIAL DISTRICT

WHEREAS, on January 11th, 2018, the Joint Select Committee on Judicial Reform and Redistricting was established to study judicial reform proposals by the President Pro Tempore of the Senate and the Speaker of the House of Representatives pursuant to G.S. 120-19.6(a1), Rule 31 of the Rules of the Senate of the 2017 General Assembly, and Rule 26(A) of the Rules of the House of Representative of the 2017 General Assembly; and

WHEREAS, the Committee has proposed three different plans to redistrict the judiciary; and

WHEREAS, the proposed Plan A would keep four judges in the Second Judicial District, and proposed Plans B and C would reduce the number of judges in the Second Judicial District from four to three; and

WHEREAS, the Second Judicial District is comprised of the following five counties: Beaufort, Martin, Washington, Tyrrell and Hyde; and

WHEREAS, the geographical area of the Second Judicial District is the largest in the State of North Carolina covering over 3,900 square miles; and

WHEREAS, judges are already required to travel between 28 to 79 miles one way, to get to the various courthouses within the Second Judicial District; and

WHEREAS, the Second Judicial District has had four judges since 2001, and the number of felonies and traffic matters has steadily increased and doubled over the past seventeen years; and

WHEREAS, the swiftly developing Opioid Crisis has further contributed to a shocking increase in the number of criminal cases being dealt with in the Second Judicial District; and

WHEREAS, the indirect and tragic impacts of the Opioid Crisis upon the children and families within the affected communities has even further contributed to an equally shocking increase in the number of abuse, neglect and dependency cases requiring additional judicial time to be spent both in and out of the courtroom by judges within the Second Judicial District; and

WHEREAS, the Juvenile Justice Reinvestment Act will go into effect December 1, 2019, and requires the Second Judicial District to add court sessions to accommodate the increased number of juvenile cases to be dealt with as a result; and,

WHEREAS, any reduction in the number of judges in the Second Judicial District will immediately cause a reduction in the number of court sessions and result in crowded courtrooms, longer court days, case delays, and will negatively impact the clerks, bailiffs, law enforcement, attorneys, judges, and most importantly the general public served by our court system; and

WHEREAS, we conclude it is not in the best interest of our citizens or the Second Judicial District to lose any of the four judge positions that have been assigned to that district for almost two decades, due to the immediate and significant detrimental impact such loss would have upon our citizen's access to justice in a prompt and effective manner; and

NOW THEREFORE, THE HYDE COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES AS FOLLOWS:

1. That this resolution in opposition to any reduction in the number of judges in the Second Judicial District is adopted, and that it be transmitted to the North Carolina General Assembly through the duly elected members of that body representing those counties within the Second Judicial District in order to respectfully request that the number of judges in the Second Judicial District not be reduced for the reasons stated herein.

ADOPTED this the 7th day of May, 2018.

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

ATTEST:

Lois Stotesberry, CMC, NCCCC
Clerk, Hyde County Board of Commissioners

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

Meeting Date: May 7, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: RESOLUTION-REIMBURSEMENT PROJECT EXPENDITURES

SUMMARY: At the April 2, 2018 meeting of the Board of Commissioners, the commissioners approved funding for the purchase of property and new construction of an EMS station on Ocracoke Island. These funds will initially be from the General Fund not to exceed \$350,000. It was agreed that of this amount, the purchase of the real estate will not exceed \$150,000. The fund balance will be replenished by a bank installment loan which the county will obtain.

RECOMMEND: APPROVE RESOLUTION

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

Franz Holscher
County Attorney

Lois Stotesberry, CMC, NCCCC
Clerk to the Board



**Reimbursement Resolution for Ocracoke EMS Project --
Authorizing the County to reimburse itself for early Project
expenditures from later financing proceeds**

WHEREAS --

Hyde County intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from financing proceeds for these early expenditures. The Finance Officer has advised the Board that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with certain federal tax rules relating to reimbursement from financing proceeds.

BE IT RESOLVED by the Board of Commissioners of Hyde County, North Carolina, as follows:

1. The Project is for a new EMS station on Ocracoke Island.
2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project is installment financing under Section 160A-20. The amount that the County expects to expend before the loan closing, and for which the County expects to seek reimbursement, is approximately \$350,000.
3. Funds for the early Project expenditures will come from the County's General Fund.
4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the Board of Commissioners of Hyde County, North Carolina; that this meeting was properly called and held on May 7, 2018; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this _____ day of _____, 2018.

[SEAL]

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

ATTEST:

Lois Stotesberry, Clerk to the Board

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

Meeting Date: May 7, 2018
Presenter: Luana C Gibbs
Attachment: No

ITEM TITLE: Re-appointment of Hyde County Health Board Member

SUMMARY: At the March 21, 2018 Health Board meeting, the board approved another 3 year term of service for Sharon Sadler. This request is for Board of Commissioner re-appointment for Sharon Sadler to the Hyde County Board of Health for a 3 year term, expiring in March 2021.

RECOMMEND: 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

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

Meeting Date: May 7, 2018
Presenter: Luana Gibbs
Attachment:

ITEM TITLE: REQUEST FOR NEW POSITION

SUMMARY: Luana Gibbs is requesting a new position for a Human Services Planner/Evaluator I to be created within the Hyde County Salary Plan for Fiscal Year 2018-19. This requires BOC approval.

This position will maintain Public Health Preparedness and Response, which is currently a contract position. NC DHHS provides funding for this position in the amount of \$29,786. The remainder would require county funding in the amount of \$5,256.

RECOMMEND: 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

Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: May 7, 2018
Presenter: Luana Gibbs
Attachment:

ITEM TITLE: REQUEST FOR NEW POSITION

SUMMARY: Luana Gibbs is requesting a new position for a Licensed Clinical Social Worker or Licensed Professional Counselor to be created within the Hyde County Salary Plan for Fiscal Year 2018-19. This requires BOC approval.

Ms. Gibbs has applied for grant funding and filling of this position will be contingent on award of those funds.

RECOMMEND: 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

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

Meeting Date: May 7, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: REVOLVING LOAN REQUEST FROM HEILOS' HIDEAWAY

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

Ms. Murphree and Mr. Marino are requesting a loan in the amount of \$45,000.00 under the business name Heilos' Hideaway. The purpose of the loan is to purchase the business assets from School Road Deli, start-up operating capital and purchase equipment. The proposed loan term is 5 years at 3% interest, with monthly payments of \$808.59, beginning 30 days from the loan date. The maturity date of the loan will coincide with the lease expiration. Equipment will secure the loan. The Revolving Loan Committee met on April 19 and voted unanimously in favor of the loan request and is recommending approval.

RECOMMEND: 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

**HYDE COUNTY
NORTH CAROLINA**

**ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND**

**Name: Helios' Hideaway
Address: 589 Irvin Garrish Hwy
Ocracoke, NC 27960**

APPLICATION FOR A NEW BUSINESS

TABLE OF CONTENTS

Listed below are the required contents of an application. Applications should be organized in this format. Applicants should number all pages in the application. **Two completed copies of the application should be submitted directly to the Hyde County Revolving Loan Fund Administrator, Hyde County Courthouse, Swan Quarter, NC.**

Application Contents

Table of Contents

Application Summary Form

Project Description Form

Project Source and Use Form

Project Private Commitment Form

Project Needs Form

Project Feasibility Form

Activities Schedule Form

Maps

Attachments

- A. Verification of Project Costs/Cost Breakdown by Activity
- B. Personal Income Tax Returns
- C. Credit Reports
- D. Lease Agreement
- E. Projected Financial Statements
- F. Resumes for Management
- G. Personal Financial Statements
- H. Equipment Listing
- I. Business Plan Documentation

Only information received by Hyde County with the submission will be considered in the selection process, unless the county specifically requests additional information from the applicant. Failure to submit required information may be grounds for rejection of the application. Applicants should carefully review each project package, including attachments, to make certain that all required information is submitted and is internally consistent.

**HYDE COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND
APPLICATION SUMMARY**

1. APPLICANT

- a. Name: Helios' Hideaway
- b. Street: 589 Irvin Garrish Hwy
- c. City: Ocracoke
- d. Zip Code: 27960
- e. Contact Person: Lynn Murphree
- f. Telephone No.: (919) 426-0949

2. Project Number	3. Project Name	4. RLF Funds Requested
	Helios' Hideaway	\$45000

5. CERTIFICATION

- a. To the best of my knowledge and belief, data in this application is true and correct. the applicant will comply with the certifications in the attached Private Commitment Form if the assistance is provided.

b. Typed Name and Title of Authorized Representative

Lynn Murphree, Owner

c. Signature



d. Date

04/04/2018

FOR HYDE COUNTY USE ONLY

6. Date Received <hr/>	8. Action Taken <input type="checkbox"/> Funded <input type="checkbox"/> Not Funded <input type="checkbox"/> Withdrawn	9. Amount Funded: \$ <hr/>
7. Application Number <hr/>		

PROJECT DESCRIPTION FORM

1. Name of Applicant: Helios' Hideaway
2. Application Date: 03/28/2018
3. Project Name: Helios' Hideaway

4. Description:

a. Briefly describe the new business (products/services offered, basic project goals and objectives): Helios' Hideaway is a small Mediterranean Cafe' with Greek inspired cuisine. We offer many healthy options including fresh salads and local grilled seafood. As a small cafe', Helios' will offer many options for consumption on the patio at Spencer's Market, to take home, or to enjoy on the beach.

b. Proposed location of new business (include location map(s)): 589 Irvin Garrish Hwy, Ocracoke, NC 27960 (previously School Road Deli)

c. Number, size, and general description of any new buildings to be constructed (include site map and plans, if available: n/a

d. Size of any parcel(s) of land to be acquired (include survey map): n/a

e. Describe any existing buildings to be demolished or abandoned: n/a

f. Describe any improvements to be made to existing buildings(s): n/a

g. How many full-time equivalent jobs will be created by the new business during the two-year period? 3 full time jobs (2 full time plus 2 part time)

How many for residents of Hyde County? 3 full time

h. Briefly describe how RLF and other funds (bank loans, owner equity, etc.) will be used during property acquisition, construction, and startup of the new business. \$20,000 will be used for the remaining purchase of the business (formerly School Road Deli) to Rob Dennis. The remainder of the funding will go toward new equipment (vertical broilers, induction plates, cast iron skillet and plates, Hobart 30 quart mixer, a 47" display case, and other small appliances) and toward opening costs (initial inventory purchase from Sysco and local seafood merchants, advertising, taxes, and insurance).

i. How are road transportation and water and electric service to be supplied to the site? The location of the building/parking is accessible via Hwy 12 and School Road. Water is provided by the Ocracoke Water Plant, and Electric is provided by Tideland. Both are currently in the name of Helios' Hideaway.

j. How will sewage disposal be accomplished? The sewage was completely reconstructed with new tanks by Rob Dennis 3 years ago. It is maintained by Ocracoke Sanitary.

PROJECT SOURCE AND USE FORM

1.	Name of Applicant: Helios' Hideaway		
2.	Project Name: Helios's Hideaway		
3.	Source of Project Funds: see attached documents		
	RLF Funds Requested: \$45,000		
	RLF Project Resources	Source A.\$	45,000.00
	Other:		
	B. <u>Owner savings/investment</u>	Source B \$	\$17,000.00
	C. _____	Source C.\$	_____
	D. _____	Source D. \$	_____
	E. _____	Source E. \$	_____
	F. _____	Source F. \$	_____
4.	TOTAL PROJECT RESOURCES		<u>\$62,000.00</u>

Use of Funds <small>(List major expenses separately)</small>	Source A	Source B	Source C	Source D	Source E	Source F	Total Cost
a. Acquisition							
(1) Business Purchase	20,000	10,000					30,000
(2) Rent upon lease agreement		1400					1400
b. Water							
c. Sewer							
d. Construction/ Rehabilitation (electrical upgrade for 220V outlet)	500						500
e. Working Capital							
(1) Insurance	1650	150					1800
(2) Initial Sysco Order (full restaurant inventory)	4000						4000
(3) Initial Webstaurant.co m paper goods inventory (compostable to go containers)	1000						1000
(4) Initial seafood order (local)	400						400

(5) Licensing (beer/wine) and initial purchase	2500						2500
(6) Advertising	1125	275					1400
f. Machinery/ Equipment							
(1) Vertical Broilers		2175					2175
(2) Hobart Mixer	4500						4500
(3) Induction plates	150						150
(4) 47" display case and display trays	2875						2875
g. Site Improvements							
h. (1) General maintenance (equipment check, paint, small appliance upgrades)	2500	2000					4500
(2) Other (new outside signage and furniture, logo, POS upgrade, interior decoration)	3800	1000					4800
i. TOTAL	45,000	17,000					62,000

PROJECT PRIVATE COMMITMENT FORM

As _____ Owner _____ (title) of this company, I commit to the following actions, as described more fully in the project application:

- a. Undertake and carry out the project as described in the project application.
- c. Create a minimum of 3 jobs with 4 for persons residing in Hyde County, and obtain the level of jobs indicated above by July 1, 2018.
- d. Provide certified payroll report prior to initial disbursement of funds and provide quarterly reports thereafter showing job creation numbers.
- e. Secure funding for the project from the following sources, in the specified amounts:
 - 1. RLF - \$45,000
 - 2. Owner savings/investment - \$17,000
 - 3.
 - 4.
- e. Provide Hyde County with quarterly income statements and balance sheets throughout a two-year period following the loan award.
- f. Begin project activities only following execution of a legally binding commitment and loan agreement and the release of other conditions, if any, placed on the loan by Hyde County.
- g. Complete project activities by no later than December 31, 2018.

My firm is committed to undertake this project and but for the provision of the RLF assistance this project will not be undertaken.

Signed [Signature] Date 04/04/2018 Title owner

Name of Business Helios' Hideaway

PROJECT NEEDS FORM

- a. Name of Applicant: Helios' Hideaway
- b. Project Name: Helios' Hideaway
- c. Relationship between Project Activities and Job Claim: Helios' Hideaway is a small Mediterranean café and will be run primarily by the owners, Kenneth Marino and Lynn Murphree. In order to meet volume each day there will be 2 additional part time jobs created for full time residents (one food prep position, one cashier position).
- d. Total Documented Project Financing Needs: Check applicable activities and in attachments provide required cost breakdowns shown (**Attachment "A"**). Describe here sources and methods of estimating for each activity including those financed with non-RLF funds.
- Real Estate (land or existing buildings) – Attach purchase option or lease option. Provide documentation on comparable land costs in the local vicinity, or an appraisal.
 - Construction/Rehabilitation – Attach listing of components (HVAC, plumbing, electrical, etc.) with architect/engineer's estimate or quote from contractor.
 - Site Improvements – Attach listing of components (grading, drainage, paving, etc.) with engineer's estimates or quotes from contractor.
 - Machinery and Equipment – Attach detailed listing of items, with price quotes from suppliers.
 - Public or On-Site Water and Sewer – Attach detailed listing of components and sizes, with engineer's estimates.
 - Working Capital Expenditures – Attach detailed listing of startup/operating costs.
- e. Verification of RLF Need
- (a) Loan Amount: \$45,000
- (b) The Gap Addressed:
- Sufficient funds not available elsewhere, including internally.
- _____ Funds available elsewhere, but cash flow is not sufficient to meet debt service.
- _____ Other (Describe):

The amount of the gap must be no greater than the level of direct assistance proposed. Describe how the gap was identified and measured, referencing supporting documentation. Adequate financial documentation must be included with the application for the existence and dollar amount of the gap to be independently verified. See Application Instructions – Project Needs Form.

6. Security (Describe): **See attached list of current equipment value**

PROJECT FEASIBILITY FORM

1. Name of Applicant: Helios' Hideaway

2. Project Name: Helios' Hideaway

A. BUSINESS PLAN

1. Name of Existing Business: Helios' Hideaway
Name of Proposed Business:

2. Legal Status:
 Partnership
 Proprietorship
 Cooperative
 Corporation
 Other (Specify):

3. Business Ownership and Management (include addresses and phone numbers):

Lynn Murphree
35 Beach Road
Ocracoke, NC 27960
(919) 426-0949

Kenneth Marino
35 Beach Road
Ocracoke, NC 27960
(540) 391-0515

4. Other Business Affiliations of Proposed Owners (if any): n/a

a. Name of Business:
b. Name of Owner or Manager Involved:

c. Position in this Business:

d. Relationship Between this Business and RLF Project Business:

5. Product Line or Service

a. Range of Products or Services: Mediterranean Café

6. Market Information

a. Geographic Market Area: Ocracoke Island
b. Major Customers: Residents and Visitors

- c. Market Characteristics: We will be set up as both a market and a takeout restaurant. Since Mediterranean cuisine is not currently available as an option on Ocracoke, our goal is to be “different.” The offer of sides to go will be a great option to bring to the beach for a snack, enjoy in the afternoon before dinner, etc. Customers will also be able to enjoy sitting on the patio at Spencer’s market with a full meal.
 - d. Competition: Small venues such as Thai Moon or Back Porch Lunch Box will be competition as far as size is concerned. Since there is not another Mediterranean style restaurant on Ocracoke there will not be any direct competition for this specific cuisine.
6. Marketing and Distribution: Marketing will be mostly Social Media based (Facebook, Instagram, Twitter). We will also advertise in the Ocracoke Current, the Ocracoke Observer, OBX magazine, and on WOVV (90.1).
 8. Cost Effectiveness: See attached 3 year projections.
 9. Project Innovation/New Technology: Although not a *new* style of cuisine, Helios’ Hideaway will provide a new and unique style of cuisine that has not permanently been a part of Ocracoke’s restaurant choices thus far.
 10. Employee Benefits: Helios’ Hideaway is EOE and will hire full time residents as we will be open year-round. As the owners, Ken and Lynn will be the primary employees and will fully train each employee one-on-one. We will not offer health benefits at this early stage.

B. B. FINANCIAL FEASIBILITY

RLF applicants must show that the business requesting a loan has the financial and management capacity to carry out the RLF project as proposed. A determination of the financial feasibility of a proposed project will be made based on both financial and non-financial information provided in the application. The Project Feasibility Form provides the applicant with an opportunity to discuss concerns regarding the financial feasibility of a project which may be raised by Hyde County.

INSTRUCTIONS

1. FINANCIAL FEASIBILITY DOCUMENTATION – The evaluation of a project’s financial feasibility can only be based on documentation which is submitted to RLF with the application. The documentation listed on the form **must** accompany this section of the application. Applicants should make certain that all listed information is included in

the application by placing a check in the appropriate boxes after verifying that the documentation has been included as an attachment to the application. Applicants with incomplete documentation may not be considered for funding until documentation is complete.

2. PAST FINANCIAL HISTORY – For new businesses, Hyde County will examine personal financial information and/or historical financial statements of any existing businesses owned and operated by the principals of the new business entity.
3. SUMMARY OF FINANCIAL PROJECTIONS AND DEFINITION OF REQUESTED LOAN TERMS – Quarterly financial projections for at least two years (eight quarters) are required, and are analyzed to determine if they are reasonable given supporting documentation. Projections should parallel the schedules provided in the application and, where feasible, should begin on the projected award date. Hyde County will focus on the following issues:

- Documentation of Sales Projections: Applicants should show that sales projections are reasonable. Contracts or letters of support from potential clients that indicate the client’s intent to purchase a specified dollar amount of the firm’s product, including a discussion of the competition and the advantages that the firm’s product or service will have over the competition, should also be provided along with other supporting information.
- Documentation of Operation Costs: Applicants should show that projections of operating costs are reasonable. New businesses should show that operating costs relate to industry average, or are otherwise based on research and cost analyses specific to the area. Where the projections identify negative cash flows, identify source of funds available to cover the costs.
- Management Experience: Resumes of key management should be provided to show their experience and training in the field of operation. For new businesses that have not filled key management positions, a description of the experience and training to be required should be provided.
- Ability to Service Debts: Applicants should show through cash flow projections that the business will be able to cover payments on all projected debts.
- Working Capital: Applicants should show that they will have adequate working capital to meet their obligations in the future. The level of permanent working capital should equal the firm’s operating cycle in days times the projected sales per day, or be based on an accountant’s or business advisor’s statement of needed working capital.

In the space provided on the Project Feasibility Form, applicants should discuss any projections which deviate from historical experience or industry standards. Applicants should discuss why such deviations are reasonable.

Applicants must provide two sets of financial projections. One set should show the Hyde County RLF loan at a conventional (commercial bank) rate and term with no deferral of principal or interest. The second set should show the Hyde County RLF loan at the requested rate and term, with any requested deferral of principal and/or interest, or other special payment terms. In Section 3.B., the applicant must provide written documentation, based on working capital/cash flow analysis, justifying the loan terms outlined in the “requested” financial projections. If a deferral period is requested, the second set of projections must extend two years beyond the first principal payment date. The loan term should be based on the average useful life of the asset to be financed, as evidenced in the following examples:

<u>Asset</u>	<u>Approximate Useful Life</u>
Real Estate Purchase	30 years
Building Rehabilitation/	20 years
Machinery and Equipment	10 years
Furniture and Fixtures	5 years

If the loan is to be used to finance more than one type of asset, a weighted average should be used. For example, if 25% of the loan is to be used for construction and 75% for machinery, the life of the loan should not exceed 12.5 years (25% x 20 years plus 75% x 10 years).

FINANCIAL FEASIBILITY

1. Financial Feasibility Documentation – All items below **must** be submitted with the application. All historical and projected financial statements should be prepared by a certified public accountant, or a county-approved business advisor, in accordance with generally accepted accounting principles.

N/A Historical Income Statement and balance sheets for most recent three years, with notes, for any existing businesses owned or operated by the new entity’s principals. (Enter “N/A” if not applicable.)

X Conventional and Requested Projected Income Statement Forms, with notes. Two full years from first RLF principal payment should be provided.

X Conventional and Requested Projected Cash Flow Statement Forms, with notes. Two full years from first RLF principal payment should be provided.

X Resumes of key management, providing a detailed description of their business experience and training.

X Personal financial statements from the firm’s principals (or Form 1040’s for past three years with statement of net worth).

X Marketing information and other documentation to support financial projections.

 X Credit Report(s) from the firm's principals (no older than 30 days)..

2. Past Financial History – If applicable, discuss any negative indicators or trends which may be evidenced in the historical financial statements of the principals or for other businesses owned by the principals. Explain the reasons for these negative indicators and discuss steps which are being taken or will be taken to resolve any problems.

3. Summary of Financial Projections and Definition of Requested Loan Terms:

C. EMPLOYMENT FEASIBILITY

The purpose of this section is to provide information and documentation to support the employment and benefit claims made by the applicant. Hyde County will review the total number of jobs proposed, job type, and other information and documentation submitted, in order to determine the feasibility of attaining the projected goals. Applicants must develop realistic and attainable employment goals. If funds are awarded, Hyde County will monitor the project to see that these commitments are achieved.

INSTRUCTIONS

1. TOTAL NUMBER OF JOBS—
 - a. Job creation refers to jobs which will be newly created as a result of the RLF project.
 1. Full-time jobs – at least 35 hours per week for at least 50 weeks per year.

2. JOB INFORMATION AND EMPLOYMENT SCHEDULE—
 - a. Applicants must specify by actual job title or classification the positions to be created, such as machinist 1, secretary, or materials handler. Personnel being transferred from other sites should not be listed.

 - b. The anticipated hourly wage for each job classification should be stated.

 - h. The number of full-time jobs to be created for each job title/classification.

- c. The total number of jobs to be created during each project quarter. Job goals must be met by the end of the 8th quarter after the loan closing.

C. EMPLOYMENT FEASIBILITY

1. Total number of jobs to be created:
Full-time 3

2. Explain the method used to arrive at the number of jobs to be created. As the owners we plan to be on site full time as both creating the food and managing customer relations. Ken will be the primary cook and will prepare the pre-packaged food items as well as made to order food. Lynn will work with customer orders (in person, via phone, or via on-line orders), will pack the food, and will perform general upkeep in the restaurant and on the patio. Part time employees will be needed for prep work in the kitchen (in the peak season this will most likely lead to full time hours) and for help with cashier work.

- b. Applicants should describe how job commitments were projected and should show that they are reasonable given projected sales growth, industry standards, market research and/or other documentation.

PROJECT FEASIBILITY FORM

Job Title/ Classification	b. Hourly Wage	e. Employment Schedule for All Jobs (By Quarter)								
		FT	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Cook/owner	20.00	X	X							
Cashier/manager/owner	20.00	X	X							
Prep cook	12.00		X							
Cashier	10.00		X							
TOTALS	62.00	2	4							

Legend: FT – Full Time

**ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
ACTIVITIES IMPLEMENTATION SCHEDULE FORM**

1. Name of Applicant: Helios' Hideaway
 2. Original, dated: 03/28/2018
 Amendment, date: _____
 3. Project Name: Helios' Hideaway
 4. Implementation Date: 06/01/2018

5. ACTIVITIES	MONTH:																								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Real Estate Closing	X																								
Engineering Design/ Planning	X																								
Site Improvements	X																								
Building Construction/ Renovation	X																								
Public Facilities Construction	X																								
Hiring New Employees	X																								
Training	X																								
Working Capital Expenditure	X																								
Machinery and Equipment Purchases	X																								
Raw Materials Purchased	X																								
Other																									

BUSINESS DEBT SCHEDULE FORM

CREDITOR NAME A. Current Debts (Existing Prior to RLF Project)	Original Loan Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security
1.							
2							
3							
5.							
B. Projected New Debts							
2.							
3.							
4.							
5.							

MAPS

ACTIVITIES MAP – This map must include the location of all activities and an accurate scale. All structures located on the business site should also be clearly marked. All industries and residences benefiting from the activity must be shown on the activities map. This map must be in sufficient detail to allow for an accurate environmental review to satisfy all environmental review requirements. The applicant must insure that this map is consistent with information submitted in the Project Description.

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

Meeting Date: May 7, 2018
Presenter: Corrinne Gibbs
Attachment: Yes

ITEM TITLE: GOV DEALS

SUMMARY: Corrinne Gibbs is requesting approval to list county vehicles and equipment for sale on GOV deals (see attached lists)

RECOMMEND: 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

Gov Deals List

Year	Make	Last 4 VIN #	Department
2004	Chevrolet	1044	Water
1999	Ford Ranger	1700	Maintenance
2004	Ford Ranger	1245	Water
2003	Ford Van	4214	Social Service
2001	Ford Ranger	7300	Water
2006	Chevrolet	9722	EMS

Equipment

2510 DTC 4x4 Long Tractor	Water
Model 1198 Long Backhoe attachment	Water
10 KW Military Generator	Sheriff
15 KW Generac Generator	Health
14' Double axle trailer	Water
20' Double axle trailer	Water
5- metal 8 yard trash containers	Solid Waste
1- 19' metal swing gate	Soil & Water

Corrinne Gibbs

From: Mimi Van Nortwick <mnortwick@hydecountync.gov>
Sent: Thursday, April 26, 2018 2:50 PM
To: Corrinne Gibbs
Subject: TO APPROVE TO SELL

2010 WHITE DODGE CHARGER – VIN # 8672
2008 BLACK DODGE CHARGER – VIN # 5612
2004 JEEP CHEROKEE – VIN # 0340

Mimi

Mimi van Nortwick
Assistant Finance Officer
Hyde County Finance Department
PO Box 188
Swan Quarter, NC 27885
Office: 252-926-4193
Fax: 252-926-3701
Email: mnortwick@hydecountync.gov



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www.avast.com

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

Meeting Date: May 7, 2018
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: OCRACOCKE OCCUPANCY TAX BOARD RECOMMENDATIONS

SUMMARY: Manager Bill Rich will present proposed funding requests from the Ocracoke Occupancy Tax Board

RECOMMEND: 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

April 30, 2018

Hyde County Commissioners
PO Box 188
Swan Quarter, NC 27885

Dear Hyde County Commissioners,

The Ocracoke Occupancy Tax Board recommends the following appropriations be made from the Ocracoke Occupancy Tax Fund during the 2018/2019 Fiscal Year.

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 Coastal Land Trust	\$50,000
Ocracoke Civic & Business Association	\$82,833
Ocracoke Fire Protection Association	\$120,000
Total	\$503,617

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 decisions to reduce the Ocracoke Occupancy Tax fund balance.

Bob Chestnut, Chairman
Ocracoke Occupancy Tax Board

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

Meeting Date: May 7, 2018
Presenter: County Manager Bill Rich
Attachment: No

ITEM TITLE: CALL FOR PUBLIC HEARING-FY 2018-2019 BUDGET

SUMMARY: Manager Bill Rich will make a recommendation to hold a public hearing for the Hyde County FY 2018-2019 proposed budget in order to answer questions from the public and receive comments.

RECOMMEND: 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

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

Meeting Date: May 7, 2018
Presenter: Corrinne Gibbs
Attachment: No

ITEM TITLE: HYDE COUNTY FY 2018-2019

SUMMARY: In order to complete the FY2018-2019 Hyde County Budget, a “Spending Freeze” needs to be set. Finance Officer Corrinne Gibbs recommends \$100 for all county departments through the end of FY2017-2018, effective May 8, 2018. Requests exceeding \$100 will be reviewed by the County Manager and approved as he deems necessary.

The Health Department and the Department of Social Services will not be affected by the freeze.

RECOMMEND: 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

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

Meeting Date: May 7, 2018

Presenter: Tammy Blake, Human Resources Director

Attachment: No

Item Title: Summer Flex Schedule

SUMMARY: Summer Flex-time is a work schedule which allows non-rotating shift employees to work hours that are not within the standard 8:00 AM to 5:00 PM, Monday – Friday range, while maintaining a high level of service during the County's peak operating hours.

Recommendation: Discuss 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