

Agenda

Granville County Board of Commissioners

September 7, 2021

AGENDA
GRANVILLE COUNTY BOARD OF COMMISSIONERS



Tuesday, September 7, 2021

Call to order @ 7:00 p.m.....Chair Sue Hinman
Invocation and Pledge of Allegiance.....Commissioner Timothy Karan

Consent Agenda

1. Contingency Summary (p. 3)
2. Budget Amendment #1 for FY 2021-22 (p. 5)
3. Tax Refunds, Releases and Write-offs (p. 11)
4. Minutes (p. 12)

Introductions, Recognitions and Presentations

5. Recognition of NACo Art Contest Winners (p. 85)
6. Airport Update (p. 90)
7. Solid Waste Update (p. 91)

Public Hearings

8. 5310 Transportation Grant - In-Town Oxford Fixed Route (p. 92)

Public Comments

9. Public Comments (p. 97)

Tax Matters

10. Late Application - Bruce Parrish (p. 98)
11. Late Application - Isaac Tanner (p. 100)

Appointments

12. Granville-Vance District Board of Health (p. 102)
13. Granville County Economic Development Advisory Board (p. 103)

Purchasing

14. South Branch Satellite Offices Bid Results and Award Recommendation (p. 104)

- 15. Amendment to Morrison's Contract (p. 109)
- 16. Sheriff's Vehicle Equipment Purchase (p. 110)
- 17. FD Radio Replacement (p. 115)
- 18. Fire, Ambulance & Rescue Service District(s) Consulting Services (p. 118)

County Manager's Report

- 19. Granville County Employee NCDOT Fall Litter Sweep Event (p. 119)
- 20. New Position Request for Parks & Grounds Department (p. 120)

County Attorney's Report

- 21. County Attorney's Report (p. 122)

Presentations by County Board Members

- 22. Presentations by County Board Members (p. 123)

Any Other Matters

- 23. Any Other Matters (p. 124)



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: August 25, 2021
Title: Contingency Summary

RECOMMENDATION:

Finance Director recommends approval of the contingency summary.

ATTACHMENTS:

Contingency Summary - 9/7/21

ACTION TAKEN:

Summary of Contingency and Use of Fund Balance

Contingency Summary For FY 2021-2022 Budget September 7, 2021

Use of Contingency Summary - General Fund

General Contingency (10-9910-991):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 180,000
9/7/2021	Fund balance of GVHD renovation project	\$ 51,000	\$ 129,000
9/7/2021	COTT Register of Deeds automation project	\$ 17,550	\$ 111,450

Environmental Disaster Contingency (10-9910-993):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 10,000

School Bond D/S Contingency (10-9910-994):

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 100,000
9/7/2021	Fund replacing fire alarm system an Butner/Stem Elementary, BoCC approved 7/6/21	\$ 100,000	\$ -

Use of Fund Balance Summary - General Fund

Date	Description/Action	Adjustment Amount	Balance
7/1/2021	Budget Ordinance		\$ 5,645,236
9/7/2021	Roll over unexpended FY 21 Reach grant funds	\$ 15,000	\$ 5,660,236
9/7/2021	Adjust 4H Best funding per initial funding agreement	\$ (58,237)	\$ 5,601,999
9/7/2021	Adjust funding for FY 22 JCPC programs per PDS funding plan	\$ (20,876)	\$ 5,581,122
9/7/2021	Carry forward unexpended funds from FY 21 GVHD project	\$ 379,000	\$ 5,960,122
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 40,000	\$ 6,000,122
9/7/2021	Debtbooks lease accounting software for Finance	\$ 9,750	\$ 6,009,872
9/7/2021	Carry forward from FY 21 funding for County 275 Anniversary book	\$ 6,000	\$ 6,015,872
9/7/2021	Additional fee to cover total FY 22 W/C fee from NCACC	\$ 44,000	\$ 6,059,872
9/7/2021	Carry forward from FY 21 Engineering services for Triangle North	\$ 10,496	\$ 6,070,368
9/7/2021	Replace vehicle for Emergency Management. Should have been in Ordinance	\$ 30,000	\$ 6,100,368
9/7/2021	Fire Department stipend.	\$ 39,720	\$ 6,140,088



Granville County Finance

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Steve McNally
Department: Finance
Date: August 25, 2021
Title: **Budget Amendment #1 for FY 2021-22**

RECOMMENDATION:

Finance Director recommends approval of Budget Amendment #1.

ATTACHMENTS:

Budget Amendment #1

ACTION TAKEN:

Budget Amendment #1
09/07/2021

Be it ordained, the FY 2021-2022 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government

Finance	9,750	
Register of Deeds	17,550	

Public Safety

Fire Services	39,720	
Emergency Management	30,000	

Community Services

Cooperative Extension Service	2,500	
21 Century Grant	15,000	
4-H Best	3,001	
County Library System	3,200	
Construction Projects	470,000	

Education

Granville County School System	100,000	
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Area Projects and Other Appropriations

Special Projects	10,496	
Non-Departmental	50,000	
Pass Thru Funds and Transfers	17,006	

Contributions to Other Funds

Contingencies	(168,550)	
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Total Expenditures

599,673

Revenues: Increase/(Decrease)

Restricted and Intergovernmental	104,820	
Appropriated Fund Balance	494,853	

Total Revenues

599,673

EMERGENCY TELEPHONE SYSTEM FUND

Expenditures: Increase/(Decrease)

ETSF - Software	60,000	
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Total Expenditures

60,000

Revenues: Increase/(Decrease)

Appropriated Fund Balance	60,000	
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Total Revenues

60,000

SOLID WASTE - LANDFILL FUND

Expenditures: Increase/(Decrease)

Landfill Operations	24,700	
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Total Expenditures

24,700

Revenues: Increase/(Decrease)

Appropriated Fund Balance	24,700	
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Total Revenues

24,700

Budget Amendment #1					Balance
(For reference only)					
General Fund/Social Security					
Expenditures: Increase/ (Decrease)					
10-	6110	600	Hotspot Grant	\$3,200	\$3,200
Revenues: Increase/(Decrease)					
10-	3327	321	LSTA Grant Revenue	\$3,200	\$3,200
<i>Description</i> : Fund the LSTA grant for purchased mobile hotspots with data plans.					
General Fund/21st Century Grant					
Expenditures: Increase/ (Decrease)					
10-	5837	260	Supplies	\$10,000	\$16,780
10-	5837	313	Field Trips	\$5,000	\$10,321
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$15,000	\$5,660,235
<i>Description</i> : Roll over unexpended FY 21 Reach grant funds.					
General Fund/Coop Extention					
Expenditures: Increase/ (Decrease)					
10-	4950	600	CES - VAD Program	\$2,500	\$2,500
Revenues: Increase/(Decrease)					
10-	3838	330	CES - VAD Program Revenue	\$2,500	\$2,500
<i>Description</i> : Establish Voluntary Ag District funding for Cooperative Ext. Services.					
General Fund/4-H Best					
Expenditures: Increase/ (Decrease)					
10-	5831	220	4H Best Food	\$600	\$1,745
10-	5831	251	Gas, Oil and Tires	\$261	\$661
10-	5831	260	Supplies	\$200	\$400
10-	5831	340	Printing	\$240	\$340
10-	5831	399	Other Services	\$1,300	\$1,300
10-	5831	490	Association Dues	\$400	\$400
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	(\$58,237)	\$5,601,998
10-	3583	334	4-H Best	\$61,238	\$61,238
<i>Description</i> : Adjust 4H Best per initial program funding agreement.					
General Fund/Pass Through					
Expenditures: Increase/ (Decrease)					
10-	8580	107	Initial Allocation/Unallocated	(\$232,000)	\$0
10-	8580	109	Administrative	\$6,177	\$6,177
10-	8580	108	Comm Connections (Youth Villages)	\$70,298	\$70,298
10-	8580	108	Comm Connections (Y.V.) - Level II	\$103,883	\$103,883
10-	8580	112	Boys and Girls Club(Positive Actions)	\$30,684	\$30,684
10-	8580	146	Trails to Success (Shepard Yth Ranch)	\$37,964	\$37,964
Revenues: Increase/(Decrease)					
10-	3583	329	Initial Allocation/Unallocated	(\$185,600)	\$0
10-	3583	330	Administrative	\$3,810	\$3,810
10-	3583	331	Comm Connections (Youth Villages)	\$58,582	\$58,582
10-	3583	331	Comm Connections (Y.V.) - Level II	\$103,883	\$103,883

10-	3583	338	Boys and Girls Club(Positive Actions)	\$25,570	\$25,570
10-	3583	342	Trails to Success (Shepard Yth Ranch)	\$31,637	\$31,637
10-	3990	991	Appropriated Fund Balance	(\$20,876)	\$5,581,122

Description: Adjust funding for FY 2022 JCPC programs per the Department of Public Safety Funding Plan.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10-	4251	810	GVHD Renovations	\$430,000	\$460,000
10-	9910	991	General Contingency	(\$51,000)	\$129,000

Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$379,000	\$5,960,122
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Description: To carry forward \$379,000 of unexpended funds from the FY 2021 budget GVHD project plus additional funds to complete the project.

General Fund/Construction Projects

Expenditures: Increase/ (Decrease)

10-	4251	801	Triangle North Road & Other	\$40,000	\$60,000
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$40,000	\$6,000,122
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Description: Fund continued engineering services for Triangle North. Expenditure was approved in FY 2021 budget.

General Fund/Finance

Expenditures: Increase/ (Decrease)

10-	4130	381	Computer Services	\$9,750	\$34,750
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$9,750	\$6,009,872
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Description: Fund the setup fee and recurring charges for debt tracking and (GASB 87) lease accounting services with DebtBooks. Decision to fund was made during the FY 2022 budget service expansion review process.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8540	807	County 275th Ann. Books	\$6,000	\$6,000
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$6,000	\$6,015,872
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Description: Carry over FY 2021 funds for the County 275th Anniversary Book line item.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	8540	101	Workers Compensation	\$44,000	\$247,832
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Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$44,000	\$6,059,872
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Description: Fund the amount of renewal fee exceeding the original budget estimate for annual workers compensation premium from NCACC.

General Fund/Special Appropriations

Expenditures: Increase/ (Decrease)

10-	8500	657	Human Relations Council	\$10,496	\$17,396
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$10,496	\$6,070,368
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Description: Carry over of unexpended Human Relations Council funds from the FY 2021 budget.

General Fund/Emergency Management

Expenditures: Increase/ (Decrease)

10-	4330	540	Vehicles	\$30,000	\$30,000
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$30,000	\$6,100,368
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Description: Fund the purchase of a replacement vehicle for Emergency Management. This was approved in the operating budget process by the Granville County BoCC, but was inadvertently left out the budget ordinance.

General Fund/Fire Services

Expenditures: Increase/ (Decrease)

10-	4340	632	VPS Service Stipend	\$39,720	\$39,720
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$39,720	\$6,140,088
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Description: Fund Fire Department stipend. This was approved as a service expansion, but was inadvertently left out of the FY 2022 budget ordinance.

General Fund/Register of Deeds

Expenditures: Increase/ (Decrease)

10-	4180	602	Automation Project	\$17,550	\$17,550
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10-	9910	991	Contingency	(\$17,550)	\$162,450
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Description: Fund COTT automation of deeds project.

General Fund/Schools

Expenditures: Increase/ (Decrease)

10-	5911	581	Other Cap 1 Capital Outlay	\$100,000	\$100,000
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10-	9910	994	School Bonds Contingency	(\$100,000)	\$0
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Description: To fund replacing fire alarm system at Butner-Stem Elementary, as approved by the Granville Co. BoCC on July 6, 2021.

Emergency Telephone System Fund

Expenditures: Increase/ (Decrease)

27-	4501	357	Radio	\$60,000	\$70,000
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Revenues: Increase/(Decrease)

27-	3991	991	Appropriated Fund Balance	\$60,000	\$60,000
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Description: To transfer funds within the E-911 fund to fund Motorola Solutions mainenance contract.

Landfill Fund

Expenditures: Increase/ (Decrease)

59-	4710	199	Contracted Services	\$24,700	\$24,950
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Revenues: Increase/(Decrease)

59-	3991	991	Appropriated Fund Balance	\$24,700	\$24,700
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Description: Fund turn lane / traffic improvement study for the Wilton convenience site, as approved by the Granville County BoCC on March 15, 2021.



Granville County Tax Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Administration
Date: August 16, 2021
Title: Tax Refunds, Releases and Write-offs

PURPOSE:

To approve tax refunds, releases and write-offs.

BACKGROUND:

Tax releases and refunds are generated according to N.C.G.S. 105-381.

According to resolution adopted May 1 2003, the Board of Commissioners authorized the Tax Collector to forego the collection for all taxes which do not exceed \$2.00.

The following tax refunds, releases and write-offs are recommended for approval.

Refunds	July 2021:	\$14,631.72
Releases	July 2021	\$15,587.28
Write-offs (\$2.00 & less)	July 2021	\$ 140.89

A copy of the tax refunds, releases and write-offs is located in the Tax Administrator's office for inspection.

RECOMMENDATION:

Approval of tax refunds, releases and write-offs for July 2021.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 3, 2021
Title: Minutes

PURPOSE:

To approve minutes of the May 17, 2021, June 7, 2021 and June 21, 2021 Regular Meetings.

RECOMMENDATION:

Approval

ATTACHMENTS:

May 17, 2021 Draft Minutes
June 7, 2021 Draft Minutes
June 21, 2021 Draft Minutes

ACTION TAKEN:

OXFORD, NORTH CAROLINA
May 17, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, May 17, 2021, at 7:00 p.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Sue Hinman

Commissioners: Tony W. Cozart Jimmy Gooch
Zelodis Jay Timothy Karan
Russ May David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: Shawn Taylor – Butner-Creedmoor News
David Murray – Oxford Public Ledger

MEETING CALLED TO ORDER

At 7:00 p.m., Chair Sue Hinman called the meeting to order. She then recognized Commissioner Zelodis Jay for the invocation and Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$ 1,560
School Bond D/S Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 5,628,101

- (B) Approved Budget Amendment #7 as recommended by the Finance Director:

Budget Amendment #7
5/17/2021

Be it ordained, the FY 2020-2021 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government	
IT	40,000
Community Services	
County Library System	3,200
Jonesland Park Operation	8,000
Construction Projects	(8,000)
Human Services	
Social Services	(78,121)
HCCBG & Transportation	(33,424)

Area Projects and Other Appropriations		
Special Projects	45,000	
Non-Departmental	(100,700)	
Pass Thru Funds and Transfers	(88,856)	
<i>Total Expenditures</i>		(212,901)
Revenues: Increase/(Decrease)		
Restricted and Intergovernmental	(77,339)	
Appropriated Fund Balance	(135,562)	
<i>Total Revenues</i>		(212,901)

E-911 FUND

Expenditures: Increase/(Decrease)		
Phone System and Furniture	(7,000)	
Hardware	(12,000)	
Software	19,000	
<i>Total Expenditures</i>		0
Revenues: Increase/(Decrease)		
<i>Total Revenues</i>		0

Budget Amendment #7

(For reference only)

Balance

General Fund/Board of Elections

Expenditures: Increase/ (Decrease)		
10- 4170 198 Contracted Services - Labor - COVID Related	\$17,000	\$17,000
10- 8540 120 Available for Grant Match	(17,000)	\$30,000

Description: Fund the delivery, installation and removal of sanitary election barriers for 2020 election by Apple Rock, as approved by the Granville County BoCC on May 3, 2020.

General Fund/Information Technology

Expenditures: Increase/ (Decrease)		
10- 8540 128 IT & CONNECTIVITY	(40,000)	\$35,000
10- 4122 381 IT Licensing	28,000	\$234,589
10- 4122 399 IT Connectivity	10,500	\$226,310
10- 4122 510 Capital Outlay	1,500	\$6,336

Description: Fund unexpected license costs and construction costs needed to establish new Spectrum services.

General Fund/DSS

Expenditures: Increase/ (Decrease)		
10- 5300 623 Energy Neighbor	766	\$6,844
10- 5300 622 Crisis Intervention	(40,000)	\$168,050
10- 5300 623 Energy Neighbor	372	\$7,216
10- 5300 623 Energy Neighbor	426	\$7,642
Revenues: Increase/(Decrease)		
10- 3538 332 Public Assistance	(38,436)	\$522,165

Description: Update funding for Crisis Intervention and energy public assistance (DSS budget amendments #11, 12, 13 and 14).

General Fund/Library

Expenditures: Increase/ (Decrease)		
10- 6110 600 Library Hot Spot Initiative	\$3,200	\$3,200
10- 8540 120 Available for Grant Match	(\$3,200)	\$26,800

Description: Provide match for LSTA grant for the Library System Hotspot initiative.

General Fund/ DSS

Expenditures: Increase/ (Decrease)		
10- 5300 638 COVID 19 - CPS/APS Expenditure	(\$38,903)	\$38,903
Revenues: Increase/(Decrease)		
10- 3538 342 COVID 19 - CPS/APS Revenue	(\$38,903)	\$38,903

Description: Reverse Budget Amendment #3 approved 11/2/20. Budget amendment was inadvertently submitted twice.

General Fund/Non-Departmental

Expenditures: Increase/ (Decrease)

10-	5300	314	Workfirst Transportation	(\$782)	\$14,218
10-	5859	505	EDTAP - Transportation Grant	(\$33,424)	\$36,576
10-	8580	140	KARTS/RPG Allocation	(\$101,356)	\$4,304
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	(\$135,562)	\$5,628,101

Description: Adjust ROAP Funding to reflect available FY 2021 funds. Since there was no FY 2021 Funding from D.O.T., unexpended funds from FY 2020 were allotted for FY 2021.

General Fund/JCPC

Expenditures: Increase/ (Decrease)					
10-	8580	146	JCPC -Trails to Success	\$12,500	\$30,235
10-	8540	120	Available for Grant Match	(\$12,500)	\$14,300

Description : Reallocate funding per the latest JCPC Community Programs funding revision (April, 2021)

General Fund/Parks and Rec

Expenditures: Increase/ (Decrease)					
10-	6130	510	Capital Outlay	\$8,000	\$42,500
10-	4251	442	GAP Improvements	(\$8,000)	\$37,000

Description: Fund purchase of Buffalo turbine blower to the Parks and Rec department as approved by the Granville County BOCC on March 15, 2021.

General Fund/Special Appropriations

Expenditures: Increase/ (Decrease)					
10-	8500	670	Tar River Land Conservancy	\$45,000	\$46,000
10-	8540	120	Available for Grant Match	(\$14,300)	\$0
10-	8540	113	Performance Based Adjustment	(\$30,700)	\$276,161

Description: Fund grant requested by Tar River Land Conservancy to complete hiking trail networks and open trail properties. Request was initiated designated as a request for the FY 221-2022 budget.

E-911 Fund

Expenditures: Increase/ (Decrease)					
27-	4500	321	Phone System	(\$2,000)	\$169,103
27-	4502	351	ETSF - Hardware	\$2,000	\$18,500
27-	4500	321	Phone System	(\$5,000)	\$164,103
27-	4501	358	EMD	\$5,000	\$11,000
27-	4502	353	Telephone Hardware	(\$14,000)	\$36,000
27-	4501	351	CAD Software	\$14,000	\$27,000

Description: 1.) to reallocate funding to cover new center purchases 2.) transfer funds from E-911 Phone line item to E-911 Emergency Medical to cover EMD maintenance and 3.) adjust E-911 funding to cover support fees.

(C) Approved Minutes of the May 3, 2021 Regular Meeting.

**BOARD RECOGNIZED LAUREL SCIORTINO, PASTOR FRANK SOSSAMON
AND THE CREATIVE CIVITANS – 2020 GOVERNOR'S AWARDS FOR
OUTSTANDING VOLUNTEER SERVICE**

Chair Hinman recognized Deborah Ferrell, Director of Volunteer Services at Central Regional Hospital. Due to COVID-19, the 2020 recipients had not been recognized in person by the Board. Mrs. Ferrell and Dontezz Foster, Volunteer Coordinator, presented the 2020 Governor's Award for Outstanding Volunteer Service to Laurel Sciortino. Chair Hinman then presented Ms. Sciortino a plaque from the Board of Commissioners that read:

Resolution of Recognition and Appreciation – Laurel Sciortino

WHEREAS, Laurel Sciortino is an individual volunteer to Granville County's local food bank, Area Congregations in Ministry (ACIM); and

WHEREAS, she is the agency's receptionist, but the dictionary definition of the word is woefully deficient in describing all the tasks that Laurel undertakes for ACIM. Laurel is the first person clients speak with when they arrive for their monthly distribution of food. Her quiet,

pleasant demeanor creates a respectful, dignified environment for some of our most vulnerable residents who come to ACIM for food assistance; and

WHEREAS, her co-workers use words such as “meticulous,” “reliable” and “indispensable” to describe Laurel. Her devotion to the food bank support these observations – she handles the filing and refiling of all client folders, as well as ensuring that those folders contain the most current information. She double-checks vouchers and other documents from outside agencies that clients bring in to verify eligibility; and

WHEREAS, in the last five months of 2019, Laurel logged 184 hours at ACIM. She normally works from 9-noon (ACIM is open Mondays, Wednesdays and Fridays from 9-noon and some afternoons until 2 p.m.) Laurel’s commitment to ACIM shines through in her volunteer hours. She is the “go-to” person for other volunteers who need guidance or have questions about how to resolve a problem; and

WHEREAS, Laurel and her husband moved to Granville County seven years ago and she has been volunteering at ACIM for seven years. She said she had been in Granville County about a week when she began to find a place to volunteer; and

WHEREAS, ACIM is the lucky recipient of Laurel’s good nature, quiet competence and genuine compassion for others in her community and is worthy to receive the Governor’s Volunteer Service Award;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners expresses its sincere appreciation to Laurel Sciortino and congratulates her as a recipient of the 2020 Governor’s Award for Outstanding Volunteer Service.

This the 17th day of May 2021.

Mrs. Ferrell and Mr. Foster then presented the 2020 Governor’s Award for Outstanding Volunteer Service to Pastor Frank Sossamon. Commissioner Smith made comments and presented a plaque to Pastor Sossamon from the Board of Commissioners that read:

Resolution of Recognition and Appreciation – Pastor Frank Sossamon

WHEREAS, Crime Stoppers President Frank Sossamon is dedicated to the support of law enforcement in the Granville County community; and

WHEREAS, he lives and works in Vance County as a full-time pastor. He is currently in the process of building a home in Granville County and will be moving in the next few months. He takes time from his busy schedule to organize and attend monthly meetings, coordinate and oversee special events, and is very involved in the Crime Stoppers mission of getting residents involved in helping our law enforcement officers do their jobs to keep our communities safe; and

WHEREAS, he has led efforts to establish “United We Sing” events, which connect the Crime Stoppers organization with local church congregations as he brings people together for a common cause. He even participates himself, singing gospel hymns and bringing the Crime Stoppers message to those who attend to support these events. Other special events he helps coordinate are the annual Crime Stoppers Golf Tournament, Dinner Theaters, the annual Crime Stoppers banquet, where individual members of law enforcement are introduced to the community and awarded for service, and others; and

WHEREAS, he ensures that there is a Crime Stoppers presence at National Night Out Against Crime community events and with recent acts of crime in churches across the nation has helped initiate trainings for clergy and parishioners that provide a greater security and helps protect church members from criminal activity; and

WHEREAS, as Pastor of South Henderson Pentecostal Holiness Church, Sossamon’s passion for the community is evident in the fact that membership has grown from 150 to more than 600 members under his leadership. His work with the church community and his local connections are a tremendous asset to the Crime Stoppers organization as they work to reduce crime by establishing Neighborhood and Community Watches, raise support for the organization and generate funds for payouts for anonymous tips from residents that lead to arrests and promote the Crime Stoppers message of “if you see something, say something;” and

WHEREAS, Pastor Frank Sossamon's work has made Granville County a safer and better place to live. We are grateful that between his church, his family and other Boards and ministries to which he contributes such as the North Carolina Crime Stoppers Association, the Juvenile Crime Prevention Council of Vance County, Project R.I.D.E. of Vance County (Reduce Impaired Driving Everywhere) and many others he has chosen Granville County Crime Stoppers, to be part of his ongoing service to the community;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners expresses its sincere appreciation to Pastor Frank Sossamon and congratulates him as a recipient of the 2020 Governor's Award for Outstanding Volunteer Service.

This the 17th day of May 2021.

Mrs. Ferrell and Mr. Foster then presented the 2020 Governor's Award for Outstanding Volunteer Service to Donna Monzon and Holly Eggleston who represented the Creative Civitans. Commissioner Gooch made comments and presented a plaque to the Creative Civitans from the Board of Commissioners that read:

Resolution of Recognition and Appreciation – Creative Civitans

WHEREAS, the Creative Civitans have been giving their loving and generous time to Murdoch Developmental Center for over 20 years; and

WHEREAS, in the past, the Creative Civitans have sponsored numerous events such as Easter Egg Hunt, parties/dances, concerts and contributions for Operation Santa Claus. In addition, each year they host the annual Valentine Dance by providing refreshments including a Valentine themed cake and beverages; and

WHEREAS, the Civitans make certain to accommodate special diets for the people who live at the Center and individuals enjoy fellowship with the Creative Civitan members during the evening; and

WHEREAS, the smiles and joys of laughter the Civitan members share with the men, women and children that live at Murdoch Developmental Center, bring to mind people who care and want to make a difference in the lives of the people that they serve. This accomplishment would not be possible if not for Ms. Holly Eggleston's coordination and commitment to Murdoch; and

WHEREAS, in 2016, Ms. Eggleston passed her torch and wisdom to Mrs. Donna Monzon ensuring it continues to be coordinated smoothly. The Creative Civitan members have been a big part of what the Mission is at Murdoch Developmental Center and we cannot thank them enough for all their hard work and dedication; year after year;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners expresses its sincere appreciation to the Creative Civitans and congratulates them as a recipient of the 2020 Governor's Award for Outstanding Volunteer Service.
This the 17th day of May 2021.

DURING PUBLIC COMMENTS, A GROUP OF EDUCATORS, STUDENTS AND CITIZENS SPOKE IN SUPPORT OF ADDITIONAL FUNDING FOR GRANVILLE COUNTY PUBLIC SCHOOLS

The following educators, students and citizens spoke in support of additional funding for Granville County Public Schools during public comments: **Courtney Currin, 4302 South Greg Allen Way, Oxford, NC; Tess Currin, 4302 South Greg Allen Way, Oxford, NC; Jackie Harris, 105 Ward Avenue, Oxford, NC; Sherrie Burns, 104 Byron Court, Oxford, NC; Donald Johnson, 11401 Colbert Creek Loop Apartment 2U, Raleigh, NC; Lance Barrington, 1113 College Street, Oxford, NC; Dane Fields, 2584 Philo White Road,**

Franklinton, NC; Christian Fields, 2584 Philo White Road, Franklinton, NC; Lisa Tusa, 317 Coachman's Trail, Stem, NC; Teresa McGhee, 1652 James Winston Road, Oxford, NC; Tim Bobay, 5617 Milrace Trail, Raleigh, NC; Dr. Brenda Williamson, 116 Clover Lane, Oxford, NC; Cesar Orozco, 604 Coggeshall Street, Oxford, NC; Dahvan Davis, 314 Cherry Street, Oxford, NC; Amy Rice, 2307 Elam Currin Road, Oxford, NC; Julie Gates, 9587 Lee Yancey Road, Bullock, NC.

After comments were made, Chair Hinman asked current Granville County students to stand, then past Granville County students, then Teachers and Principals of the Year, then all teachers, principals, and anyone that has something to do with Granville County Public Schools. Chair Hinman noted that all are very important to the Board and noted that the Board has some difficult decisions to be made as she pointed to the budget notebook. She said that the schools are a priority for the Board.

BREAK

Chair Hinman called for a short break.

BOARD HELD PUBLIC HEARING ON PROPOSED BUDGET FOR 2021-2022

Chair Hinman stated that the purpose of the public hearing was to receive comments from the public on the proposed budget for FY 2021-2022. She then recognized Mike Felts, County Manager, for a brief overview.

County Manager Felts stated that the fiscal year 2021-2022 recommended budget was presented officially at the May 3rd Board meeting. He noted that the budget is balanced and prepared in accordance with the policies and procedures outlined in the Local Government Budget and Fiscal Control Act and all required advertising has been accomplished. He then made the following comments:

Outlook

Due to the uncertainty of the pandemic recovery efforts, the ability to forecast the local or state's economy with any meaningful level of reliability is difficult. Granville County is projected to receive funding from the American Rescue Plan; however, staff has not had the opportunity to fully evaluate the recent guidance provided by the Treasury Department, therefore there is little emphasis in the recommended budget regarding these funds. With this in mind, and the fact that so much of our services and our local economy are tied to the State and Federal government efforts, we have compiled a conservative budget.

Overview of the Budget

Key drivers for the fiscal year 2021-2022 budget include:

- **Health Insurance Increase** – This is an increase of approximately **\$132,400** over the previous year to the County's operating budget.
- **Retirement Rate Increase** – For this budget, the required employer contribution to employee retirement has increased 1.2% from 10.15% to 11.35%. This is an increase of approximately **\$185,826**.
- **Pay and Classification Plan Implementation** – The Board approved the implementation of a pay and class plan for county employees effective January 16, 2021. The anticipated cost of these increases to the fiscal year 2021-2022 annual budget is approximately **\$1,051,213**.
- **Reinstatement of Vehicle purchase budget** - We have reinstated this allocation in the fiscal year 2021-2022 budget. The annual impact the budget is approximately **\$558,594**.
- **Reinstatement of the Employee Merit Pay Program** – The recommended budget reinstates the merit pay program with merit adjustments authorized up to a maximum of 4%. The estimated costs of this program is approximately **\$549,000**.
- **Operational Changes to the Board of Elections due to the Pandemic** – COVID-19 resulted in several operational changes and we have estimated the annual recurring impact at approximately **\$65,000**.
- **School System Recommended funding increase** – The recommended budget currently projects a 3% growth for current expense (operating) and 2.5% growth for capital outlay funding. The school system is requesting approximately 4.6% increase on their current expense in order to continue ongoing operations. A request for the funding difference is included in the service expansion section of the budget for the Board's consideration. The increase for annual recurring operating and capital funding included in the recommended budget totals **\$534,905** over last year's funding level.
- **Health & Medical Services Increases** – Based on planned increases, this budget contains a \$40,000 program increase for the Public Health Department's general allocation and a \$50,000 program increase for the hospital for the EMS allocation. This is a total programmed increase of **\$90,000**.
- **Partial Reinstatement of Recreation Funding** – We have included a partial reinstatement of this allocation in the fiscal year 2021-2022 budget. This impacts the budget by **\$30,000**.
- **Volunteer Fire Departments (VFD) Annual Increase and Radio Replacement Program** – This year, we have included the 4.8% project growth into the VFD's funding for FY 2021-2022. Also, as directed by the County Board, funding for year one (1) of three (3) of \$500,000 is included to assist with the VFD's radio replacements. Additional funding requests are included in the service expansion section of the budget for the Board's consideration. This funding increase for the FY 2021-2022 recommended budget is a total of **\$551,399**.
- **Sheriff's Office Radio Replacements** – Radio replacements for the Sheriff's office are included in the Sheriff's office budget and account for **\$141,000**.
- **Planned Facilities Renovations** – There are two notable additions to the Capital Improvement Program (CIP). These are the renovation of the Williamsboro Street facility at an anticipated budget of \$650,000 and the DSS Satellite office at an anticipated budget of \$841,000. These two items represent the primary drivers to the increase in the CIP budget for fiscal year 2021-2022. The together total **\$1,491,000**.

General Fund

The majority of the general governmental activities are accounted for in the General Fund.

- ⇒ The recommended budget maintains the ad valorem tax rate to 84¢ for each \$100 of assessed valuation.
- ⇒ Revenues and expenditures are balanced in accordance with North Carolina General Statutes. Total recommended revenues, including appropriated fund balance, are \$74,461,177 before any adjustments for approved service expansions.

Sources of Revenues for the recommended fiscal year 2021-22 budget:

Property Taxes – 58.5%
Sales & Other Taxes – 18.1%
Intergovernmental & Restricted Funds – 12.1%
License & Fees – 4%
Use of Fund Balance – 7.3%

- ⇒ **Property Taxes** – The estimated tax base of \$5.2 Billion for fiscal year 2021-2022 is projected to provide approximately \$43.4 Million dollars of general revenue at the recommended tax rate of 84¢.
- ⇒ **Sales and Other Related Taxes** are expected to increase approximately 14% over the fiscal year 20-21 approved budget based on actual revenues collected in the current year and guidance from various outside agencies, such as the League of Municipalities.
- ⇒ **Licenses, Fees, and Other Revenues** are expected to increase by approximately 1.4% when compared with the fiscal year 2020-2021 amended budget.
- ⇒ **Restricted and Intergovernmental Revenue** is expected to decrease by 4.5% from the fiscal year 2020-2021 amended budget primarily due to a change in State funding associated with the Social Services Department and other grant funding. This category changes the most throughout the year based on the availability of grants during the year. As we gain guidance on the ARP funding, this area will be amended as appropriate.
- ⇒ **Investment earnings** are expected to decrease due to the utilization of construction project funding and due to reduced investment earning rates.
- ⇒ **Use of Fund Balance.** The recommended budget appropriates \$5,406,419 in fund balance before any adjustments for approved service expansions. Fund balance is estimated to be 34.7% of expenditures as of June 30, 2020. Based on the fiscal year 2021-2022 recommended budget, the fund balance is projected to be 28.29% of expenditures as of June 30, 2021 which is just under the County's targeted range of 30% - 35%.

General Fund Expenditures

Overall, the County's general operating expenditures increased \$6.3 Million dollars which is approximately 9% over the fiscal year 20-21 approved budget. Of departments that had increases, they were mostly due to increases in wages, health insurance premiums, retirement contributions, debt service, and the reinstatement of funding for vehicle purchases.

General Government – 7%

(Governing Board, Admin, HR, IT, Finance, Internal Audit, BOE, ROD, General Services, Court Facilities, and Tax Administration)

Human Services Departments – 18%

(Social Services, Veteran Services, Senior Services, Public Health, Hospital, and Mental Health services)

Community Services – 12%

(Library, Addressing, CES, Recreation, GAP, EDC, Tourism, Inspections, Planning, & Construction Administration)

Education – 34%

(VGCC and Traditional Public School System)

Total education funding remains fairly level. Vance-Granville Community College funding remains level with the prior year and funding to the Granville County Public School System increases \$534,905 (operating & capital) when netted for the one-time capital funding of \$100,000. Education related debt service decreased \$483,068. An additional request for operating funding for the Granville County Public School System is included in the service expansion budget.

Public Safety – 23%

(Sheriff, Detention Center, Emer. Communications, Animal Control, Emer. Mgmt., Fire Services, Forestry, and other emergency services)

Area Projects & Other Appropriations – 5%

(Special Appropriations, Non-Departmental, and Pass-Through funds)

Contributions to Other Funds - < 1%

Contingency - < 1%

The Contingency appropriation is \$290,000 which was the same funding level as the fiscal year 20-21 original budget.

Other Annually Budgeted Funds in the Recommended Budget Include:

Emergency Telephone System Fund (ETSF)

R.H. Thornton Library Memorial Fund

Solid Waste Management – MSW Landfills

Tipping fees for the landfill are recommended to increase from \$37/ton to \$38/ton.

Solid Waste Management - Convenience Centers

Stormwater Management

Service Expansion Section

The service expansion budget consists of expenditures that generally “change” something about the operation. Examples include new positions, new equipment (not just replacement), new programs, acceptance of various grants, and initiatives to address employee compensation. Funding all service expansions would require more than \$6 million in additional General Fund revenue. The Board may wish to consider other sources of revenue to fund these additional services. Some of the initiatives may appropriately be considered for partial funding, future funding, or be incorporated into an overall plan, such as the capital improvement program or recreation master plan.

During the Board’s Budget Work Sessions held on May 10th and 11th, the Board approved eight service expansions in whole or part that will have an impact on the recommended budget and discussed options on several other service expansions. The total adjustments to-date on the fiscal year 21-22 budget increase the use of fund balance by a total of \$160,554.

Fee Manual

Five departments show changes to the fee manual this year, they include Inspection, Animal Management, Planning, Parks and Recreation, and Solid Waste Management fees.

County Manager Felts concluded by saying this was a brief overview of the fiscal year 21-22 recommended budget and he would be happy to answer questions related to the recommended budget.

At this time, Chair Hinman declared the public hearing open and asked anyone wishing to speak to come to the podium and state their name and address for the record.

David Richardson, Chairman of the Granville County Board of Education, 125

East Talley Ho Road, Stem, NC, thanked the Board for the opportunity for those that were able to speak tonight during public comments. He also thanked the Board for recognizing the Granville County Public Schools' family that was asked to stand and thanked the Board for their commitment to fund school needs over the last few years. He then talked about the \$259,586 request labeled as item service expansion #19, "funding in excess of Continuation Budget" in the Granville County proposed budget. He said the request is #1 in their continuation budget for next year. He talked about this past year and the challenges the school system faced due to COVID, yet doing their very best to educate children in Granville County Public Schools. He talked about the challenges of teacher recruitment and student achievement. He asked the Board to consider what was heard earlier, noting that the funding requested is for state mandated salary and benefit increases and simply a part of the increased cost of doing business. He noted that they dipped into fund balance last year and will be forced to do it again this year without the \$259,586 in funding for something that is the cost of doing business.

With no one else wishing to speak and no questions, Chair Hinman declared the public hearing closed.

Commissioner Cozart commented that he was appreciative of those that came out and spoke on behalf of the schools and thanked the Board of Education and staff for their relationship and transparency with the Commissioners. He talked about the challenges of meeting student and staff needs during the pandemic; told that when he was growing up, he was one of those children that needed the school system as children need it today; noted the pains of a tight budget for the Board; and then pledged his support for the request that was

made saying that “students are worth it.” He said he looked forward to continuing to work as a School Liaison.

Commissioner May talked about the budget drivers for the school system from the budget notebook and the uncertainties that the school system faces. He said he thought the Board cannot afford to not make the investment. He said that that Commissioner Cozart and he asked the Board of Education to meet the challenges ahead. He stated that he believed funding the \$259,586 would bridge a gap and that the recurring cost would need to be evaluated next year. He said he believed the funding was an investment, a need that needs to be met, and worth the challenge.

Chair Hinman said the Board would take this under consideration and consider adopting the budget at the next meeting.

AFTER HOLDING A QUASI-JUDICIAL HEARING, BOARD APPROVED SPECIAL USE PERMIT APPLICATION TO PLACE A 199-FOOT MONOPOLE WIRELESS COMMUNICATION TOWER WITH A FENCED EQUIPMENT COMPOUND ON PROPERTY OWNED BY CURTIS YANCEY AND THOMAS YANCEY ON PROPERTY SEPCIFICALLY IDENTIFIED AS TAX PARCEL MAP NUMBER #103100451872 AND LOCATED OFF OF US HIGHWAY 15 NORTH NEAR THE NORTH CAROLINA/VIRGINIA STATE LINE

Chair Sue Hinman stated that the matter on the agenda was a quasi-judicial hearing to rule on an application for a special use permit submitted by City Switch, LLC dated December 15, 2020, for the location of a wireless telecommunications facility on property owned by Curtis L. Yancey and Thomas A. Yancey located on 9573 US Highway 15 North in Bullock, NC. Hinman then entertained a motion to open the hearing.

Upon a motion by Commissioner David Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board opened the quasi-judicial hearing.

Chair Hinman stated that both proponents and opponents of the permit would be given an opportunity to present evidence and arguments. Hinman requested that all those wishing to speak during the hearing come forward to be sworn in at this time. Only those that have been sworn in will be allowed to testify at the quasi-judicial hearing.

Chair Hinman recognized Barry Baker, Planning Director, for a preliminary statement of the case.

Having been duly sworn, **Barry Baker, Planning Director, 122 Williamsboro Street, Oxford, NC,** stated that all public notices required by local and state law had been duly posted and published in advance of this meeting. Baker stated that this will be a quasi-judicial hearing

for a special use application to place a 199-foot monopole wireless communication tower and a fenced compound on property owned by Curtis Yancey and Thomas Yancey. The property is on US Highway 15 North near the North Carolina/Virginia state line in Bullock, NC. The property is zoned as Agricultural/Residential-40 (AR-40). Wireless communication towers are classified as special uses in the AR-40 zoning district. The property is specifically identified as tax parcel map number #103100451872. Granville County's wireless consultant, CityScape, is present at this meeting and will provide testimony and a copy of the review opinion of the City Switch, LLC application. Baker stated that the applicant and property owner are also in attendance to provide testimony.

Chair Hinman recognized County Attorney James Wrenn to brief the Board on the logistics for the quasi-judicial hearing.

County Attorney James Wrenn read the wireless telecommunications facilities special use permit instructions to the Board. Wrenn confirmed that no member of the Board had a conflict of interest on this matter.

INSTRUCTIONS TO BOARD—SPECIAL USE PERMIT

WIRELESS TELECOMMUNICATIONS FACILITIES

The Federal Telecommunications Act, as codified at 47 U.S.C. § 332(c)(7), allows municipalities (including counties) to regulate the placement of wireless service facilities. Part 3B, Article 18, Chapter 153A of the North Carolina General Statutes, "Wireless Telecommunications Facilities, sets out the statutory framework pursuant to which local governments can regulate wireless telecommunications facilities. The Wireless Facility and Wireless Support Structure Siting Ordinance for the County of Granville is found in Article IX of Chapter 32 of the Granville County Land Development Code. Section 32-572(c) requires a special use permit for all new wireless support structures.

In order to grant a special use permit to construct a new freestanding wireless support structure, the Board must find that the applicant demonstrated why a site of a higher priority was not selected. In order to find that the applicant demonstrated why a site of higher priority was not selected, the applicant must have demonstrated to the satisfaction of this board the reason or reasons why such a permit should be granted for the proposed site and the hardships that would be incurred by the applicant if the permit were not granted for the proposed site.

The above-referenced eight orders of priority for constructing a new wireless support structure are set out in Ordinance §32-572(a) as follows:

- (1) Attached concealed antenna onto an existing structure;
- (2) Collocated antenna on existing freestanding wireless support structures;
- (3) Attached nonconcealed antenna onto an existing structure;
- (4) Freestanding wireless support structures on a site with an existing wireless support structures or tall structure;

- (5) Concealed freestanding wireless support structures on county-owned property;
- (6) Concealed freestanding wireless support structures on other property in the county;
- (7) Nonconcealed freestanding wireless support structures on county-owned property;
- (8) Nonconcealed freestanding wireless support structures on other property in the county.

In addition to these general requirements, the Ordinance also sets out specific requirements for all new wireless support structures:

Sec. 32-573. - General requirements for all wireless support structures and broadcast facilities.

- (a) *Security of wireless support structures.* All wireless support structures shall be located, fenced or otherwise secured in a manner that prevents unauthorized access. Specifically as follows:
 - (1) All antennas, towers and other supporting structures, including guy wires, shall be made inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or run into; and
 - (2) Transmitters and telecommunications control points must be installed in a manner to be readily accessible only to persons authorized to operate or service them.
- (b) *Signage.* Wireless support structures shall contain a sign no larger than four square feet to provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities. The sign shall contain the name(s) of the owner(s) and operator(s) of the facility, an emergency phone number(s), and FCC registration number, if applicable. The sign shall be on the equipment shelter or shed of the applicant and be visible from the access point of the site and must identify the equipment shelter of the applicant. The sign shall not be lighted unless the board shall have allowed such lighting or unless applicable provisions of law require such lighting. No other signage, including advertising, shall be permitted on any wireless support structure, unless required by law.
- (c) *[Access.]* At a wireless support structure site, an access road, turn around space, and parking shall be provided to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall at all times minimize ground disturbance and vegetation cutting. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion.
- (d) *[Setbacks.]* All wireless support structures and broadcast facilities shall be set back from abutting property lines and recorded rights-of-way by the following distances: a distance equal to the height of the wireless support structure or broadcast facility tower or structure or use breakpoint technology as provided for in subsection 32-579(8)a. Any accessory structure shall be located so as to comply with the applicable minimum setback requirements for the property on which it is situated.

In making these findings of fact, the Board's decisions must be based on competent, material, and substantial evidence in the record. Substantial evidence is more than a mere scintilla. It means such relevant evidence as a

reasonable mind might accept as adequate to support a conclusion. It must do more than create the suspicion of the existence of the fact to be established.

The concurring vote of a majority of the members of the Board shall be necessary to grant a special use permit. Vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the board for calculation of the requisite majority, if there are no qualified alternates to take the place of such member.

As always, a member of this Board shall not participate in or vote on a special use permit in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

Chair Hinman stated that the Board will now hear evidence from the applicant. The case must be presented by a licensed attorney for the applicant, witnesses must be sworn, and only relevant and competent evidence should be heard.

Having been duly sworn, Karen Kemerait, 434 Fayetteville Street, Raleigh, NC, stated that she is an attorney with Fox Rothschild, LLP and is representing the applicant City Switch, LLC, and working on behalf of AT&T in their efforts to improve wireless broadband access in Granville County, and improve emergency communications for first responders. The plan calls for a 190-foot monopole structure with a 9-foot lightning rod attachment. Kemerait then described the site plan for the monopole construction. The property is owned by Curtis and Thomas Yancey and is located on the west side of US Highway 15 North near the intersection of Old US Highway 15 North and the Virginia state line in Bullock about 15 miles north of Oxford. The property is 38 acres in total and is zoned AR-40. City Switch will lease 0.25 acres of this property, and the tower will be in a 50-foot by 50-foot fenced area. There will be a 30-foot-wide access and utility easement from US Highway 15 to the site. Within this easement there will be a 12-foot-wide gravel road. The remainder of the property will remain unmodified. Most of the adjacent properties are owned by Curtis and Thomas Yancey, or an immediate family member. City Switch hosted a virtual community meeting but had no attendees. There have also not been any concerns raised by any of the nearby property owners. Kemerait stated that the tower will host equipment from AT&T, Firstnet (for emergency communications), and will have room to lease space to 5 additional carriers. Firstnet partners with AT&T to provide wireless broadband access for emergency communications. The tower

is being constructed by AT&T for the purpose of improving wireless coverage along US Highway 15, Townsville Rd., and surrounding areas. Kemerait described the existing wireless coverage in this area and stated that AT&T regularly receives reports of dropped calls. City Switch, LLC chose this site based on the lack of wireless service in this area, and the unobstructive nature of locating the tower on this property owned by the Yancey's. Kemerait stated that the application from City Switch, LLC meets or exceeds all the minimum requirements to locate a wireless communications tower in the AR-40 zoning district. Kemerait stated that the site plan provides a 25-foot-wide landscape buffer, provided information that showed there were no other towers within a 2-mile radius of this site, and provided a structural report that demonstrates there will be sufficient capacity to handle the equipment from AT&T as well as 5 additional carriers. The tower meets Federal Aviation Administration (FAA) guidelines, and at less than 200-feet is not required to have lighting. City Switch, LLC performed a balloon test that simulated the appearance of the tower once it is constructed. Only the top of the tower will be visible at a few locations, but it will remain mostly hidden. Kemerait went on to summarize that the tower adheres to requirements of the Telecommunications Act of 1996 and G.S. 153A-349.51 (A) in that it promotes the health, safety, and general welfare of the public by regulating the siting of wireless facilities and wireless support structures; minimizes the impact of wireless facilities and wireless support structures through careful designs, siting, landscape screening and innovative camouflaging techniques; and maintains the rural character of the County. Kemerait requested that the application from City Switch, LLC be entered as evidence for the special use permit quasi-judicial hearing.

Having been duly sworn, **David Smith, 2007 Front Street, Durham, NC,** stated that he is a state certified real estate appraiser and was hired to determine if the presence of the monopole structure would have an adverse effect on the value of nearby properties or the neighborhood overall. Smith performed a matched pairs analysis to find comparable properties elsewhere in Granville County. Smith found properties in Stem, NC that were near a cell tower. Smith determined that building a cell tower on the proposed site would not have an adverse effect on the property values of the neighboring parcels as demonstrated by the matched pairs in Stem, NC.

Chair Hinman requested that any individual wishing to present evidence in opposition to the special use permit come forward. No one came forward to testify.

Chair Hinman asked if the applicant or property owner had any further evidence to present. They had no further evidence to present.

County Attorney James Wrenn requested that Granville County's consulting engineer, CityScape Consultants, Inc., present their findings as part of the quasi-judicial hearing.

Having been duly sworn, **Susan Rabold, 921 Woodbrook Dr. Greensboro, NC,** stated that she is representing CityScape as the County's consulting engineer. Rabold noted that the application submitted by City Switch, LLC is very thorough and needed few revisions throughout this process. CityScape has confirmed that there is a service gap in this section of the County and has verified that there is not an existing structure to which the applicant can attach an antenna. CityScape has confirmed that construction of a tower is the only way to fill this wireless service gap in northern Granville County. CityScape supports the construction of a monopole on the proposed site. CityScape has verified that the proposed structure will support the 6 occupants as noted in the application packet and will be built to withstand the natural hazards typically found in this part of North Carolina. CityScape has no concerns with any aspects of the application packet and believes it will not produce any adverse effects for this zoning district.

Chair Hinman asked for any questions from members of the Board. With no further questions, Hinman entertained a motion to close the hearing.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board closed the quasi-judicial hearing.

County Attorney Wrenn then provided a summary of the quasi-judicial hearing. Wrenn stated that City Switch, LLC had submitted an application dated December 15, 2020, for the location of a wireless telecommunications facility on property owned by Curtis L. Yancey and Thomas A. Yancey located on 9573 US Highway 15 North in Bullock, NC. The tower will help provide wireless service to an underserved area of the County and aid with emergency communications. The tower will be located within a 38-acre tract of land, accessed on a gravel road within a fenced area buffered by landscaping. The adjoining properties are owned by the Yancey's or immediate family members. City Switch, LLC hosted a virtual community meeting to receive feedback on the site plan, but no one attended or submitted comments in opposition to the plan. AT&T determined a tower was needed to service the area along US Highway 15 and Townsville Road after reports of customers losing calls in this area. The tower

will hold equipment from 5 additional wireless service providers. A balloon test determined that the tower would mostly be blocked from view, or a few residents would only have a view of the top of the tower. A matched pair analysis shows that a similar tower in Stem, NC did not adversely affect nearby property values. The County's engineering consultant, CityScape, determined that the application met the required findings of fact for a special use permit and supported the submitted plan.

Chair Hinman asked if any party that had been sworn in before the quasi-judicial hearing objected to the County Attorney's summary of the evidence. No objections were raised.

Chair Hinman then asked if any members of the Board had questions or discussion related to the summary of evidence. Hearing none, Hinman asked the County Attorney to begin presenting the required Findings of Fact to determine if the issuance of a special use permit was appropriate for this application.

County Attorney Wrenn stated that the Board must determine the first finding of fact that the application to construct a wireless support structure demonstrated that the applicant could not select a site of higher priority as set out in Ordinance 32-572(a). Wrenn read priority order 1: Attach concealed antenna onto an existing structure.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, it was determined that the application packet and testimony presented during the quasi-judicial hearing satisfied the Board that there was no appropriate existing structure to which the applicant could attach a wireless service antenna and thus met the requirements to construct a new wireless support structure.

County Attorney Wrenn then read the second required finding of fact. Wrenn stated that all wireless support structures shall be located, fenced, or otherwise secured in a manner that prevents unauthorized access. Specifically, as follows:

1. All antennas, towers, and other supporting structures, including guy wires, shall be made inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or run into; and
2. Transmitters and telecommunications control points must be installed in a manner to be readily accessible only to persons authorized to operate or service them.

Upon motion by Commissioner Tony W. Cozart, seconded by Commissioner David T. Smith, and unanimously carried, it was determined that the application packet and testimony presented showed that the applicant will construct a 50-foot by 50-foot fenced area to make the monopole tower only readily accessible to persons authorized to operate or service the tower, thus satisfying the above stated finding of fact.

County Attorney Wrenn then read the third required finding of fact. The Board must find that the wireless support structures shall contain a sign no larger than 4 square feet to provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities. The sign shall contain the name of the owner and operator of the facility, an emergency phone number, and FCC registration number, if applicable. The sign shall be on the equipment shelter or shed of the applicant and be visible from the access point of the site and must identify the equipment shelter of the applicant. The sign shall not be lighted unless the board shall have allowed such lighting or unless applicable provisions of law require such lighting. No other signage, including advertising, shall be permitted on any wireless support structure, unless required by law.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously carried, it was determined that the application packet and testimony presented showed that the applicant will install a 4-foot by 8-foot sign that will display the required information, thus satisfying the above stated finding of fact.

County Attorney Wrenn then read the fourth required finding of fact. The Board must find that the wireless support structure site, as proposed, will have an access road, turn around space, and parking sufficient to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall always minimize ground disturbance and vegetation cutting. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion.

Upon motion by Commissioner Zelodis Jay, seconded by Commissioner Timothy Karan, and unanimously carried, it was determined that the application packet and testimony presented demonstrated that the applicant will leave a 30-foot right of way and a 12-foot gravel access drive thus satisfying the above stated finding of fact.

County Attorney Wrenn then read the fifth finding of fact. The Board must find that the proposed wireless support structure shall be set back from abutting property lines and recorded rights-of-way by the following distances: a distance equal to the height of the wireless support structure or broadcast facility tower or structure or use breakpoint technology as provided for in subsection 32-579(8)a. Any accessory structure shall be located to comply with the applicable minimum setback requirements for the property on which it is situated.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, it was determined that the application packet and testimony presented demonstrated that the applicant will build the monopole tower on a 38-acre parcel, and all abutting property is owned by the same property owners or members of the immediate family, thus satisfying the above stated finding of fact.

Chair Hinman stated that the Board has voted in support of each required findings of fact and entertained a motion to approve or deny the special use permit.

Commissioner Smith thanked the Yancey family for their willingness to provide land in District 2 to help provide wireless service for the Bullock and Stovall area.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the Special Use Permit from City Switch, LLC to place a 199-foot monopole wireless communication tower with a fenced equipment compound on property owned by Curtis Yancey and Thomas Yancey, on property specifically identified as tax parcel map number #103100451872, and located off US Highway 15 North near the North Carolina/Virginia State Line. (This Special Use Permit was approved in final form at the June 7, 2021 meeting in the County Attorney's report and included in those minutes)

BOARD APPROVED VOLUNTEER FIRE DEPARTMENT WORKERS' COMPENSATION FUNDING

County Manager Felts explained that during their committee meeting held on April 27, 2021, the Emergency Services Advisory Committee voted to request extending the County's Volunteer Fire Department worker's compensation funding program to the volunteer members of both the Butner and Oxford Fire Departments. In July 2018, the County began setting aside an allocation to assist funding the workers' compensation premiums for the 12 non-municipal volunteer fire departments. The request now is to also include the volunteer members associated with Butner and Oxford in this funding for workers' compensation fees of

\$65/person/year. Currently Butner has 10 volunteers and Oxford Fire Department has 24 volunteers and that the 34 additional volunteers @ \$65/per year = \$2,210. He noted that adequate funding is included in the 2021-2022 recommended budget to fund this request and that the Emergency Services Director and Fire Marshal recommend approval.

Upon motion by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved extending the workers' compensation funding for the volunteer members of Butner (10 volunteers) and Oxford Fire Departments (24 volunteers) at a cost of \$2,210 (34 x \$65/per year).

NCACC COUNTY ADVOCACY WEEK

County Manager Felts said that this was an information only item to announce the North Carolina Association of County Commissioners (NCACC) County Advocacy Week. He then announced that the NCACC is hosting County Advocacy Week - May 24-27, 2021 - which will consist of a series of virtual engagements over the course of the week. The event is designed to equip NCACC members to advocate for county priorities during this legislative session. Each day will focus on a specific theme to support county advocacy and he referred to the events in the agenda packet. He encouraged the Board to participate in the virtual meetings.

**BOARD APPROVED FIRST AMENDMENT TO THE COMMUNICATIONS
SITE LEASE AGREEMENT BETWEEN GRANVILLE COUNTY AND USCOC
OF GREATER NORTH CAROLINA, LLC**

County Manager Felts explained that USCOC of Greater North Carolina LLC was requesting an amendment to the existing agreement with Granville County. USCOC currently rents space on the Oak Hill Tower and they plan to upgrade the equipment placed on the tower. This amendment to the agreement that was signed in 2014, will increase the current annual rent payment from \$27,224.39 to \$34,901.64 effective June 1, 2021. A copy of the agreement amendment and the lease agreement signed with USCOC in October 2014 was included in the agenda.

Upon motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the first amendment to the Communications Site Lease Agreement between Granville County and USCOC of Greater North Carolina, LLC. (This item was on the July 6, 2021 agenda with an updated amendment.)

BOARD APPROVED THE LEASE WITH THE CITY OF CREEDMOOR FOR USE OF THE CREEDMOOR COMMUNITY CENTER FOR SENIOR SERVICES OPERATIONS

County Manager Felts stated that the purpose of this item was to review the current draft lease with the City of Creedmoor for the Senior Center south facility at the Creedmoor Community Center. He noted that the City of Creedmoor Commissioners have approved the lease agreement. He referred to the timeline of events related to the renovation of the City of Creedmoor Gym and Senior Center facility and pointed out that the only thing added to the timeline from the May 3rd Board of Commissioners' meeting was that May 2021, the City Manager and County Manager met to discuss details of the draft lease agreement and negotiated points of interest. A copy of the most recent draft of the lease was included in the agenda. This agreement acknowledges a few minor improvements to the space to address the need for exclusive use of key space and allows for the needed egress in and out of the community program space. It addresses a pro-rated funding between the City and County for facility maintenance and utilities, as well as outlines a process for negotiating renewal terms. He noted that funding of this lease space has been anticipated in the existing budget. He stated that he as County Manager recommended approving the lease for the use of the Creedmoor Community Center for Senior Services operations.

When asked, County Manager Felts said there is not an automatic renewal of the lease, but at year nine (9) there is option for renegotiation of the lease for year 11 and beyond. He said that Cheryl Carrier, South Granville Center Coordinator, and Kathy May, Senior Services Director, are aware of the agreement and excited to get in the new space.

Upon motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the lease with the City of Creedmoor for use of space at the Creedmoor Community Center in the amount of one dollar (\$1.00) for the term of the agreement.

BOARD PRESENTATIONS

Commissioner Karan asked for clarification about the July 4th fireworks celebration as he heard it had been cancelled by Creedmoor and it had been budgeted for by Granville County.

County Manager Felts said that the event has been cancelled by the City of Creedmoor and Town of Butner partly due to COVID 19.

Commissioner Karan announced that Creedmoor's National Night Out and the Creedmoor Music Festival were also cancelled.

Chair Hinman thanked those who attended and stayed for the entire meeting.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board returned to regular session.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 10:05 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Sue Hinman, Chair

OXFORD, NORTH CAROLINA
June 7, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, June 7, 2021, at 7:00 p.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Sue Hinman

Commissioners: Tony W. Cozart Jimmy Gooch
Zelodis Jay Timothy Karan
Russ May David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: Shawn Taylor – Butner-Creedmoor News
David Murray – Oxford Public Ledger

MEETING CALLED TO ORDER

At 7:00 p.m., Chair Sue Hinman called the meeting to order. She recognized Commissioner David T. Smith for the invocation and Pledge of Allegiance. She then thanked the Board for the donation to the Alzheimer's Association in memory of her mother-in-law who recently passed away.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$ 1,560
School Bond D/S Contingency	\$ 100,000
Environmental Disaster Contingency	\$ 10,000
General Fund Appropriated Fund Balance	\$ 5,628,101

- (B) Approved Minutes of the April 19, 2021 Regular Meeting and the April 19, 2021 and May 3, 2021 Board of Equalization and Review Meetings.

BOARD RECOGNIZED THE SOUTH GRANVILLE HIGH SCHOOL SOFTBALL TEAM

Chair Hinman and Commissioner May recognized the South Granville High School Softball Team on behalf of the Board of Commissioners for their successes as well as the team's family members, South Granville High School administration, coaches, students, and

Granville County residents for support of the Lady Vikings. They then presented the following proclamation plaque to the team and an anniversary coin:

Proclamation Recognizing South Granville High School Lady Vikings Softball Team

WHEREAS, the Granville County Board of Commissioners issue this proclamation in recognition of the South Granville High School Lady Vikings Softball team for their legacy of Championships and their outstanding accomplishments on and off the field for this 2021 academic year; and

WHEREAS, the South Granville High School Lady Vikings Softball team has a stellar winning tradition. This tradition has provided many great moments in which the City of Creedmoor and Granville County residents take great pride. The many team members over the years have provided a legacy of success during and after their playing days. They will always be remembered for their athletic success and continuing to be ambassadors of Granville County; and

WHEREAS, since 2011 the South Granville High School Lady's Softball team has a record of 218 wins and 19 defeats. During this time period, the Lady Vikings have made seven regional series appearances, six being consecutive. Most recently, our Lady Vikings have won the North Carolina State 2AA Championships in 2015, 2016 and 2018. Many schools never experience a State Championship. This is not the case for our Lady Vikings, where winning is expected, and we acknowledge South Granville High School is where *Champions are made*; and

WHEREAS, the 2021 Lady Viking team members' success will be remembered for years to come. They have a career record of 59 wins with 6 defeats. This includes the 2018 North Carolina State 2AA Championship with a perfect record of 27 wins and no losses, and a regional appearance in 2019 with a record of 18 wins and 4 losses. This year, our Lady Vikings won the Eastern Regionals and went on to compete in the Championship series. Despite all the difficulties associated with the Pandemic, our Lady Vikings stayed true and continued their winning tradition; and

WHEREAS, the 2021 team includes players - Brooke Bowling, Senior #25; Paige Strickland, Senior #8; Jenna Curry, Senior #7; Kaitlyn Goss, Senior #14; Savannah Thompson, Junior #20; Megan Ellis, Junior #15; Maddie Gerovac, Sophomore #4; Candace Strombeck, Sophomore #16; Jani Spruill, Sophomore #18; Georgia Preddy, Freshman #5; Klyn Dean, Freshman #10; and Savannah Norton, Freshman #11; and

WHEREAS, the Lady Vikings have been led by Head Coach Jackie Day since 2011. He is assisted by Assistant Coaches Donnie Boyd, Scott Brogdon and Statistician Sherry Thompson;

NOW, THEREFORE, BE IT PROCLAIMED, that the Granville County Board of Commissioners would like to congratulate the South Granville High School Lady Vikings Softball Team on their successes, and recognize the Team's family members, South Granville High School administration, coaches, students, and Granville County residents for all the support you have provided our Lady Vikings.
This the 7th day of June 2021.

BREAK

At this time, Chair Hinman called for a short break.

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED ECONOMIC INCENTIVE PACKAGE AND RESOLUTION FOR PROJECT HOME

Chair Hinman declared the public hearing open and recognized Harry Mills, Economic Development Director, to provide an overview.

Harry Mills, Economic Development Director, 310 Williamsboro Street, Oxford,

NC, stated that NCGS 158-7.1 requires a public notice that was completed prior to the public

hearing. He said that Project Home is the relocation of a manufacturing company to Granville County in Butner. The company will invest approximately \$2.1 million and will create 147 new jobs over three years and up to 500 by 2026. The maximum cost of the county funding will be \$200,000 which is in accordance with the County's funding policy to serve as the 50% match towards the \$400,000 One NC Grant awarded by the NC Department of Commerce. He requested that following the public hearing, the Board's approval of the total \$200,000 match to the \$400,000 One NC Fund grant and associated resolution.

Chair Hinman asked those wishing to speak to come to the podium and give their name and address for the record.

With no one else wishing to speak, Chair Hinman closed the public hearing.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved a \$200,000 match for the \$400,000 One NC Fund Grant for Project Home – Carolina Coops and the associated resolution. (The resolution was approved in the consent agenda of the July 6, 2021 agenda after it was completed and included in those minutes.)

DURING PUBLIC COMMENTS, ONE SPOKE ABOUT LOCAL MANAGEMENT ENTITIES-MANAGED CARE ORGANIZATIONS (LME/MCOS) AND ONE ABOUT THE BOYS AND GIRLS CLUB

Richard Leissner, 233 Churchill Drive, Greenville, NC; spoke about Trillium Health Resources and presented a copy of his comments to the Clerk.

I am here this morning to introduce you to Trillium Health Resources. We are an LME/MCO covering 26 counties in Eastern North Carolina. You know that your LME/MCO, Cardinal, announced a merger with Vaya last week. However, you also know that each county currently with Cardinal is ultimately responsible for making the decision about which LMEMCO you work with. We are hopeful you and many of the counties you work with will all choose Trillium as your new partner.

The Department of Health and Human Services' Secretary Mandy Cohen and Deputy Secretary Dave Richard have made it clear that this is each county's choice. We know Vaya is new to you, as is Trillium. It is my hope that you will give us both equal consideration and make sure that you understand all the details as you make a decision.

Trillium hasn't contacted you until now because we were waiting for NCDHHS to let us know that it was okay for LMEMCOs to reach out to you to make sure that you are aware of your choices moving forward. We believe that Trillium's history of innovation, and of going beyond just the basic services that all LME/MCOs are expected to deliver, make us an attractive choice.

The choice you make is an important one - as the partner you choose will become your Tailored Plan for Medicaid in 2022, covering all the healthcare needs of your highest need populations. The choice that you make to meet

the needs of the people in Granville County that have mental illness, addiction and developmental disabilities makes a real difference in their lives – as you are ultimately deciding who will be their insurance company for the future. Making the wrong decision could negatively impact the lives of your most vulnerable citizens in this county. And so this is not a decision that should be made for you by someone else.

So why Trillium? Trillium is based in Greenville. We offer a wide array of services to address mental health substance abuse and developmental disabilities in all of our Current 26 rural counties. Unlike other LME/MCOs, Trillium has never had a county request to leave us. In fact, Nash and Columbus counties joined us in 2018 and 2019 when they decided that Trillium would better meet the needs of their citizens, and so we are familiar with this type of activity and can handle it all with you to ensure that your citizens continue to get the services that they need. We will continue to work hand in hand with all our DSSs and law enforcement as well as school systems and other stakeholders to address needs in all aspects of the community. We will continue fighting the Opioid epidemic and will work with you to save lives in this community by offering robust treatment options.

Trillium will not ask the county for money and only expects you to give us what you have traditionally given as a maintenance of effort. We will also tell you how we are spending your county money.

As you consider Trillium to be your LME/MCO, we invite you to contact any of our counties to seek a reference about us, as they are all very satisfied with what Trillium does in their areas.

We are also happy to come back and have a conversation at your pleasure about what we can offer your community and any other details.

D.J. Jones, 100 West Street, Oxford, NC, said he is the President and CEO of the Boys & Girls Club of North Central North Carolina and had not had a chance to come before the Board previously due to COVID. He said the Boys & Girls Club has continued virtually during the pandemic and is looking forward to their summer programs. They are currently operating at the West Street, Oxford locations as well as at Creedmoor Elementary and West Oxford Elementary. He said they are working on bringing more kids into their program by working with Granville County Public Schools to expand programming and thanked the Board for support of the Boys & Girls Club. He invited the Board to visit to see what is being done for the young people and to talk to their leaders.

BOARD APPROVED SOLID WASTE ENGINEERING SERVICES – TASK ORDER #3 WITH GARRETT & MOORE, INC.

Chair Hinman said the next matter on the agenda was to present Task Order No. 3, an addition to the Master Service Agreement between Granville County and Garrett & Moore, Inc. for the Board's consideration.

County Manager then gave background information as follows. Wetlands in and around the upcoming Unit 2 Phase 2 landfill expansion project have been delineated under Task Order No. 1. The engineer has determined that impacting a wetland/stream adjacent to the Unit 2 Phase 2 expansion will facilitate the construction project. Specifically, the proposed Unit 2 Phase 2 expansion will produce approximately 90,000 cubic yards of excess soil material that will need to be stockpiled. Stockpiling the soil immediately adjacent to the Unit 2 Phase 2 expansion (as opposed to another location on the site) will result in a lower cost project for the County and permitting of this wetland/stream impact prior to Unit 2 Phase 2 expansion is preferred. This wetland/stream impact is required to construct the remaining Unit 2 landfill phases subsequent to Phase 2.

Based on the engineer's review of previous permitting documents, it has been recommended that Granville County prepare a modification to the approved Facility Plan for the Granville County Subtitle D Municipal Solid Waste Landfill. In order to prepare for the modification to the Facility Plan, the engineer will need an updated and current wetland and stream delineation. Under this task order, the engineer will retain the services of a wetland specialist to prepare the wetland and stream delineation. The result of this task order will be a prioritization of the desired wetland/stream impacts that are needed for the Unit 2 Phase 2 expansion and the future development of the Facility Plan. He noted that funding is included in the MSW Landfill New Cell Construction budget and the Solid Waste Manager and County Manager recommend approval.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved Solid Waste Engineering Services with Garrett & Moore, Inc. – Task Order #3, Facility Wetland and Stream Delineation, in the amount of \$17, 500 with funding from the MSW Landfill new cell construction budget.

BOARD APPROVED EMERGENCY COMMUNICATIONS MOTOROLA SUA III CONTRACT

County Manager Felts explained that the NCSHP (North Carolina State Highway Patrol) maintains the State's VIPER radio system. The State signed a contract with Motorola Solutions to keep the state's VIPER radio system up to date on the latest software/hardware versions going forward. This requires all 911 centers that are directly connected to the state system to also maintain the latest software/hardware versions. A copy of a three-year contract that will cover any software/hardware upgrades Granville County will need to stay directly

connected to the state's VIPER system was included in the agenda packet. He noted that without this contract, if Granville County drops two versions below the State's version, we can no longer maintain our connection to the system. This contract payment is due on the last year of said contract and funding will consist of \$40,453.54 from E-911 restricted fund balance and budgeted fiscal year 21-22 general funds for the remaining \$20,968.99. The Emergency Communications Director recommended approval.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the Motorola SUA III contract as quoted from Motorola Solutions, in the amount of \$61,422.53 using E-911 restricted funding for \$40,453.54 and fiscal year 2021-2022 budgeted funds for \$20,968.99.

BOARD APPROVED PURCHASE OF HANDHELD BACKSCATTER DEVICE FOR SHERIFF'S OFFICE

Chair Hinman said the next items was to consider the purchase of a Viken Detection Nighthawk HBI Handheld Backscatter Device for use by the Sheriff's office.

County Manager Felts noted that the Sheriff had a conflict tonight and that he would do his best to explain the item. He then gave the following background information. Viken Detection HBI is a rugged, ergonomic, handheld backscatter x-ray instrument that enables users to quickly and cost-effectively find concealed explosives, narcotics, and other contraband through 3 mm of steel equivalent material - more than three times the thickness of typical motor-vehicle body panels - with none of the limitations of portable transmission x-ray systems. The HBI weighs approximately 8 lbs. and images objects with a miniaturized, internal x-ray generator that makes a raster-scanning pencil beam of x-rays to scan objects of interest. As the handheld HBI is moved over the object, a 2- dimensional backscatter x-ray image of the object is displayed in real-time on HBI's high-resolution transfective LCD touchscreen and saved in the instrument's memory. He noted that the Sheriff recommends approving the purchase of the Nighthawk HBI Handheld Backscatter Device from Viken Detection in the amount of \$46,450 that is a sole source quote included in the agenda.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved purchasing a Nighthawk HBI Handheld Backscatter device from Viken Detection in the amount of \$46,450 from Department of Justice forfeiture funds.

**BOARD APPROVED FISCAL YEAR 2021-2022 BUDGET ORDINANCE
INCLUDING THE COUNTY HEALTH PLAN ORDINANCE, FEE MANUAL
AND COMPENSATION AND CLASSIFICATION PLAN**

Chair Hinman stated that the next agenda item was to consider approval of the fiscal year 2021-2022 Budget, Compensation & Classification Plan, and Fee Manual.

County Manager Felts said service expansion #33 was distributed entitled Volunteer Fire Department (VFD) fire services stipend based on volunteers in the amount of \$39,720 (\$120 stipend per volunteer, 12 VFDs for a total of 331 volunteers). He noted that he discovered that this service expansion that was approved at the budget workshop was left out of the budget ordinance included in the agenda packet. He referred to page 99 of the agenda packet and noted the changes to the ordinance to include service expansion #33. This additional service expansion brings the total use of fund balance over the recommended budget to \$278,537, making the total budget ordinance expenditure amount for fiscal year 2021-2022 for \$75,024,154, and the total amount of fund balance to balance the budget for \$5,684,956. He referred to the proposed 2021-2022 Compensation and Classification Plan and the proposed fiscal year 2021-2022 Fee Manual also included in the agenda that would be also need to be considered with the proposed budget. He noted that the proposed budget maintains the tax rate at 84 cents per \$100 of valuation. He said the budget is presented for deliberation and potential adoption based on changes presented to staff.

At this time, the Board deliberated and discussed at length the proposed budget especially the school funding request of \$259,586 that was not included in the proposed budget in the agenda packet and past support of the school system.

After discussion, Commissioner Timothy Karan made a motion to accept and adopt the fiscal year 2021-2022 Budget Ordinance including the County Health Plan Ordinance included in the agenda, as well as service expansion #33 for the volunteer fire department volunteers, the 2021-2022 Fee Manual, and the 2021-2022 Compensation and Classification Plan. Commissioner Russ May seconded the motion to add service expansion #33. When clarified that the service expansion was included in the motion, Commissioner May withdrew his second. Commissioner David T. Smith seconded the motion.

Commissioner Tony W. Cozart made a substitute motion to accept and adopt the fiscal year 2021-2022 Budget Ordinance including the County Health Plan Ordinance included in the agenda, as well as service expansion #33 for the volunteer fire department volunteers and

also service expansion #19 the additional \$259,586 funding for the school system, the 2021-2022 Fee Manual and the 2021-2022 Compensation and Classification Plan. Commissioner Russ May seconded the motion.

Chair Hinman explained that the substitute motion would be voted on first.

At this time the Clerk did a roll call vote, and it was as follows:

Ayes: Commissioners Cozart, May and Gooch
Nays: Commissioners Jay, Smith, Hinman, Karan

The substitute motion failed by a vote of 3 - 4.

After clarification that service expansion #33 was included in the original motion, the Clerk did a roll call vote on the original motion and it was as follows:

Ayes: Commissioners Jay, Smith, Hinman, Karan and Gooch
Nays: Commissioners Cozart and May

The original motion passed by a vote of 5 – 2 as follows: The Board approved the 2021-2022 Budget Ordinance including the County Health Plan Ordinance, Fee Manual, and Compensation and Classification Plan for fiscal year 2021-2022, and including service expansion #33 – Volunteer Fire Department (VFD) fire services stipend based on volunteers:

GRANVILLE COUNTY 2021-2022 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Granville County, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for this County.

General Government:

Board of Commissioners	319,093
Administration	565,613
Information Technology	776,933
Human Resources	221,975
Finance Department	485,447
Internal Auditing	97,302
Board of Elections	613,967
Register of Deeds	357,148
Tax Administration	1,017,728
General Services & Court Facilities	651,772
Total General Government	5,106,978

Human Services:

Social Services	8,216,130
Veterans Services	120,029
Health & Medical Services	3,952,363
Senior Services	1,461,747
Total Human Services	13,750,269

Community Services:

Library	1,810,091
Cooperative Extension/4-H BEST, U.T.G.	540,949
Soil Conservation	85,853
Recreation	146,958

GAP/Jonesland Park Operations	463,459
Tourism	73,918
Development Services - Inspections Division	769,924
Development Services - Planning Division	420,122
Addressing/GIS	121,441
Construction Administration	364,700
Construction Projects	1,903,500
Economic Development	1,977,946
Total Community Services	8,678,861

Education:

Granville County Schools (Current Expense)	17,132,494
Granville County Schools (Debt Service)	6,071,128
Granville County Schools (Capital – Category 1)	1,076,460
Granville County Schools (Capital - Cat. 2 & 3 & S/w)	423,435
Vance-Granville Community College	784,518
Total Education	25,488,035

Public Safety:

Sheriff	9,237,185
Detention Center	3,862,257
Emergency Communications	1,365,961
Animal Management	740,899
Emergency Management	384,754
Fire Services	1,645,908
Forestry Administration	112,239
Other Emergency Services	70,000
Total Public Safety	17,419,203

Area Projects & Other Appropriations:

Special Projects	279,453
Non-Departmental	2,997,600
Pass Thru Funds	704,035
Total Area Projects & Other Appropriations	3,981,088

Contributions to Other Funds:

Transfer to Tourism Development Authority	270,000
Total Contributions to Other Funds	270,000

Contingency:

General Contingency	180,000
Contingency for Natural Disasters	10,000
School Repair Contingency	100,000
Total Contingency	290,000

TOTAL GENERAL FUND BUDGET 2021-2022 74,984,434

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Ad Valorem Taxes	43,249,722
Prior Years Taxes	450,000
Penalties & Interest	243,000
Less Tax Discount	(350,000)
Sales & Other Taxes	13,469,000
Licenses, Fees & Other Revenue	3,265,480
Investment Earnings & Operating Transfers In	15,000
Restricted & Intergovernmental	8,996,946
Appropriated Fund Balance	5,645,236

TOTAL REVENUES - GENERAL FUND 2021-2022 74,984,384

Section 3. The following amount is appropriated in the Emergency Telephone System Fund (ETSF), a Special Revenue Fund, for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Phone System & Furniture	184,165
Software Operations	76,200
Hardware Operations	31,300
Training	2,500
Implemental Functions	25,000
Total Expenditures	319,165

Section 4. It is estimated that the following revenues will be available in the Emergency Telephone System Fund, a Special Revenue Fund, for fiscal year beginning July 1, 2021 and ending June 30, 2022:

911 Board – State Funding	271,005
Appropriated Fund Balance	48,160
Total Revenues	319,165

Section 5. The following amount is appropriated in the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Memorial Projects	20,000
Total Expenditures	20,000

Section 6. The following revenues are available for the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Memorial Donations	20,000
Total Revenues	20,000

Section 7. The following is appropriated in the Solid Waste Convenience Sites Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Operations	1,480,550
Total Expenditures	1,480,550

Section 8. It is estimated that the following revenues will be available in the Solid Waste Convenience Sites Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Collection Fees	1,266,400
Other Revenue	44,500
Appropriated Fund Balance	169,650
Total Revenues	1,480,550

Section 9. The following amount is appropriated in the Construction & Demolition / Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Landfill Operations	1,861,675
Total Expenditures	1,861,675

Section 10. The following revenues are available for the Construction & Demolition/ Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

User Fees	1,650,175
Other Revenue	176,500
Vance Co. Mgr. Reimbursement	35,000
Total Revenues	1,861,675

Section 11. The following amount is appropriated in the Storm Water Management Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Storm Water Management Operations	361,826
Total Expenditures	361,826

Section 12. The following revenues are available for the Storm Water Management Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Storm Water Fees	270,000
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Contributions from other units of Government	91,826
Total Revenues	361,826

Section 13. The following amount is appropriated in the Health Plan Internal Service Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Administration	738,699
Claims – Current Year	2,695,323
Total Expenditures	3,396,002

Section 14. The following revenues are available for the Health Plan Internal Service Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Health Plan Contributions	3,396,002
Total Revenues	3,396,002

Section 15. There is hereby levied a tax at a rate of \$.84 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2021 for the purpose of raising the revenue listed as Ad Valorem Taxes in the General Fund in Section 2 of this Ordinance. The total rate of \$.84 is based on an estimated total valuation of \$5,230,907,631 and an estimated collection rate of 98.43%.

Section 16. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

a. The Budget Officer may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.

b. The Budget Officer may transfer amounts between departments, including contingency appropriations, within the same fund. He must make an official report on such transfers at the next regular meeting of the Board of Commissioners.

c. The Budget Officer may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

Section 17. The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Commissioners. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding as the end of the fiscal year must be approved by the Board. The Budget Officer should comply with the Fiscal Policy adopted by the Board annually as a part of the budget process.

Section 18. Copies of this Budget Ordinance shall be furnished to the Clerk of the Board of Commissioners and to the Budget Officer and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 19. It will be the policy of this Board that it will not absorb any reduction in State and Federal funds; that any decrease shall be absorbed in the budget of the agency by reducing personnel or department expenditures to stay within the County appropriation as authorized. This policy is extended to any agency that is funded by the County and receives State or Federal money. This shall remain in effect until otherwise changed or amended by the Board of Commissioners.

Section 20. This Ordinance was adopted by the Granville County Board of Commissioners on June 7, 2021 and will become effective July 1, 2021.

BOARD REAPPOINTED ELVIN MANGUM, JR. (DISTRICT 3) AND MICHAEL O'BRIANT TURNER (DISTRICT 6) TO THE GRANVILLE COUNTY PLANNING BOARD

Upon motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Elvin Mangum, Jr. (District 3) to the Granville County Planning Board.

Upon motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Michael O'Briant Turner (District 6) to the Granville County Planning Board.

**BOARD APPROVED THE JUVENILE CRIME PREVENTION COUCL
COUNTY PLAN AND MEMBERSHIP LIST FOR FISCAL YEAR 2021-2022**

Chair Hinman stated that the Granville County Juvenile Crime Prevention Council (JCPC) 2021-2022 County Funding Plan as well as the JCPC Certification and Council's Specified Members' List needs to be certified before June 30, 2021.

Commissioner Karan noted that the District 6 representative, Xavier Wortham, is unable to continue to serve.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the JCPC County Funding Plan in the amount of \$180,837, with a County match of \$37,772, and an in-kind match of \$28,060 for a total of \$246,699; and the following membership roster and certification for the Juvenile Crime Prevention Council:

Russ May	County Commissioner
Dr. Tonya Thomas	Local Superintendent or <u>Designee</u>
Chief Keith King (Creedmoor PD)	Chief of Police
Benji Laws	Sheriff or <u>Designee</u>
Dananai Gardner	District Attorney or <u>Designee</u>
David R. Carter	Chief Court Counselor or <u>Designee</u>
Laquitia Cozart	Director, AMH/DD/SA or <u>Designee</u>
Dana Mustian-Lyles	Director of Social Services or <u>Designee</u>
Harry Mills	County Manager or <u>Designee</u>
Danielle Harris	Substance Abuse Professional
Rev. Dr. Tolokun Omokunde	Member of the Faith Community
Vacant	Two persons under 18, one whom is member of State Youth Council if possible
Gina Reyman	Juvenile Defense Attorney
Katherine Burnette	District Court Judge
Sandy Santos	Business Community
Meredith Wester	Health Director or <u>Designee</u>
Lasha Sneed (FLVF)	Rep. United Way/ <u>Other Non-Profit</u>
Tina Cheek	Parks & Recreation
Rev. Leroy Anderson	District 1
Alex Fonvielle	District 2
Elliott Carver	District 3
Toni Calabrese	District 4
Alvin Downing, Sr.	District 5
Vacant	District 6
Mayor Jackie Sergeant	District 7

**BOARD APPROVED AUTHORIZING COUNTY MANAGERY TO EXECUTE
LEASE FOR OFFICE SPACE FOR THE DSS SATELLITE OFFICE**

County Manager Felts explained that during their regular meeting held on May 3, 2021, the Board of Commissioners held the required public hearing associated with this proposed lease for a Department of Social Services (DSS) satellite office. The Local Government Commission (LGC) considered the Granville County lease application on Tuesday, June 1, 2021. He noted that he received notice today that the LGC approved the lease as presented at the LGC meeting on June 1, 2021. The County proposes to lease approximately 9,600 square feet of office space located at 2531 East Lyon Station Road, Creedmoor for an initial term of ten years, with two five-year options. The County plans to use the leased space as a satellite office for the County's Department of Social Services. County staff working with the County Attorney have negotiated the basic terms of the agreement with base rental rates starting at a rate of \$8.50 per square foot. Additional information showing the location of the proposed site with general demographic information was included in the agenda along with a draft copy of the proposed lease. The County Manager and Social Services Director recommended approval of the lease.

County Manager Felts asked that the Board approve the lease with non-substantive changes if needed.

Upon motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved authorizing the County Manager and County Attorney to make necessary non-substantive changes, if any, and execute the lease with JP-DV Ventures, LLC Dutch SML, LLC, and Dutch PBL, LLC as tenants in common for office space (Suites 6-B and 6-A) at 2531 E. Lyon Station Road, Creedmoor, NC at a cost of \$8,624 per month for a 10 year term based on the lease terms presented.

**BOARD APPROVED ENGAGING BROOKS, PIERCE, MCLENDON,
HUMPHREY & LEONARD, LLP FOR REDISTRICTING SERVICES**

County Attorney Wrenn explained that he had solicited proposals from several firms to provide redistricting services to review and redraw the respective member-district maps associated with the 2020 census. He noted that Eva DuBuisson, Board of Education Attorney, and he reviewed the proposals from several firms for the joint engagement with the Board of Education. The engagement letter and fee arrangements for the recommended firm were

included in the agenda. He noted that Attorney DuBuisson and he believed that this was the best proposal overall and brought a non-partisan approach.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved engaging the services of Brooks, Pierce, McLendon, Humphrey & Leonard, LLP to assist the Granville County Board of Commissioners and the Granville County Board of Education in reviewing and redrawing respective member-district maps.

DURING COUNTY ATTORNEY'S REPORT, BOARD APPROVED SPECIAL USE PERMIT FOR CITYSWITCH, LLC FOR PROPERTY LOCATED AT 9615 US HIGHWAY 15 N., BULLOCK, NC

County Attorney Wrenn stated that the applicant for the Order Granting Special Use Permit that was approved at the May 17, 2021 chose remain under NC General Statute 160A guidelines, but that he believed it was best practice to approve adopting the order in open session under the new guidelines for NC General Statute 160D.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved adopting the following Order Granting Special Use Permit for the application that was approved at the May 17, 2021 meeting and authorized the Chair of the Board of Commissioners to execute the order:

GRANVILLE COUNTY
BOARD OF COMMISSIONERS
ORDER GRANTING SPECIAL USE PERMIT

On the date listed below, the Board of Commissioners for Granville County (the "Board") met and held a quasi-judicial hearing to consider the following application.

Applicant:	CitySwitch, LLC
Owners of record	Curtis L. Yancey and Thomas A. Yancey (as of date of hearing)
Property Location:	9615 U.S. Highway 15 N., Bullock, NC 27507, Sassafras Fork Township Granville County, NC
Tax Parcel Id. Number:	103100451872
Legal Description:	See attached Exhibit "A"
Proposed Use of Property:	New Wireless Support Structure
Meeting Date:	May 17, 2021

Having heard and reviewed all the evidence and arguments presented at the hearing, the Board finds that the application is complete and that, based upon the evidence presented, the proposed new wireless support structure complies with all of the applicable requirements of the Granville County Land Development Ordinance (the “Ordinance”) for the use proposed, specifically including, but not limited to, the standards in Chapter 32 of the Ordinance and the specific requirements for the proposed use set out in Article IX (Wireless Telecommunications Facilities) of Chapter 32 of the Ordinance. Therefore, the Board grants the application to make use of the above-described property for the purpose indicated herein and the same is hereby approved, subject to all applicable provisions of the Ordinance and the terms hereinafter set forth.

In making this decision, the Board reviewed the six standards in Ordinance § 32-1101, including the specific requirements for the proposed use set out in Article IX (Wireless Telecommunications Facilities) of Chapter 32 of the Ordinance.¹ Having heard the evidence presented at this hearing, the Board makes the following **FINDINGS OF FACT** (collectively the “Findings of Fact”):

1. That the following documents and exhibits were submitted into evidence: (i) Applicant’s Granville County Special Use Permit Application dated on or around January 8, 2021, including all attachments and addendums thereto (the “SUP Application”); and (ii) Telecommunications Site Review report dated April 23, 2021 prepared by CityScape Consultants, Inc. consisting of eight (8) pages (the “Consultant’s Report”).
2. Karen Kemerait of the law firm of Fox Rothschild LLP represented the Applicant.
3. That the following persons provided sworn testimony to the Board concerning the application for special use permit: (i) Karen Kemerait, attorney for Applicant; (ii) Susan Rabold, Consultant for CityScape Consultants, Inc., Granville County’s consultant (the “Consultant”); (iii) David Smith, real estate appraiser, on behalf of the Applicant and (iv) Barry Baker, Granville County Planning Director.
3. That the Applicant is requesting a special use permit to allow a new wireless support structure on property that is zoned AR-40, which use is allowed under the Ordinance but only with a special use permit. Applicant proposes to construct a new one hundred ninety-nine (199)-foot monopole wireless communication tower with a fenced compound.
4. That the Applicant is seeking a special use permit to develop a new wireless support structure on the Property herein described in accordance with the site plan attached to the SUP Application accepted into evidence.
5. That based on the SUP Application, the Consultant’s Report, and the testimony of the Consultant, the Applicant has (i) satisfactorily demonstrated why a site of a higher priority was not selected in accordance with Ordinance § 32-572; (ii) shown that requirements for a new wireless support structure as set out in the Ordinance have been met; and (iii) met, satisfied, and/or complied with the general requirements set out in Article IX (Wireless Telecommunications Facilities) of Chapter 32 of the Ordinance.
6. That no one appeared in opposition to the proposed new wireless support structure.

Based on the foregoing Findings of Fact, the Board makes the following conclusions as to each standard set forth in Section 32-1101 of the Ordinance:

¹ The Applicant choose to proceed under the Ordinance provisions in effect at the time of its application as allowed by N.C. Gen. Stat. §160D-108(b).

1. All applicable specific conditions pertaining to the proposed use contained in Article IX of Chapter 32 have been or will be satisfied.

The Board unanimously finds, based on the testimony and other evidence presented, including but not limited to Findings of Fact set forth above, which are hereby incorporated by reference as if fully set forth herein, that the applicant's proposed use of the property will conform to the standards set out above and in Article IX (Wireless Telecommunications Facilities) of Chapter 32 of the Ordinance. No competent evidence, as defined in N.C. Gen. Stat. §160A-393, was presented in opposition to this finding. The Board unanimously finds that the evidence shows that this finding has been met.

2. Access roads or entrance and exit drives are or will be sufficient in size and properly located to ensure automotive and pedestrian safety and convenience, traffic flow, and control and access in case of fire or other emergency.

The Board unanimously finds, based on the testimony and other evidence presented, including but not limited to the Findings of Fact set forth above, which are hereby incorporated by reference as if fully set forth herein, that the proposed access and exit drives will be sufficient to meet this requirement. No competent evidence, as defined in N.C. Gen. Stat. §160A-393, was presented in opposition to this finding. The Board unanimously finds that the evidence shows that this finding has been met.

3. Off-street parking, loading, refuse and other service areas are located so as to be safe and convenient, allow for access in case of emergency, and to minimize economic, glare, odor and other impacts on adjoining properties in the general neighborhood.

The Board unanimously finds, based on the testimony and other evidence presented, including but not limited to the Findings of Fact set forth above, which are hereby incorporated by reference as if fully set forth herein, that off-street parking, loading, refuse and other service areas, to the extent applicable, are located so as to be safe and convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties in the general neighborhood. No competent evidence, as defined in N.C. Gen. Stat. §160A-393, was presented in opposition to this finding. The Board unanimously finds that the evidence shows that this finding has been met.

4. Utilities, schools, fire, police, and other necessary public and private facilities and services will be adequate to handle the proposed use.

The Board unanimously finds that the evidence shows that this finding has been met. The Board unanimously finds, based on the testimony and other evidence presented, including but not limited to the Findings of Fact set forth above, which are hereby incorporated by reference as if fully set forth herein, that utilities, fire, police, and emergency services, and other necessary public and private facilities and services, will be adequate to handle the proposed use. No competent evidence, as defined in N.C. Gen. Stat. §160A-393, was presented in opposition to this finding. The Board unanimously finds that the evidence shows that this finding has been met.

5. The location and arrangement of the use on the site, screening, buffering, landscaping and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impact.

The Board unanimously finds, based on the testimony and other evidence presented, including but not limited to the Findings of Fact set forth above, which are hereby incorporated by reference as if fully set forth herein, that the location and arrangement of the use on the site, screening, buffering, landscaping and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impact. Specifically, the site is in a rural area with natural forest and vegetation surrounding the site. No competent evidence, as defined in N.C.

Gen. Stat. §160A-393, was presented in opposition to this finding. The Board unanimously finds that the evidence shows that this finding has been met.

6. The type, size and intensity of the proposed use, including such considerations as the hours of operation and number of people who are likely to utilize or be attracted to the use, will not have significant adverse impacts on adjoining properties or the neighborhood.

The Board unanimously finds, based on the testimony and other evidence presented, including but not limited to the Findings of Fact set forth above, which are hereby incorporated by reference as if fully set forth herein, that the type, size and intensity of the proposed use will not have significant adverse impacts on adjoining properties or the neighborhood. Traffic in and out of the site will be minimal and adequate setbacks exist to protect neighbors. No competent evidence, as defined in N.C. Gen. Stat. §160A-393, was presented in opposition to this finding. The Board unanimously finds that the evidence shows that this finding has been met.

Based upon the evidence presented, the Board unanimously finds that the proposed use meets the requirements set out in the Ordinance for the reasons stated above and, as a result, grants the Applicant's application for a special use permit.

IT IS THEREFORE ORDERED that the application for special use permit referenced herein be **GRANTED** and the same shall be binding on them and their respective heirs successors in interest.

COUNTY ATTORNEY REQUESTED ADDITION TO CLOSED SESSION

County Attorney Wrenn said he had attorney-client and personnel matters for closed session.

BOARD PRESENTATIONS

Commissioner Cozart said that he attended the graduation service at J.F. Webb High School and enjoyed the message from Principal Amy Rice on personal qualities was invaluable. He said he hopes that the basketball league at Central Children's Home can resume if the COVID restrictions allow it.

Commissioner May said he had the pleasure to attend the recent graduation services at the high schools associated with Granville County Public Schools, noting that Granville County has students with great accomplishments. He congratulated Economic Development Director Harry Mills for his work to keep economic development moving forward in Granville County; noted that he appreciated the robust discussion about the budget; and noted he was thankful for South Granville High School is in his district as they produce students with special character and value as do the other high schools in Granville County.

Commissioner Karan told Economic Director Harry Mills to keep swinging (referring to work on projects) and thanked him for bringing the Carolina Coops project to life. He announced that he has been accepted into the UNC School of Government Advanced Leadership class and looks forward to participating in the highest level of course work they

offer. He said he was happy to see the Board of Commissioners work respectfully, especially during public comments and board presentations. He reported that comments have been made at other meetings about County funding for fire departments and that Creedmoor Board of Commissioners has been demanding parity in funding for the Creedmoor Volunteer Fire Department. He said that with the previous Fire Services Committee and Fire Department Needs Subcommittee now assessing needs, there will be financial reckoning soon for services we are getting for how little we are investing. He said it gave him great consternation going into fund balance to balance this year's budget knowing that next year \$5M will be needed for fire and emergency services which would amount to 10 cents on the tax rate. He said he appreciates the Board and all they do for the citizens of Granville County.

Commissioner Gooch congratulated Commissioner Karan for being accepted in the leadership program and thanked Harry Mills for his work on economic development projects. He thanked Board members for their hard work on the budget as tough decisions had to be made.

Commissioner Jay congratulated Commissioner Karan on his acceptance in the leadership program; thanked the Board for working through things and compromising to get things done in Granville County; and thanked the staff and County Attorney Wrenn for the work that is done.

Commissioner Smith congratulated Commissioner Karan for acceptance in the leadership program; congratulated the County Manager and Finance Director for their work on the budget; thanked Harry Mills for his continued work in economic development; and thanked Jason Falls, Teresa Baker and others for the recent successful Spring collection event at the Expo Center and for adding paint collection so people do not have to wait until Fall to bring it.

Chair Hinman talked about the recent graduation ceremonies that she attended included J.F. Webb High School, South Granville High School and Granville Central High School and how awesome it was to see the students and proud parents. She said on Sunday she attended the Eagle Scout presentation for 15 year old Charles Cease for his benches for the new tennis courts at the Granville Athletic Park. She thanked the Board for the hard work on the budget and the tough decisions and also thanked staff for their hard work.

ANY OTHER MATTERS

Commissioner Cozart thanked Granville Health System for their patience while the County works through some things as the hospital continues to provide vital EMS services even though the County is not contributing at the level that is needed.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Tony W. Cozart,, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (6) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board returned to regular session.

BOARD APPROVED TRAVEL ALLOWANCE FOR ASSISTANT COUNTY MANAGER

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board approved a \$4,800 a year travel allowance for Korena Weichel, Assistant County Manager, effective July 16, 2021 for in-county travel with personal vehicle.

BOARD AWARDED 7 % PAY INCREASE TO COUNTY MANAGER

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved a 7% pay increase for County Manager Michael Felts effective July 16, 2021.

BOARD APPROVED PROCEDURE FOR PROPERTY DISPOSITION

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the following procedure regarding property disposition for property owned by the Granville County:

- Potential buyer makes an offer
- Staff evaluates the offer and makes a recommendation to the commissioners

- If the offer is accepted by the commissioners, the offer is advertised for upset bid pursuant to G.S. §160A-269 and neighbors are notified (at least including adjacent property owners but extent of notification left to County manager and County attorney)

§ 160A-269. Negotiated offer, advertisement, and upset bids. A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)

COMMISSIONERS ADJOURN

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 10:33 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Sue Hinman, Chair

OXFORD, NORTH CAROLINA
June 21, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, June 21, 2021, at 7:00 p.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chairman: Sue Hinman

Commissioners: Tony W. Cozart Jimmy Gooch
Zelodis Jay Timothy Karan
Russ May David T. Smith

County Manager: Michael S. Felts

Assistant County Manager: Korena Weichel

County Attorney: James C. Wrenn, Jr.

News Reporters: Shawn Taylor – Butner-Creedmoor News
David Murray – Oxford Public Ledger

MEETING CALLED TO ORDER

At 7:00 p.m., Chair Sue Hinman called the meeting to order. She then recognized Reverend Leroy Anderson from Jonathan Creek Baptist Church in Oxford for the invocation. Chair Hinman led the Pledge of Allegiance.

CONSENT AGENDA APPROVED

County Manager Michael Felts requested that the American Rescue Plan Project Ordinance be moved from the Consent Agenda to the County Manager's Report.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$	1,560
School Bond D/S Contingency	\$	0
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	6,423,621

- (B) Approved Budget Amendment #8 as recommended by the Finance Director:

Budget Amendment #8
6/21/2021

Be it ordained, the FY 2020-2021 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government

Administration	6,800
Board of Elections	214,500

Public Safety

911 Operations	3,000
Addressing / GIS	2,000

Community Services			
4-H Best	(1,116)		
Economic Development	6,000		
Human Services			
Granville Medical Center	470		
Social Services	3,881		
Area Projects and Other Appropriations			
Non-Departmental	762,230		
Pass Thru Funds	180,776		
Contributions to Other Funds			
Contributions and Transfers	297,231		
<i>Total Expenditures</i>		1,475,772	
Revenues: Increase/(Decrease)			
Restricted and Intergovernmental	828,041		
Appropriated Fund Balance	647,731		
<i>Total Revenues</i>		1,475,772	
SOCIAL SERVICE FUND			
Expenditures: Increase/(Decrease)	\$200,000		
<i>Total Expenditures</i>		\$200,000	
Revenues: Increase/(Decrease)	\$200,000		
<i>Total Revenues</i>		\$200,000	
EQUITABLE SHARING/FORFEITURE FUND			
Expenditures: Increase/(Decrease)	\$500,000		
<i>Total Expenditures</i>		\$500,000	
Revenues: Increase/(Decrease)	\$500,000		
<i>Total Revenues</i>		\$500,000	
SHERIFF'S SPECIAL FUND			
Expenditures: Increase/(Decrease)	\$30,000		
<i>Total Expenditures</i>		\$30,000	
Revenues: Increase/(Decrease)	\$30,000		
<i>Total Revenues</i>		\$30,000	
LANDFILL FUND			
Expenditures: Increase/(Decrease)			
Landfill Operations	\$19,000		
<i>Total Expenditures</i>		\$19,000	
Revenues: Increase/(Decrease)			
Other Revenues	\$19,000		
<i>Total Revenues</i>		\$19,000	
COUNTY HEALTH PLAN			
Expenditures: Increase/(Decrease)			
Administration	\$183,000		
<i>Total Expenditures</i>		\$183,000	
Revenues: Increase/(Decrease)			
Revenues from other funds	\$183,000		
<i>Total Revenues</i>		\$183,000	
Budget Amendment #8			
(For reference only)		Balance	
General Fund/Granville Health Systems			
Expenditures: Increase/ (Decrease)			
10- 5700 720 Debt interest	\$178,730		\$755,418
10- 5700 710 Debt Principal	(\$178,260)		\$849,898
10- 8540 120 Available for Grant Match	(\$470)		\$2,530

Description : Correct allocation of GHS debt service funding between principal and interest.

General Fund/Non-Dept.

Expenditures: Increase/ (Decrease)					
10-	8540	120	Available for Grant Match	\$12,500	\$15,030
Revenues: Increase/(Decrease)					
10-	3583	342	JCPC - Trail to Success	\$12,500	\$28,116

Description : To reflect the revenue portion of addition FY 2021 funding to the JCPC Trail to Success program.
Expenditure portion of this budget amendment was entered May 17, 2021

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	109		\$120,000	\$395,000
Revenues: Increase/(Decrease)					
10-	3990	991		\$120,000	\$5,748,101

Description : Fund larger than anticipated legal fees for the Sheriff's office.
General Fund/Pass Thru Funds and Transfers

Expenditures: Increase/ (Decrease)					
10-	5831	399	Agricultural Other Service	-\$1,116	\$1,384
10-	8580	146	JCPC-Trail to Success	\$1,116	\$31,351
Revenues: Increase/(Decrease)					
10-	3583	334	4-H Best	-\$1,116	\$55,414
10-	3583	342	JCPC-Trail to Success	\$1,116	\$29,232

Description : Transfer of funds from 4-H Best to Trail for Success, as directed by the Division of Adult Correction and Juvenile Justice as of May 14, 2021.

General Fund/Administration					
Expenditures: Increase/ (Decrease)					
10-	4120	381	Computer Service	\$6,800	\$9,575
10-	8540	120	Available for Grant Match	-\$6,800	\$8,230

Description : Move funds for grants software back into the Administration department. Funds were originally moved in BA #5.

General Fund/DSS					
Expenditures: Increase/ (Decrease)					
10-	5300	624	Energy Neighbor	1,081	\$4,925
10-	5300	624	Energy Neighbor	2,800	\$7,725
Revenues: Increase/(Decrease)					
10-	3538	332	Public Assistance	3,881	\$526,046

Description : Update energy public assistance (DSS budget amendments #15 - \$2,800 and correction of DSS BA#10 - \$1,081).

General Fund/Contributions and Transfers					
Expenditures: Increase/ (Decrease)					
10-	9800	049	Transfer to GAP Phase III Project	\$998,060	\$998,060
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$998,060	\$6,746,161

Description : Appropriate funds approved in October 2019 and not yet transferred along with remaining general funds required to complete GAP Phase III project construction and signage.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	801	Economic Incentive Grant	\$250,000	\$900,000
Revenues: Increase/(Decrease)					
10-	3327	360	Building Reuse Grant	\$250,000	\$500,000

Description : Fund the full amount of Building Reuse Grant for the Altec project.

General Fund/Non-Departmental					
Expenditures: Increase/ (Decrease)					
10-	8540	801	Economic Incentive Grant	\$600,000	\$1,500,000
Revenues: Increase/ (Decrease)					
10-	3492	360	ONE NC Fund Grant	\$400,000	\$400,000

10-	3990	991	Appropriated Fund Balance	\$200,000	\$6,946,161
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Description : Recognize proceeds from NC One Grant (\$400,000) and 50% County match (\$200,000) to Carolina Coop, as approved by the Granville County BoCC on June 7, 2021.

General Fund/Board of Elections
Expenditures: Increase/ (Decrease)

10-	4170	510	Capital Outlay	\$214,500	\$235,235
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$214,500	\$7,160,661
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Description : Fund purchase of elections equipment not covered by HAVA grant funds (\$50,425), as approved by the Granville County BoCC on March 15, 2021.

General Fund/General Government
Expenditures: Increase/ (Decrease)

10-	4390	121	Salaries	\$1,000	\$763,037
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10-	4390	122	Overtime	\$1,000	\$113,500
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10-	4390	181	FICA	\$1,000	\$88,497
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10-	4396	121	Salaries	\$1,000	\$56,714
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10-	4396	182	Retirement	\$500	\$6,155
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10-	4396	183	Health Insurance	\$500	\$8,700
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10-	4920	121	Salaries	\$5,000	\$129,806
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10-	4920	182	Retirement	\$1,000	\$13,668
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10-	9800	060	Contribution to Landfill	\$19,000	\$19,936
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10-	8540	113	Performance Based Adjustment	-\$30,000	\$245,961
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Description : Fund salaries adjustments and additional overtime for various General Fund departments, as well as the same in the Landfill fund.

General Fund/Pass Thru Funds

Expenditures: Increase/ (Decrease)

10-	8580	100	ROD - State General Fund	\$9,700	\$44,985
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10-	8580	101	Reg Deeds Domestic Violence	\$1,600	\$3,895
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10-	8580	103	Register's Child Trust	\$360	\$745
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10-	8580	105	Reg Deeds Rec & Natural Heritage	\$150,000	\$444,000
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Revenues: Increase/(Decrease)

10-	3418	410	RoD Fees and Seals	\$9,700	\$43,700
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10-	3418	415	RoD Domestic Violence	\$1,600	\$3,940
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10-	3418	413	RoD - Children's Trust	\$360	\$750
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10-	3240	110	RoD - Excise Stamp Tax	\$110,000	\$420,000
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10-	3240	113	Excise Rec/ Heritage	\$40,000	\$330,000
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Description : To reflect greater than anticipated collection (and corresponding remittance to the State) of Register of Deed fees.

General Fund/Pass Thru Funds

Expenditures: Increase/ (Decrease)

10-	8580	150	COVID 19 Relief Fund	\$18,000	\$18,000
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10-	9800	030	Transfer to COVID-19 Relief Fund	(\$907,829)	\$325,598
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	(\$889,829)	\$6,270,832
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Description : To correct funding from the General Fund to the COVID-19 Relief Fund. \$907,829 of CARES funds (received into the General Fund in May 2020) was classified as unspent and payable to the COVID-19 Relief fund as of June 30, 2020 (FY 2020). Funds were subsequently transferred to the COVID-19 Relief Fund upon expenditure in FY 2021.

General Fund/Contributions and Transfers

Expenditures: Increase/ (Decrease)

10-	9800	031	Transfer to CARES Election/HAVA fund	\$5,000	\$5,000
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Revenues: Increase/(Decrease)

10-	3990	991	Appropriated Fund Balance	\$5,000	\$6,275,832
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Description : To fund expenditures in the CARES Election/HAVA grant fund that exceed grant amounts.

General Fund/Contributions and Transfers

Expenditures: Increase/ (Decrease)

10-	9800	085	Transfer To County Health Plan	\$183,000	\$183,000
10-	8540	113	Performance Base Adjustment	(\$183,000)	\$62,961

Description : Transfer funds to County Health Plan Fund to cover additional Health Plan administrative expenditures.

Social Service Contribution and Entrustment Fund<<<<<

Expenditures: Increase/ (Decrease)

			Expenditures	\$200,000	\$200,000
			Revenues: Increase/ (Decrease)		
			Revenues	\$200,000	\$200,000

Description : Establish a special revenue governmental fund for the Social Service and Entrustment fund, in order to be in comply with GASB 84 and GASB 97.

Equitable Sharing/Department of Justice - Forfeiture Fund

Expenditures: Increase/ (Decrease)

51-	4311	000	Expenditures	\$185,000	\$185,000
51-	'9800	010	Transfer to General Fund	\$15,000	\$15,000
			Revenues: Increase/ (Decrease)		
51-	3431	411	Federal Seizure Funds	\$195,000	\$195,000
51-	3831	495	Interest	\$5,000	\$5,000

Description : Establish a special revenue governmental fund for the Department of Justice portion of the Equitable Sharing/Forfeiture fund. Establishment of this fund is necessary to be in compliance with GASB 84 and GASB 97.

Equitable Sharing/Treasury Department - Forfeiture Fund

Expenditures: Increase/ (Decrease)

52-	4311	510	Capital Outlay	\$300,000	\$300,000
			Revenues: Increase/ (Decrease)		
52-	3431	411	Federal Seizure Funds	\$295,000	\$295,000
52-	3831	495	Interest	\$5,000	\$5,000

Description : To establish a special revenue governmental fund for the Treasury Department portion of the Equitable Sharing/Forfeiture fund. Establishment of this fund is necessary to be in compliance with GASB 84 and GASB 97.

Sheriff's Special Fund<<<<<<

Expenditures: Increase/ (Decrease)

			Expenditures	\$30,000	\$30,000
			Revenues: Increase/ (Decrease)		
			Revenues	\$30,000	\$30,000

Description : To establish a special revenue governmental fund for the Sheriff's Special fund in order to be in compliance with GASB 84 and GASB 97.

Landfill Fund

Expenditures: Increase/ (Decrease)

60-	4725	121	Salaries	\$15,000	\$187,468
60-	4725	126	Part Time Salaries	\$1,000	\$113,500
60-	4725	181	FICA	\$1,500	\$88,997
60-	4725	182	Retirement	\$1,500	\$277,461
			Revenues: Increase/ (Decrease)		
60-	3981	000	Contribution from General Fund	\$19,000	\$19,000

Description : Adjust full and part time salaries in the Landfill department.

COUNTY HEALTH PLAN

Expenditures: Increase/ (Decrease)

85-	4200	193	HEALTH PLAN ADMIN	\$183,000	\$863,919
Revenues: Increase/(Decrease)					
85-	3510	010	Transfer from General Fund	\$183,000	\$183,000

Description : To fund additional Health Plan administrative expenditures for the balance of FY 2021.

(C) Approved Budget Ordinance for Special Revenue Funds:

GRANVILLE COUNTY 2021-2022 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Granville County, North Carolina that the following Special Revenue funds be adopted:

Section 1. The following amount is appropriated in the Social Services Contribution and Entrustment fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Total Expenditures **200,000**

Section 2. It is estimated that the following revenues will be available in the Social Services Contribution and Entrustment fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Total Revenues **200,000**

Section 3. The following amount is appropriated in the Equitable Sharing/Forfeiture fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Total Expenditures **500,000**

Section 4. The following revenues are available for the Equitable Sharing/Forfeiture Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Total Revenues **500,000**

Section 5. The following amount is appropriated in the Sheriff's Special fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Total Expenditures **30,000**

Section 6. The following revenues are available for the Sheriff's Special Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Total Revenues **30,000**

Section 7. Copies of this Budget Ordinance shall be furnished to the Clerk of the Board of Commissioners and to the Budget Officer and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 8. This Ordinance was adopted by the Granville County Board of Commissioners on June 21, 2021 and will become effective July 1, 2021.

(D) Approved Project Ordinance Amendment – GAP Phase II – FY 2021:

Project Ordinance

GAP Phase III

Budget Amendment # 1 (during Fiscal Year 2021)

(Budget Amendment # 2 for project ordinance)

Be it ordained; the Granville Athletic Park Phase III Budget Ordinance is hereby amended as follows:

Expenditures: Increase/(Decrease)		
GAP Phase III Project	200,000	
Total Expenditures		200,000
Revenues: Increase/(Decrease)		
Contributions from the General Fund	136,500	
US Tennis Association Grant	50,000	
Sponsorships/Donations	13,500	

Total Expenditures	200,000
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(For Reference Only)

2018 School Facility Roof and HVAC Repair Project

<i>Revenue Increase/ (Decrease):</i>			Balance
49-3613-261	USTA Grant	50,000	70,000
49-3613-840	Fifteen for 15 Sponsorship Campaign	13,500	13,500
49-3990-010	Transfer from General Fund	136,500	1,498,060

<i>Expenditure Increase/(Decrease):</i>		
49-6130-580	GAP Phase III	200,000

Description: Budget final transfer of funding from the County's General Fund to complete the GAP Phase III project.

ESTABLISHMENT OF BUDGET LEVELS

GAP Phase III

**Capital Project Ordinance Budget Levels
(For County Auditors Reference)**

<i>Expenditures</i>		<i>Revenues</i>	
GAP Phase III	2,131,560	Contribution from General Fund	1,498,060
		Land and Water Conservation Grant	250,000
		PARTF Grant	300,000
		US Tennis Association Grant	70,000
		Fifteen for 15 Campaign	<u>13,500</u>
Total Expenditures	2,131,560	Total Revenues	2,131,560

(E) Approved Project Ordinance Budget Amendment – CARES Election and HAVA Grant:

**Grant Project Ordinance
2020 CARES Act Election Grant Fund
and HAVA Fund Election Preparedness Grant Projects
Budget Amendment # 1 (during Fiscal Year 2020-2021)
(Budget Amendment # 1 for grant project ordinance)**

Be it ordained, the Coronavirus Relief Fund Project Budget Ordinance is hereby amended as follows:

Revenues: Increase / (Decrease)			
HAVA GRANT Revenue	\$	-189,972	
Transfer from General Fund		3,762	
Total Revenues			\$-186,210
Expenses: Increase/ (Decrease)			
HAVA Grant	\$	-189,794	
CARES ACT Election		3,584	
Total Expenses			\$-186,210

(For Reference Only)

<i>Revenue Increase/ (Decrease)</i>			Balance
31-3990-010	Transfer from General Fund	\$ 178	178
31-3328-002	HAVA GRANT REVENUE	\$ - 189,972	60,028
31-3990-010	Transfer from General Fund	\$ 3,584	3,762
Expenditure Increase/(Decrease)			
31-4172-002	HAVA GRANT EXPENDITURES	\$ -189,794	60,206
31-4171-001	CARES ACT ELECTION EXP.	\$ 3,584	83,772

Description: To correct HAVA Grant amount per the February 2, 2021 amendment, and to fund expenditures exceeding grant award amounts for both HAVA and the CARES Act Supplemental Fund from the General Fund.

RESTATEMENT OF BUDGET LEVELS
Grant Project Ordinance
2020 CARES Act Election Grant Fund
And HAVA Fund Election Preparedness Grant Projects
(For County Auditors Reference)

Expenditures		Revenues	
CARES Act Election Grant	\$ 83,772	CARES Act Election Grant	\$ 80,188
HAVA Grant	60,206	HAVA Grant	60,028
		Transfer From General Fund	3,762
	<u>\$ 143,978</u>		<u>\$ 143,978</u>

(F) Approved Tax Refunds, Releases and Write-offs as follows:

Refunds	April/May 2021:	\$2,566.47
Releases	April/May 2021:	\$ 901.49
Write-offs (\$2 and less)	April/May 2021:	\$ 6.03

(G) Gave final approval to adopt, acquire, and fund the recommended ES&S voting system in the amount of \$264,861.00 using the available HAVA grant funds in the amount of \$50,425.01 and county funding of \$214,436.24, pursuant to Step 5 of the State Board of Elections requirements.

BOARD RECOGNIZED 2021 GOVERNOR'S VOLUNTEER SERVICE AWARD WINNERS

Chair Sue Hinman recognized Deborah Ferrell, Director of Volunteer Services with Central Regional Hospital to present the 2021 Governor's Volunteer Service Awards to Jerry Broyal, Mary Elliott, and Roxanne Blackburn. Chair Hinman presented each recipient a Resolution from the Board of Commissioners in recognition of their service.

Resolution of Recognition and Appreciation – Jerry Broyal

WHEREAS, Jerry Broyal is a member of St. Stephens Episcopal Church; and

WHEREAS, he has shown outstanding dedication and leadership to our community at Murdoch Developmental Center. Mr. Broyal and St. Stephen's began volunteering through our Sponsorship program with the gentlemen of Royall Cottage, Unit 3; and

WHEREAS, Mr. Broyal initiated monthly contact with Royall that included games, activities, and snacks. These personal interactions created meaningful bonds between Mr. Broyal, his group and the gentlemen of Royall Cottage; and

WHEREAS, when COVID restrictions were put into place, Mr. Broyal continued to ensure that the guys received a birthday gift on their special day as well as ensuring each had a Christmas gift from the group; and

WHEREAS, Mr. Broyal is an exemplary gentleman and a breath of fresh air to our guys; and

WHEREAS, Murdoch Center looks forward to spending time with Mr. Broyal, St. Stephen's members, and seeing their smiling faces in the near future;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners expresses its sincere appreciation to Mr. Jerry Broyal and congratulates him as a recipient of the 2021 Governor's Award for Outstanding Volunteer Service.

Resolution of Recognition and Appreciation – Mary Elliott

WHEREAS, Mary Elliott has been an individual volunteer to Granville County's local food bank, Area Congregations in Ministry (ACIM); and

WHEREAS, she came to begin volunteering with ACIM in October 2017. When asked if she comes to work at ACIM every day she said, "only Mondays, Wednesdays, and Fridays." Well that is every day that ACIM is open; and

WHEREAS, Mary started volunteering about a year after she retired. Her husband, Pete, had passed away soon after her retirement and she was looking for something to do. Anyone who knows anything about food banks knows that there is always something to do; and

WHEREAS, Mary has done a bit of everything at ACIM. She fills shopping carts for clients, stocking shelves, and, lately, being the person in charge of the bread/deli/desserts inventory in the warehouse; and

WHEREAS, Mary moves quietly and efficiently through the warehouse. She is intent on her job, but is most affable and gets along with all the other volunteers; and

WHEREAS, so often, the work of volunteers goes unnoticed, until, that is, the volunteer isn't there to do his/her job. ACIM doesn't have that problem with Mary. It seems she is always in her spot, taking care of business;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners expresses its sincere appreciation to Mary Elliott and congratulates her as a recipient of the 2021 Governor's Award for Outstanding Volunteer Service.

Resolution of Recognition and Appreciation – Roxanne Blackburn

WHEREAS, Roxanne Blackburn is always available to help animals of Granville County; and

WHEREAS, she manages a Facebook page for Granville County Animal Shelter, Granville County Animal Shelter Friends page. This page is the main tool used to advertise available dogs and cats for adoption, rescue, and reuniting with owners, as well as reporting lost or found animals; and

WHEREAS, Roxanne monitors the messages from the page and responds back within an hour 24 hours a day. She takes all the photographs of dogs and cats for the Facebook page and helps write the bios; and

WHEREAS, Roxanne coordinates and is the main point of contact for all the Granville County Animal Shelter animal rescue groups. This activity requires Roxanne to answer questions, manage pickups, descriptions and bios of animals, as well as send pictures and videos of animals. Most of this work is done after hours between 7 pm and 1 am when animal rescue groups are most active; and

WHEREAS, Roxanne is at the Granville County Animal Shelter 4-5 hours a day, 5-6 days a week, as well as spending another 2-3 hours a night working on returning emails, phone calls, and Facebook messages. Roxanne also assists with fundraising events, off-site rabies vaccine clinics and adoption events. She also assists the shelter supervisor in the management of the kitten foster program by coordinating and facilitating training events, educating and answering all necessary questions fosters may have when the shelter supervisor is not available. A large amount of dogs and cats leave our facility through animal rescue groups; and

WHEREAS, Roxanne Blackburn has made herself a part of all efforts to re-unite or rehome stray and unwanted animals in Granville County. A large portion of Granville County Animal Control's success has been from Roxanne Blackburn's passion, professionalism, and strong work ethic;

NOW, THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners expresses its sincere appreciation to Roxanne Blackburn and congratulates her as a recipient of the 2021 Governor's Award for Outstanding Volunteer Service.

SHERIFF CHARLES NOBLIN, JR. PRESENTED RECENT STATISTICS AND INFORMATION ON THE OPERATION OF THE SHERIFF'S OFFICE

Sheriff Charles Noblin, Jr. presented an overview of annual statistics for the Granville County Sheriff's Office. Sheriff Noblin compared Granville County to statewide averages for violent crime, property crime, and showed annual decreases in both since 2018. He also highlighted calls for service, arrests, citations, ordinance violations, and written warnings. Sheriff Noblin then spoke about recent trends in property crimes, and how the Sheriff's Office is collaborating with Crime Stoppers to reduce crime and aid arrests and prosecutions. He then gave an overview of recent issues involving careless and reckless driving with four-wheelers on US Hwy 15, Chewning Road, and Pine Street in Stovall; breaking and entering in Diamond Hills, Brogden Road, and Range Road; speeding on Cash Road and Old Weaver Trail; and trash trucks losing loads on J.G. Morton Road. Finally, Sheriff Noblin provided an update on Department staffing and training.

Commissioner David T. Smith asked about staffing levels at the Detention Center.

Sheriff Noblin stated that the Detention Center is fully staffed and believes that the recent salary grade changes have helped with recruitment and retention.

Commissioner Tony W. Cozart spoke about the increased visibility of Sheriff's Deputies in rural areas and believes this is helping deter crime. Commissioner Zelodis Jay thanked the Sheriff's Department for checking on churches around the County. Commissioner Russ May asked about outreach services conducted by the Sheriff's Office. Noblin reported on intervention programs with youth designed to encourage positive interactions and educate the community about what the Sheriff's Office does. Commissioner May and Sheriff Noblin spoke about the high retention and low vacancy rates for Sheriff's Office personnel and also discussed how well the Sheriff's Office works with other County departments, as well as local, state, and federal law enforcement.

AFTER PRESENTATION REGARDING MOUNTAIN BIKE TRAILS AT TRIANGLE NORTH GRANVILLE, BOARD APPROVED SUPPORTING A CONCEPT STUDY FOR TRAILS AT TRIANGLE NORTH, LAKE DEVIN, AND CONNECTOR TRAILS

Transportation Planner Justin Jorgensen and John Dispennette of OMNIA Products have consulted with Nature Trails NC, LLC to produce a conceptual plan for mountain bike trails at Triangle North and Lake Devin properties. Jorgensen and Dispennette presented an initial concept plan to the Board of Commissioners for future planning and consideration.

Granville County Trail Master Plan



Granville County Trail Master Plan
1

Trail Planning Mission



"America's land and water underpin the American spirit. Investments in outdoor recreation on public lands and waters earn compounding returns in the form of healthier communities, healthier economies and healthier people."

**OUTDOOR
INDUSTRY
ASSOCIATION**

Granville County Trail Master Plan
2

Trail Development Best Practices

- Trails designed and constructed following IMBA, and USFS published best practices
- Provide trails for a one hour mountain bike and hiking experience in Phase 1 construction
- Work with Triangle North industrial park committee to develop long term land usage plan
- Provide ADA access to select areas for best return on investment

Trail Economic Impact in Northwest Arkansas

- Bicycling in Northwest Arkansas provides \$137 million in benefits to the economy annually
- Bike tourism provides \$25 million to local businesses each year
- Bicycling in Northwest Arkansas generated \$85 million in health benefits annually

Trail Economic Impact in Western North Carolina

- Mountain biking visitors spend an estimated \$30.2 million per year in and around the Nantahala and Pisgah National Forests
- Western North Carolina residents also spend an additional \$18 million as a result of mountain biking in the Nantahala and Pisgah National Forests

Population Close to Granville County

- Over 2 million people live within a hour and a half drive to Granville County
- 90,000 to 150,000 individuals ride natural trails in Northwest Arkansas in 2016, 55% were from outside the immediate area¹
- Mountain bikers visit the Nantahala and Pisgah National Forests an estimated 435,000 times per year, with approximately 60% of those visits by residents of western North Carolina²

A map of the Lake Umbagog watershed. The lake is shown in blue, with a green outline indicating its boundary. The surrounding land is depicted in light brown/tan, with a network of purple lines representing roads or property boundaries. A small area of land to the right of the lake is outlined in pink. A small inset map in the top right corner shows the location of the watershed within a larger regional context.



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Upon a motion by Commissioner David T. Smith, seconded by Commissioner Timothy Karan, and unanimously approved, the Board approved a recommendation to support a concept study for trails at Triangle North, Lake Devin, and connector trails subject to approval by the Triangle North EDC Board, and authorized staff to seek potential grant funding for the Board's consideration.

AFTER HOLDING A PUBLIC HEARING, BOARD APPROVED A ZONING MAP AMENDMENT (REZONING) PETITION FROM ALMAN AND MARY BOROS TO REZONE A 9.40-ACRE PARCEL FROM AGRICULTURAL RESIDENTIAL 40 DISTRICT (AR-40) TO HIGHWAY BUSINESS DISTRICT (HB) ON THE EAST SIDE OF US HIGHWAY 15 AT THE INTERSECTION OF US HIGHWAY 15 AND CHEWNING ROAD NORTH OF OXFORD SPECIFICALLY IDENTIFIED AS TAX MAP #191502975642, AND THE PLAN CONSISTENCY AND REASONABLENESS STATEMENT AND SMALL-SCALE REZONING ANALYSIS.

Chair Sue Hinman stated that the matter on the agenda was a public hearing to receive public comments on a rezoning petition (Z-2-2021), to amend the Granville County Zoning Map for a property near the intersection of US Highway 15 and Chewning Road north of Oxford from Agricultural Residential 40 District (AR-40) to Highway Business District (HB). Attorney Lori Dutra represented the applicants Alman and Mary Boros.

Barry Baker, Planning Director, 122 Williamsboro Street, Oxford, NC, stated that the Planning Board recommended approval of the Zoning Map Amendment at their May 2021 meeting. A copy of the zoning petition, zoning map, plan consistency and reasonableness statement, small scale rezoning analysis, minutes excerpt from the Planning Board meeting, copy of the table of uses from the Granville County Development Code, and a copy of the vicinity map were included in the agenda packet for the record.

Attorney Lori Dutra, 118 Main Street, Oxford, NC, stated that she agreed with the summary overview provided by Planning Director Barry Baker. Dutra's clients were unable to attend this meeting due to a family matter that took them out of the state. Dutra said she would attempt to answer all the Board's questions, but asked the Board to continue the hearing to a future meeting if they were not comfortable with the information presented tonight. Dutra stated that the Planning Board's review showed that this rezoning was consistent with Granville County's future land use plan as a site for commercial development. The Planning Board determined that the rezoning request was reasonable and would not be considered spot-zoning. The Planning Board unanimously recommended approval and there was no opposition

voiced by the public at the meeting. Dutra requested that the consistency and reasonableness statement be part of the official record of this hearing.

Chair Hinman requested that anyone else who wished to speak please come forward. With no one else coming forward to speak, Chair Hinman closed the public hearing.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the Zoning Map Amendment (Rezoning) Petition from Alman and Mary Boros to rezone a 9.40-acre parcel from Agricultural Residential 40 District (AR-40) to Highway Business District (HB) on the east side of US Highway 15 at the intersection of US Highway 15 and Chewning Road north of Oxford specifically identified as Tax Map #191502975642, and the plan consistency and reasonableness statement and small-scale zoning analysis as follows:

AN ORDINANCE THAT AMENDS THE GRANVILLE COUNTY ZONING MAP FOR PROPERTY OWNED BY AIMAAN AND MARY BOTROS PETITIONED BY LORI DUTRA, ATTORNEY IDENTIFIED AS TAX MAP #191502975642 FROM AGRICULTURAL RESIDENTIAL 40 DISTRICT (AR-40) TO HIGHWAY BUSINESS DISTRICT (HB) AND SERVES AS THE BOARD OF COUNTY COMMISSIONERS' WRITTEN PLAN CONSISTENCY AND REASONABLENESS STATEMENT AND SMALL-SCALE REZONING ANALYSIS

Whereas, a zoning map amendment petition has been filed for a change to the Granville County Zoning Map by Lori Dutra, Attorney for property as follows:

Z-2-2021 Aimaan and Mary Botros by Attorney Lori Dutra, Applicant, Parcel with frontage on east side of US Highway 15 at the intersection of US HWY 15 and Chewning Road north of Oxford

Aimaan and Mary Botros by Attorney Lori Dutra is requesting to rezone a 9.40 acre parcel from Agricultural Residential 40 District (AR-40) to Highway Business District (HB). The 9.40 acre parcel is on the east side of US HWY 15 at the intersection of US HWY 15 and Chewning Road north of Oxford. The parcel is more specifically identified as Tax Map #191502975642. The 9.40 acre tract is further described as the tract created by Plat Book 47, Page 112 in the Granville County Register of Deeds. The property is owned by Aimaan and Mary Botros by deed recorded in Granville County Register of Deeds at Deed Book 1829, Page 233-235.

Whereas, the Granville County Planning Board held a public hearing on May 20, 2021, and made a positive recommendation concerning the petition to the Board of County Commissioners; and,

Whereas, a notice of public hearing has been given as provided in North Carolina General Statute 160D-601&602 and the Granville County Land Development Code for a Zoning Map Amendment and a legislative hearing was held by the Board of Commissioners on June 21, 2021, at which, evidence was presented at the legislative hearing.

Whereas, the Granville County Board of Commissioners hereby adopts the following Plan Consistency & Reasonableness Statement and Small-Scale Rezoning Analysis:

GRANVILLE COUNTY BOARD OF COMMISSIONERS' WRITTEN CONSISTENCY & REASONABLENESS STATEMENT:

The Granville County Future Land Development Map contained within the Granville County Comprehensive Land Use Plan classifies the future land use of the property as Commercial. Goal 2, Objective 2B of the Comprehensive Plan encourages "increas[ing] opportunities for commercial development." A further recommendation is to "encourage commercial and mixed use development in key areas." The proposed tract being considered for rezoning is located on a major highway in an area recommended by the future land use plan to be commercial. A commercial rezoning is consistent with the recommendations of the adopted land use plan, and is reasonable from the standpoint that the property is located between a major highway and a railroad, is consistent with the future land development map contained in the Comprehensive Plan, and is in the public interest as it encourages commercial along a major highway in the County.

GRANVILLE COUNTY BOARD OF COMMISSIONERS' SMALL-SCALE REZONING ANALYSIS:

The proposed rezoning is consistent with the Granville County Future Land Development Map contained within the Granville County Comprehensive Land Use Plan as it classifies the future land use of the property as Commercial. A major recommendation of the Comprehensive Plan is to "encourage commercial and mixed use development in key areas." Existing commercial zoning is adjacent across Chewning Road and additional commercial zoning is in the vicinity north along Highway 15. A commercial rezoning is consistent with the recommendations of the adopted land use plan and is not an example of spot-zoning.

NOW THEREFORE, BE IT ORDAINED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS THAT:

The zoning district for the 9.40 acre property owned by Aiman and Mary Botros identified as Tax Map #191502975642 is hereby changed and amended from Agricultural Residential 40 District (AR-40) to Highway Business District (HB) on the Granville County Zoning Map.

IN WITNESS WHEREOF, the Board of Commissioners of Granville County, North Carolina has caused this Plan Consistency & Reasonableness Statement and Small-Scale Rezoning Analysis and zoning map amendment petition to be approved and adopted.

This ordinance duly adopted by the Board of Commissioners of the County of Granville, North Carolina, this the 21st day of June, 2021.

AFTER HOLDING A QUASI-JUDICIAL HEARING, BOARD APPROVED A MAJOR SPECIAL USE PERMIT APPLICATION TO PLACE A 199-FOOT CONCEALED MONOPINE MONOPOLE WIRELESS COMMUNICATION TOWER WITH A FENCED EQUIPMENT COMPOUND ON PROPERTY OWNED BY DAVID AND GAYLE CHEEK ON PROPERTY SPECIFICALLY IDENTIFIED AS TAX PARCEL MAP NUMBER #191604614446 AND LOCATED OFF OF HENRY WILSON ROAD

Chair Sue Hinman stated that the matter on the agenda was a quasi-judicial hearing to rule on an application for a major special use permit submitted by Cellco Partnership d/b/a Verizon Wireless for the location of a wireless telecommunications facility with a fenced equipment compound on property owned by David Cheek and Gayle Cheek located off Henry Wilson Road in Granville County, NC.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board opened the quasi-judicial hearing.

Chair Hinman stated that both proponents and opponents of the permit would be given an opportunity to present evidence and arguments. Hinman requested that all those wishing to speak during the hearing come forward to be sworn in at this time. Only those that have been sworn in will be allowed to testify at the quasi-judicial hearing.

Chair Hinman recognized Barry Baker, Planning Director, for a preliminary statement of the case.

Having been duly sworn, **Barry Baker, Planning Director, 122 Williamsboro Street, Oxford, NC,** stated that this will be a quasi-judicial hearing for a major special use permit application to place a 199-foot concealed monopine monopole wireless communication tower with a fenced equipment compound on property owned by David and Gayle Cheek on Henry Wilson Road. All required public notices have been posted and published in advance of this hearing. Susan Rabold with CityScape, Granville County's engineering consultant, is in attendance to present CityScape's review of the application from Cellco Partnership. The applicant, in accordance with new NCGS 160D requirements, has signed a copy of written voluntary conditions as recommended by CityScape that may be approved by the Board in conjunction with the major special use permit. Baker stated that the applicant has submitted a statement of compliance with the County's Zoning Ordinance.

Having been duly sworn, **Susan Rabold, 921 Woodbrook Drive, Greensboro, NC,** stated that she is representing CityScape as the County's consulting engineer. CityScape has reviewed the special use permit application from Cellco Partnership and noted that the tower will be 195 feet with a 4-foot lightning rod attachment. The application meets all major Granville County ordinance requirements, and CityScape has noted several conditions for Board consideration to fully comply with all recommendations from CityScape. Rabold summarized the required findings of fact as included in CityScape's report. Rabold noted that

there is not a suitable existing structure to co-locate an antenna or property owned by Granville County in the proposed service area that could meet the specifications of the planned structure; thus, meeting the priority siting requirement to locate the structure on the proposed site. Rabold noted that there will be a locked 8-foot barbed wire fence; thus, meeting the security of the wireless facility requirements. Rabold then stated that the required identification signage is included in the site plan; thus, meeting the signage requirement. Rabold stated that there is an existing paved driveway on the site that comes within 185 feet of the proposed structure. The applicant will install a gravel driveway to connect the existing road to the proposed facility; thus, meeting the required site access requirements. Rabold then stated that the site plan setbacks exceed the minimum ordinance requirements. Rabold went on to outline the proposed conditions for approval recommended by CityScape. CityScape is recommending that the applicant provide a final set of construction drawings, complete environmental and state historic preservation office paperwork, submit a new Determination of No Hazard to the Federal Aviation Administration (FAA), the monopine structure should provide additional density to the top by using concealed socks to hide the antennas, and that all equipment feed lines be routed to the interior of the monopole. Rabold stated that the applicant has agreed to comply with the above stated recommended conditions if approved by the Board.

Chair Hinman recognized County Attorney James Wrenn to brief the Board on the logistics for the quasi-judicial hearing.

County Attorney James Wrenn read the wireless telecommunications facilities special use permit instructions to the Board.

INSTRUCTIONS TO BOARD—SPECIAL USE PERMIT

WIRELESS TELECOMMUNICATIONS FACILITIES

The Federal Telecommunications Act, as codified at 47 U.S.C. § 332(c)(7), allows municipalities (including counties) to regulate the placement of wireless service facilities. Part 3B, Article 18, Chapter 153A of the North Carolina General Statutes, "Wireless Telecommunications Facilities, sets out the statutory framework pursuant to which local governments can regulate wireless telecommunications facilities. The Wireless Facility and Wireless Support Structure Siting Ordinance for the County of Granville is found in Article IX of Chapter 32 of the Granville County Land Development Code. Section 32-572(c) requires a special use permit for all new wireless support structures.

To grant a special use permit to construct a new freestanding wireless support structure, the Board must find that the applicant demonstrated why a site of a higher priority was not selected. In order to find that the applicant

demonstrated why a site of higher priority was not selected, the applicant must have demonstrated to the satisfaction of this board the reason or reasons why such a permit should be granted for the proposed site and the hardships that would be incurred by the applicant if the permit were not granted for the proposed site.

The above-referenced eight orders of priority for constructing a new wireless support structure are set out in Ordinance §32-572(a) as follows:

- (1) Attached concealed antenna onto an existing structure;
- (2) Collocated antenna on existing freestanding wireless support structures;
- (3) Attached nonconcealed antenna onto an existing structure;
- (4) Freestanding wireless support structures on a site with an existing wireless support structures or tall structure;
- (5) Concealed freestanding wireless support structures on county-owned property;
- (6) Concealed freestanding wireless support structures on other property in the county;
- (7) Nonconcealed freestanding wireless support structures on county-owned property;
- (8) Nonconcealed freestanding wireless support structures on other property in the county.

In addition to these general requirements, the Ordinance also sets out specific requirements for all new wireless support structures:

Sec. 32-573. - General requirements for all wireless support structures and broadcast facilities.

- (a) *Security of wireless support structures.* All wireless support structures shall be located, fenced or otherwise secured in a manner that prevents unauthorized access. Specifically as follows:
 - (1) All antennas, towers and other supporting structures, including guy wires, shall be made inaccessible to individuals and constructed or shielded in such a manner that they cannot be climbed or run into; and
 - (2) Transmitters and telecommunications control points must be installed in a manner to be readily accessible only to persons authorized to operate or service them.
- (b) *Signage.* Wireless support structures shall contain a sign no larger than four square feet to provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities. The sign shall contain the name(s) of the owner(s) and operator(s) of the facility, an emergency phone number(s), and FCC registration number, if applicable. The sign shall be on the equipment shelter or shed of the applicant and be visible from the access point of the site and must identify the equipment shelter of the applicant. The sign shall not be lighted unless the board shall have allowed such lighting or unless applicable provisions of law require such lighting. No other signage, including advertising, shall be permitted on any wireless support structure, unless required by law.
- (c) *[Access.]* At a wireless support structure site, an access road, turn around space, and parking shall be provided to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall at all times minimize ground disturbance and vegetation cutting. Road grades shall closely

follow natural contours to assure minimal visual disturbance and reduce soil erosion.

- (d) *[Setbacks.]* All wireless support structures and broadcast facilities shall be set back from abutting property lines and recorded rights-of-way by the following distances: a distance equal to the height of the wireless support structure or broadcast facility tower or structure or use breakpoint technology as provided for in subsection 32-579(8)a. Any accessory structure shall be located so as to comply with the applicable minimum setback requirements for the property on which it is situated.

In making these findings of fact, the Board's decisions must be based on competent, material, and substantial evidence in the record. Substantial evidence is more than a mere scintilla. It means such relevant evidence as a reasonable mind might accept as adequate to support a conclusion. It must do more than create the suspicion of the existence of the fact to be established.

The concurring vote of a majority of the members of the Board shall be necessary to grant a special use permit. Vacant positions on the Board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the board for calculation of the requisite majority, if there are no qualified alternates to take the place of such member.

As always, a member of this Board shall not participate in or vote on a special use permit in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

Chair Hinman stated that the Board will now hear evidence from the applicant. The case must be presented by a licensed attorney, witnesses must be sworn, and only relevant and competent evidence should be heard.

Having been duly sworn, **Josh Rotenstreich, 2900 Saint Regis Road, Greensboro, NC**, stated that he is an attorney representing Cellco Partnership's application to construct the 199-foot concealed monopine monopole structure on property owned by David and Gayle Cheek on Henry Wilson Road. The property is zoned Agricultural Residential (AR)-40. Rotenstreich submitted the entire application packet as evidence in the hearing, which had been made available to County staff and the Board. Rotenstreich referred the Board to the analysis performed by CityScape, which outlined that the application met all major requirements of the County's Zoning Ordinance. Rotenstreich submitted as evidence the signed and notarized copy of the voluntary conditions recommended by CityScape that Cellco Partnership has agreed to. Rotenstreich went on to elaborate on the findings from CityScape regarding priority siting for

the wireless support structure. Currently there are no existing structures to locate an antenna to service Verizon Wireless customers between the Lewis community and the Town of Stovall. Verizon Wireless customers regularly experience service gaps in this area of northern Granville County. Rotenstreich noted that there is a landfill owned by Granville County in the nearby community, but that lot was not suitable due to environmental conditions. The tower will be surrounded by an 8-foot fence with barbed wire on top. The signage on the site will comply with all County ordinances, and the setbacks far exceed the minimum ordinance requirements. Rotenstreich requested that the analysis performed by CityScape be entered as evidence.

Chair Hinman requested that any individual wishing to present evidence in opposition to the special use permit come forward. No one came forward to testify.

Commissioner Smith asked if any community members attended the public meeting to voice concerns about this project.

Planning Director Barry Baker reported that no one has addressed any concerns to the Planning Department and Attorney Josh Rotenstreich reported that several individuals attended the community meeting, and none were in opposition to the project.

Commissioner Smith also asked if the Board could consider all findings of fact concurrently after the close of the hearing. County Attorney James Wrenn stated that since there was no one testifying in opposition to the special use permit, and the County's consulting engineer had submitted a favorable review, he had no objections to the Board dispensing with all required findings of fact concurrently. Wrenn then restated the recommended conditions for approval from CityScape to be entered as evidence for the hearing. The applicant should provide a final set of construction drawings, complete environmental and state historic preservation office paperwork, submit a new Determination of No Hazard to the FAA, the monopine should provide additional density to the top by using concealed socks to hide the antennas, and that all equipment feed lines be routed to the interior of the monopole. The applicant signed an acknowledgement and agreement to these conditions on June 3, 2021. Wrenn stated that NCGS 160D requires that the Board cite specific evidence supporting the findings of fact for approval of a special use permit.

Chair Hinman asked for any questions from members of the Board. With no further questions, Hinman entertained a motion to close the hearing.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Russ May, and unanimously carried, the Board closed the hearing.

County Attorney James Wrenn then provided a summary of the quasi-judicial hearing. Wrenn stated that Planning Director Barry Baker had reviewed the application from Cellco Partnership and determined it met all major County ordinance requirements. Susan Rabold with CityScape confirmed that the application plus CityScape's recommended conditions for approval would meet all ordinance requirements. Attorney Josh Rotenstreich, representing Cellco Partnership, restated CityScape's findings. Rotenstreich entered the application packet into evidence and noted that the application and all supporting materials supported the fact that Cellco Partnership's application and site plan met all required findings of fact. Rotenstreich further stated that the Cellco Partnership had agreed to all voluntary conditions for approval. Planning Director Barry Baker and Attorney Josh Rotenstreich confirmed that no one had voiced any opposition to the proposed structure.

County Attorney Wrenn then restated the required findings of fact - to grant a major special use permit to construct a new freestanding wireless support structure, the Board must find that the applicant demonstrated why a site of a higher priority was not selected. To find that the applicant demonstrated why a site of higher priority was not selected, the applicant must have demonstrated to the satisfaction of this Board the reason or reasons why such a permit should be granted for the proposed site and the hardships that would be incurred by the applicant if the permit were not granted for the proposed site. Wrenn stated that the orders of priority were stated earlier during the hearing.

County Attorney Wrenn then read the second required finding of fact. Wrenn stated that all wireless support structures shall be located, fenced, or otherwise secured in a manner that prevents unauthorized access. Specifically, as follows:

1. All antennas, towers, and other supporting structures, including guy wires, shall be made inaccessible to individuals, and constructed or shielded in such a manner that they cannot be climbed or run into; and
2. Transmitters and telecommunications control points must be installed in a manner to be readily accessible only to persons authorized to operate or service them.

County Attorney Wrenn then read the third required finding of fact. The Board must find that the wireless support structures shall contain a sign no larger than four (4) square feet to

provide adequate notification to persons in the immediate area of the presence of an antenna that has transmission capabilities. The sign shall contain the name of the owner and operator of the facility, an emergency phone number, and FCC registration number, if applicable. The sign shall be on the equipment shelter or shed of the applicant and be visible from the access point of the site and must identify the equipment shelter of the applicant. The sign shall not be lighted unless the board shall have allowed such lighting or unless applicable provisions of law require such lighting. No other signage, including advertising, shall be permitted on any wireless support structure, unless required by law.

County Attorney Wrenn then read the fourth required finding of fact. The Board must find that the wireless support structure site, as proposed, will have an access road, turn around space, and parking sufficient to assure adequate emergency and service access. Maximum use of existing roads, whether public or private, shall be made to the extent practicable. Road construction shall always minimize ground disturbance and vegetation cutting. Road grades shall closely follow natural contours to assure minimal visual disturbance and reduce soil erosion.

County Attorney Wrenn then read the fifth finding of fact. The Board must find that the proposed wireless support structure shall be set back from abutting property lines and recorded rights-of-way by the following distances: a distance equal to the height of the wireless support structure or broadcast facility tower or structure or use breakpoint technology as provided for in subsection 32-579(8)a. Any accessory structure shall be located to comply with the applicable minimum setback requirements for the property on which it is situated.

Chair Hinman asked if any party that had been sworn in before the quasi-judicial hearing objected to the County Attorney's summary of the evidence. No objections were raised.

Chair Hinman then asked if any members of the Board had questions or discussion related to the summary of evidence. Hearing none, Chair Hinman moved on to consideration of approval for the major special use permit.

Upon motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved a Major Special Use Application for a 199' concealed monopine monopole cell tower with fenced compound with the following conditions:

1. Applicant shall provide a final set of construction drawings prior to permitting.
2. Applicant shall provide the necessary NEPA and SHPO documentation prior to permitting.
3. Applicant shall submit a new Determination of No Hazard from the FAA for a structure height of 199 feet above ground, stating that the structure does not require aviation obstruction marking and lighting prior to permitting.
4. The monopine shall utilize a denser faux branch configuration and antenna “socks” to make the pole and antennas visually blend with the surroundings.
5. All equipment feed lines shall be routed inside the monopine and all entry ports on the monopine shall be sealed to prevent wildlife intrusion. The monopine monopole tower and fenced compound being located on property owned by David and Gayle Cheek, specifically identified as tax parcel map number #191604614446. (Major Special Use Permit was approved in final form at the August 2, 2021 meeting in the consent agenda and included in those minutes)

BREAK

Chair Sue Hinman called for a brief recess at 8:58 p.m.

BOARD APPROVED TAX REFUND REQUEST FOR KELLY CHOPLIN

Kelly Choplin contacted the Tax Office about a deck she is being billed for that never existed. Ms. Choplin explained the only way to access this deck would be through her bathroom window. After reviewing pictures of her house, which were taken in 2017, there is no sign of a deck ever being there.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved a tax refund to Kelly Choplin for 2016, 2017, 2018, 2019, and 2020 in the amount of \$100.98 for a non-existent deck.

BOARD APPROVED TAX REFUND REQUEST FOR TREVOR BIGGS

Trevor Biggs appeared before the Board of Commissioners August 3, 2020 about a discrepancy in the heated square footage of his home. The previous Tax Administrator recommended that no changes were to be made. After reviewing the property, it was discovered that a clerical error was made on his storage building, with a value of \$112,000. This error took place during data entry of the 2018 appraisal. It was also discovered that his heated square footage was indeed overstated by 795 sq. ft.

Upon a motion by Commissioner Russ May, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved a tax refund to Trevor and Donna Biggs for a clerical error from 2018, 2019, and 2020 per North Carolina General Statute 105-381 (a) (1) and an appraisal error for 2020 for a total refund of \$3,290.28.

BOARD APPOINTED RICHARD LYON TO THE SENIOR SERVICES ADVISORY COMMITTEE

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed Richard Lyon as a District 6 representative on the Senior Services Advisory Committee.

BOARD REAPPOINTED JONATHAN CARVER TO THE AERONAUTICS AUTHORITY OF THE CITY OF HENDERSON, CITY OF OXFORD, COUNTY OF GRANVILLE AND COUNTY OF VANCE

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board reappointed Jonathan Carver as the Granville County representative on the Aeronautics Authority of the City of Henderson, City of Oxford, County of Granville, and County of Vance.

BOARD SELECTED CHAIR SUE HINMAN TO SERVE AS VOTING DELEGATE FOR THE JULY 2021 NACO CONFERENCE

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board selected Chair Sue Hinman to serve as Granville County's voting delegate for the July 2021 National Association of County Commissioners (NACo) business meeting.

BOARD APPROVED CHANGES TO THE GRANVILLE COUNTY EMPLOYEE WELLNESS PROGRAM

In 2008, the Board approved a program policy that allows employees paid time to be physically active twice a week for 45 minutes during the workday. The program has been a challenge to monitor and is not being fully utilized by County employees. The Human Resources Director recommended implementing several wellness challenges throughout the year that will coincide with our current health benefits wellness program including a yearlong walking challenge, an emotional well-being challenge to help engage in employee's mental health and a healthy habits challenge to encourage employees to make healthier lifestyle changes.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved eliminating the County employee “Wellness Works” program and replacing it with several wellness challenges throughout the year.

**BOARD APPROVED THE STORMWATER UTILITY SERVICES MANAGER
SCOPE OF SERVICES FOR FY 2021-2022**

County Manager Michael Felts presented the fiscal year 2021-2022 Stormwater Utility Services Manager contract with Raftelis Financial Consultants, Inc. Raftelis serves as the stormwater consultant for Granville County, Person County, Town of Butner, City of Creedmoor, and Town of Stem. The agreement is renewable each fiscal year unless terminated by either party. The scope of work includes Tasks A through G, which is not-to-exceed \$96,000 and Task H, which is not-to-exceed \$24,000, both are consistent with previous fiscal year contracts.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board the Stormwater Utility Services Manager Scope of Services for fiscal year 2021-2022 at a cost not to exceed \$96,000 for Tasks A through G and at a cost not to exceed \$24,000 for Task H.

**BOARD APPROVED STEPPING UP INITIATIVE INTERLOCAL AGREEMENT
AMENDMENT**

County Manager Michael Felts presented an amendment to the Regional Stepping Up Initiative Program Interlocal Agreement previously entered by Granville County along with Franklin, Halifax, Vance, and Warren counties. The amendment would continue the program through June 30, 2026.

When asked, County Manager Felts stated that the contract does not have to be awarded as Cardinal Innovations is merging. He noted that the merger does not affect this agreement.

Upon a motion by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved the following Resolution Authorizing the Amendment of the Regional Stepping Up Initiative Interlocal Agreement.

**RESOLUTION
by the
GRANVILLE COUNTY BOARD OF COMMISSIONERS
AUTHORIZING AN AMENDMENT TO INTERLOCAL AGREEMENT FOR
THE REGIONAL STEPPING UP INITIATIVE IN FRANKLIN,
GRANVILLE, HALIFAX, VANCE, AND WARREN COUNTIES**

WHEREAS, each of the Participating Counties previously entered into a Interlocal Agreement (Agreement) for the establishment and operation of a Regional Stepping up Initiative Program; and

WHEREAS, the term of the original Agreement, unless terminated earlier, was through June 30, 2021;
and

WHEREAS, pursuant to the terms of paragraph 7, the Agreement may be amended by mutual agreement adopted in the same manner prescribed for the adoption of the Agreement under Article 20, Chapter 160A of the N.C. General Statutes; and

WHEREAS, the original Agreement was never terminated and the Participating Counties desire to amend, renew and extend the term of the Agreement; and

WHEREAS, in furtherance of that effort, the Participating Counties propose to amend that certain "Interlocal Agreement - Regional Stepping Up Initiative Program", a copy of which has been presented to the Board and is attached hereto;

NOW THEREFORE, BE IT RESOLVED, that the Granville County Board of Commissioners hereby authorize the execution of the aforementioned amendment to the interlocal agreement by the Chairman of the Board and any other county official or staff deemed necessary, in the form substantially as submitted, but with such minor or clerical amendments prior to execution as may be deemed necessary without further approval of the Board.

Commissioner Tony W. Cozart noted former Commissioner Edgar Smoak's strong support for the Stepping Up Initiative when he was a member of the Board of Commissioners.

BOARD APPROVED ACCEPTING THE AMERICAN RESCUE PLAN GRANT FUNDS AND GRANT PROJECT ORDINANCE

County Manager Felts presented a Grant Project Ordinance for the American Rescue Plan Act (ARPA) to track the receipt and expenditure of funds. Granville County is expected to receive up to \$11,740,344. Felts explained that Granville County does not anticipate expending funds until at least July 1. The County has not established a spending plan, but the proposed Ordinance will allow the County to meet audit requirements if any funds are received before the end of the fiscal year. This project fund will ensure that all ARPA funds are properly kept separate from the General Fund. Felts noted that he plans to bring a spending plan to the Board for consideration at the September 7, 2021, meeting. County staff has identified Water/Wastewater Infrastructure, Broadband, Economic Relief, and Healthcare as areas of interest for the expected funding. The proposed ordinance will not obligate the County to any expenditures until a spending plan is approved by the Board.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved accepting the American Rescue Plan grant funds and Grant Project Ordinance as follows:

GRANT PROJECT ORDINANCE
American Rescue Plan Project Ordinance

Be it Ordained by the Governing Board of Granville County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Coronavirus State and Local Fiscal Recovery Fund, established by the American Rescue Plan Act of 2021. These funds are intended to support

continued COVID -19 response, replace lost public sector revenue, and promote economic development and utility infrastructure.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Project Description

Component	Amount of Proceeds
Water/ Wastewater infrastructure	\$3,522,103
Broadband	\$3,522,103
Economic Relief	1,174,035
Healthcare	\$3,522,103
Total	\$11,740,344

Section 4. The following revenues are anticipated to be available to complete this project:

Component	Amount of Proceeds to Be Used
American Rescue Plan Funding	\$11,740,344
Total	\$11,740,344

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements as required by the Grant Agreement and Federal and State regulations.

Section 6. The Finance Director is directed to report, on a periodic basis, on the financial status of each project elements in Section 3 and on the total revenues received or claimed.

Section 7. Copies of this grant project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project.

**DURING COUNTY ATTORNEY'S REPORT BOARD APPROVED
EASEMENT AT GRANVILLE COUNTY LANDFILL FOR SOLAR FARM
PROJECT**

County Attorney James Wrenn reported on an approved solar farm project near the Granville County Landfill that required an easement. The property for the solar farm is closing, and the option for the easement has been requested, pending approval of the Board.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried the Board approved assignment and assumption of options to purchase easements at the Oxford Landfill to BRE NC Solar 3, LLC from Birch Creek Development .

County Attorney Wrenn also reported he had two attorney-client matters for closed session.

BOARD PRESENTATIONS

Commissioner May thanked Planning Director Barry Baker on his Department's work for the items presented tonight, and at the last Planning Board meeting. He also stated that he

would like the County to explore improving recreational opportunities in the Wilton and Brassfield communities once funding becomes available. Commissioner May then reported on the work of the Fire Department Needs Sub-committee chaired by himself and Commissioner Zelodis Jay. Commissioner May reported that the recent meeting went well, and a consulting company will be contracted in the future to give additional insight.

Commissioner Jay reported that a recent litter pick-up event gathered around 15 bags of litter on Belltown Road near the Granville Athletic Park.

Chair Hinman reported that she and Commissioner Gooch attended the Roberts Chapel Trail ribbon cutting with the Tar River Land Conservancy. Chair Hinman stated that opportunities like this are very important to the County and draw visitors from outside of the County. She stated that she is a strong supporter of the trail concept at Triangle North. Chair Hinman also reported that she will be attending the NC Association of County Commissioners Food Resiliency Committee meeting later this week.

BOARD APPROVED MODIFICATION TO BOARD MEETING SCHEDULE

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved moving the Commissioners' meeting originally scheduled for July 12th to Tuesday, July 6, 2021, at 7:00 p.m. at the Granville Expo and Convention Center due to Commissioners attending the 2021 National Association of County Commissioners meeting in Maryland from July 9 - July 12.

BOARD WENT INTO CLOSED SESSION

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board returned to open session.

BOARD ADJOURNED

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned the meeting at 11:07 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board

APPROVED BY:

Sue Hinman, Chair



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 2, 2021
Title: Recognition of NACo Art Contest Winners

PURPOSE:

To recognize student winners of the National Association of Counties' Student Art Contest.

BACKGROUND:

Granville County students were invited to participate in the National Association of Counties' Student Art Contest this past spring, with almost 100 entries coming from Granville County Public Schools. The theme this inaugural contest was "I Love My County Because...." Student artists were asked to complete the sentence of why they "love" their county, and accompany that sentence with a piece of original artwork to depict the reason selected. The contest was part of NACo's 2021 "Counties Matter" campaign, with a goal of introducing young residents to the responsibilities of local government.

Artwork submitted by two students of Granville County Public Schools was selected to be included on the National Association of Counties' 2022 calendar, with one honorable mention. All winning artwork will also be published in NACo's "County News" newspaper, which is distributed nationwide.

Congratulations to the following students, and thank you to their teachers and families who supported them during this contest:

- Brim Royster, J.F. Webb High School - Winner
"I love my county for the family connections I have here."
(Drawing of his family members)
- Elizabeth Gibson, Creedmoor Elementary School - Winner
"I love my county because of the beautiful architecture."
(Drawing of Granville County Courthouse)
- Sofia Serba Davis, J.F. Webb High School – Honorable Mention
"I love my county because of the beautiful architecture."
(Drawing of Strong Arm Baking on Main Street in Oxford)

Art teachers for these students are Ophelia Staton of J.F. Webb High School and Leslie Nunnery of Creedmoor Elementary.

ATTACHMENTS:

Brim Royster

Elizabeth Gibson

Sofia Davis

ACTION TAKEN:



"I love my county for the family connections I have here."

- Brim Royster, J.F. Webb High School, Granville County, NC



"I love my county because of the beautiful architecture."

- Elizabeth Gibson, Creedmoor Elementary School, Granville County, NC



"I love my county because of the beautiful architecture."

- Sofia Serba Davis, J.F. Webb High School, Granville County, NC



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 3, 2021
Title: **Airport Update**

PURPOSE:

To hear an update on the airport.

BACKGROUND:

Jon Carver, Granville County representative on the Aeronautics Authority of the City of Henderson, City of Oxford, County of Granville and County of Vance, will give an update on the airport.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Environmental Services
Date: August 31, 2021
Title: **Solid Waste Update**

PURPOSE:

To hear an update on solid waste matters.

BACKGROUND:

Jason Falls, Solid Waste Management Director, will update the Board on solid waste matters.

ACTION TAKEN:



Granville County Senior Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Kathy May
Department: Senior Services
Date: August 25, 2021
Title: 5310 Transportation Grant - In-Town Oxford Fixed Route

PURPOSE:

Hold a public hearing on the NC DOT 5310 Transportation Grant application for funding during the fiscal year 2022-2023 fiscal year.

BACKGROUND:

Granville County has participated in the 5310 Transportation Grant program since 2010. Funding from this grant program provides the Oxford fixed route. Attached for your reference is a copy of the public hearing notice. This notice appeared in the August 26th edition of the Oxford Public Ledger in both English and Spanish.

FUNDING:

If the grant is awarded, funding will be included in the fiscal year 2022-23 annual budget.

RECOMMENDATION:

The Senior Services Director recommends, after holding the public hearing, adopting the associated resolution.

ATTACHMENTS:

Public Hearing Notice
Program Resolution 5310

ACTION TAKEN:

PUBLIC HEARING NOTICE

This is to inform the public that a public hearing will be held on the proposed SFY2023 Section 5310 – Elderly Individuals and Individuals with Disabilities Program grant application to be submitted to the North Carolina Department of Transportation. The public hearing will be held on September 7th at or around 7:00 p.m. at the Granville County Board of Commissioners meeting in the Granville County Convention and Expo Center located at 4185 Hwy. 15 South, Oxford, NC 27565.

Those interested in attending the public hearing and needing either auxiliary aids and services under the Americans with Disabilities Act (ADA) or a language translator should contact Kathy May on or before September 2nd at telephone number 919/693-1930 or via e-mail at Kathy.may@granvillecounty.org.

The goal of these funds is to provide transportation services that meet the special needs of elderly persons and persons with disabilities for whom mass transportation services are unavailable, insufficient or inappropriate.

The total estimated amount requested for the period July 1, 2022 through June 30, 2023:

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Capital - Purchase of Service	\$161,000	\$16,100 (10%)
Operating	0	(50%)
Mobility Management	0	(10%)
TOTAL	\$161,000	\$16,100

This application may be inspected at the Granville County Senior Center, located at 107 Lanier St., Oxford, NC from 8:30 a.m. – 5:00 p.m. Monday through Friday, prior to October 7, 2021

Aviso de Audiencia publica

Deseamos avisar al public que Habra un audiencia publica sobre la propuesta: SFY 2023 Seccion 5310 – Solicitud a subsidio gubernamental para el Programa “Personas Mayores y Individuos con Discapacidades” que presentara ante el North Carolina Department of Transportation. La audiencia publica se llevara a cabo el 7 de Septiembre de 2021 a las/o como a las 7:00 p.m. en el Granville County Convention and Expo Center ubicado en 4185 Hwy. 15 South, Oxford, NC 27565

Aquellos que esten interesados en asistir a la audiecia publica y que necesiten ayudas auxiliary y servicios segun ley ADA o necesiten un traductor, favor de ponerse en contacto con Kathy May antes del 2 de Septiembre del teletono: 919/693-1930 por email: Kathy.may@granvillecounty.org.

La razon por la cual se solicitaran estos fondos espara cubrir la necesidad de servicios de transporte para la personas mayor y personas con discapacidades, para las cuales al presente no hay servicios de transporte public o son inapropiados.

La cantidad total estimada que se solicitara para el periodo 1 de julio de 2022 hasta el 30 de junio de 2023.

<u>Proyecto</u>	<u>Cantidad Total</u>	<u>Accion Local</u>
Capital – Purchase of Service	\$161,000	\$16,100 (10%)
5310 Operating	0	0
Administrative	0	0
 TOTAL PROJECT	 \$161,000	 16,100

Esta solicitud puede ser vista en el Granville County Senior Center, unbcado en 107 Lanier Street, de 8:30 a.m. – 5:00 p.m., lunes a Viernes; pero antes del 7 de Octubre, 2021

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2023 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) _____ and seconded by (*Board Member's Name or N/A, if not required*) _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Granville County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

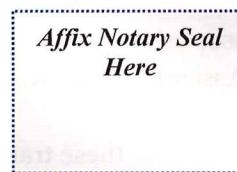
NOW, THEREFORE, be it resolved that the (*Authorized Official's Title*)* County Manager of Granville County is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I Michael S. Felts, County Manager do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Granville County Board of Commissioners duly held on the 7th day of September, 2021.

Signature of Certifying Official

**Note that the authorized official, certifying official, and notary public should be three separate individuals.*

Seal Subscribed and sworn to me
(date) _____



*Notary Public **

Printed Name and Address

My commission expires
(date) _____



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 2, 2021
Title: **Public Comments**

PURPOSE:

Public comments are limited to 3 minutes.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Department
Date: September 3, 2021
Title: Late Application - Bruce Parrish

PURPOSE:

To approve the late Disabled Veterans Exclusion application.

BACKGROUND:

Bruce Parrish came into our office in July with his awards letter from Veteran's Affairs. I told Bruce that the deadline had passed, and it could only be approved by the Board of Commissioners. He wants the Board to consider his application because Veterans Affairs were back logged with their paperwork due to Covid. Mr. Parrish's date of disability is dated May 20, 2020.

RECOMMENDATION:

The Tax Administrator recommends approving the late application since Veterans Services was closed during COVID and they are behind on their forms.

ATTACHMENTS:

Parrish - Form from Veterans Affairs

ACTION TAKEN:

018

State of North Carolina Certification for Disabled Veteran's Property Tax Exclusion (G.S. 105-277.1C)		<u>Granville</u> COUNTY
SECTION 1		
TO BE COMPLETED BY THE VETERAN OR THE SURVIVING SPOUSE WHO HAS NOT REMARRIED		
<u>Bruce Allen Parrish, Sr.</u> NAME (Print or Type)		<u>Bruce Allen Parrish, Jr.</u> DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)
<u>3575 Riverview Circle</u> STREET ADDRESS OR P.O. BOX NUMBER		SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)
<u>Oxford</u> CITY	<u>NC</u> STATE	<u>27565</u> ZIP CODE
		FAIRS NUMBER
I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.		
SECTION 2		
Disabled Veteran's Signature		
I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.		
<u>[Signature]</u> DISABLED VETERAN'S SIGNATURE		<u>6/17/21</u> DATE
SECTION 3		
Surviving Spouse's (who has not remarried) Signature		
I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.		
SURVIVING SPOUSE'S SIGNATURE		DATE
SECTION 4		
To be completed by the U.S. Department of Veterans Affairs		
Please check all that apply:		
A. ☐ Veteran does not meet either B, C, D, or E of the below criteria.		
B. ☒ Veteran has a service-connected permanent and total disability that existed as of <u>05/20/2020</u>		
C. ☐ Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.		
D. ☒ Veteran died on _____ and had a service-connected permanent and total disability at death.		
E. ☐ Veteran died on _____ and this death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.		
Character of Disabled Veteran's Service of Separation: (DD-214)		
☒ Honorable ☐ Under Other than Honorable Conditions ☐ Under Honorable Conditions		
<u>[Signature]</u> SIGNATURE OF USDVA CERTIFYING OFFICIAL		<u>06/29/21</u> DATE
<u>Christopher Warguez</u> PRINTED NAME OF USDVA CERTIFYING OFFICIAL		NOTE: Stamped Signature by USDVA Official on this form has been
<u>Assistant Veterans Service Center Manager</u> TITLE OF USDVA CERTIFYING OFFICIAL		by Director, VA Regional Office, Winston-Salem, NC.

NC Division of Veterans Affairs authorizes the NC Department of Revenue and any County Tax Office to use this form as needed.



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Jenny Griffin
Department: Tax Department
Date: September 3, 2021
Title: Late Application - Isaac Tanner

PURPOSE:

To approve a late Disabled Veterans Exclusion application.

BACKGROUND:

Mr. Isaac Tanner picked up an application from our office before June 1, 2021. He was asked to fill out the application, send the NCDVA-9 form to the U.S. Department of Veterans Affairs in Winston Salem to be completed. Our office also informed Mr. Tanner that the VA is back logged with these forms so in the meantime turn in the application to the Tax Department and we will wait for the NCDVA-9 form. Isaac Tanner turned in his completed application with the NCDVA-9 form on July 13, 2021. Isaac Tanner stated that the VA said they mailed him the forms; he had not received so they faxed it to him. Isaac was confused with our application instructions.

RECOMMENDATION:

The Tax Administrator recommends approving the late application due to the fact that Veterans Services was closed during COVID and they are behind on their forms.

ATTACHMENTS:

Tanner-NCDVA-9 Form

ACTION TAKEN:

State of North Carolina
Certification for Disabled Veteran's
Property Tax Exclusion (G.S. 105-277.1C)

Granville
COUNTY

SECTION 1

TO BE COMPLETED BY THE VETERAN OR THE
SURVIVING SPOUSE WHO HAS NOT REMARRIED

Isaac D. Tanner

NAME (Print or Type)

Isaac Devon Tanner

DISABLED VETERAN'S FULL NAME (PRINT OR TYPE)

1632 Gate 2 Rd

STREET ADDRESS OR P.O. BOX NUMBER

SURVIVING SPOUSE'S FULL NAME (PRINT OR TYPE)

Creedmoor

NC

27522

CITY

STATE

ZIP CODE

IS AFFAIRS

RITY NUMBER

I am either (1) a veteran whose character of service at separation was honorable or under honorable conditions and who has a permanent and total service-connected disability or (2) the surviving spouse, who has not remarried, of a veteran whose character of service at separation was honorable or under honorable conditions and who had a permanent and total service-connected disability at death or veteran's death was the result of a service-connected condition. I request USDVA complete this certification in support of my separate application for the Disabled Veteran's Property Tax Exclusion to the Tax Assessor.

SECTION 2

Disabled Veteran's Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my disability as needed for this certification.

Isaac D. Tanner

DISABLED VETERAN'S SIGNATURE

2-18-2021

DATE

SECTION 3

Surviving Spouse's (who has not remarried) Signature

I authorize the U.S. Department of Veterans Affairs to release information regarding my spouse's disability or death as needed for this certification.

SURVIVING SPOUSE'S SIGNATURE

DATE

SECTION 4

To be completed by the U.S. Department of Veterans Affairs

- Please check all that apply:
- A. ☐ Veteran does not meet either B, C, D, or E of the below criteria.
 - B. ☒ Veteran has a service-connected permanent and total disability that existed as of 06-20-2020
 - C. ☐ Veteran received benefits on _____ from U.S. Department of Veterans Affairs for specially adapted housing under 38 U.S.C. 2101 for the veteran's permanent residence.
 - D. ☐ Veteran died on _____ and had a service-connected permanent and total disability at death.
 - E. ☐ Veteran died on _____ and the death was either (1) the result of a service-connected condition or (2) death occurred while on active duty in the line of duty and not due to service member's own willful misconduct.

Character of Disabled Veteran's
Service at Separation: (DD-214)

☒ Honorable

☐ Under Other than Honorable Conditions

☐ Under Honorable Conditions

SIGNATURE OF USDVA CERTIFYING OFFICIAL

DIANA
KUWA
MOTO

Digitally signed
by DIANA
KUWAMOTO
Date:
2021.04.16
14:50:33 -0400

04-16-2021

DATE

PRINTED NAME OF USDVA CERTIFYING OFFICIAL

Christopher W. Wargus
Assistant Veterans Service Center Manager

TITLE OF USDVA CERTIFYING OFFICIAL

NOTE:

Stamped Signature by USDVA Official on this form has been
authorized by Director, VA Regional Office,
Winston-Salem, NC.



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 2, 2021
Title: Granville-Vance District Board of Health

PURPOSE:

The term of Dr. Bridget Waters, Veterinarian (appointed by District 2) expires in October.

BACKGROUND:

Others serving:	Zelodis Jay	Commissioner
	Dr. Robert Currin	Optometrist appointed by District 2
	Melissa Gillespie	Engineer appointed by District 2
	Dr. Dianne Kapherr	Pharmacist-District 5 appointed by District 6
	Sharon Pittman	At-Large-District 1
	Carolyn White	At-Large-District 2
	Amy Jacobs	At-Large appointed by District 3
	Dr. Peter Johnson	At-Large appointed by District 5

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 3, 2021
Title: Granville County Economic Development Advisory Board

PURPOSE:

The terms of Ivan Washburn (District 6) and Maggie Brummitt (District 7) expire in September.

BACKGROUND:

Others serving:	Bobby E. Talley, Jr.	District 1
	Marshall Tanner	District 2
	Kathrine Noel	District 3
	Wilma Moore	District 4
	John Martin	District 5

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Scott Phillips, Director
Department: Development Services
Date: September 1, 2021
Title: **South Branch Satellite Offices Bid Results and Award Recommendation**

PURPOSE:

This request is to update the Board on our bid results and the recommendation to award a Construction Contract for services.

BACKGROUND:

Granville County received competitive bid proposals on August 24, 2021 for the interior alterations needed for the DSS South Branch Satellite Offices located at the Dutch Village Shopping Center, Butner, NC. The bid submittal requested the following pricing:

- Base Bid Price in accordance with the construction documents
- Alternate pricing as follows:
 - Alternate A-1; replace existing women's toilet room partitions with new
 - Alternate A-2; installation of a Fire Alarm System (not required by Building Code)
 - Alternate A-3; replace broadloom rolled carpet with carpet tile

The attached Bid Tabulation indicates the bid submittals received and the dollar amounts as indicated above.

FUNDING:

FY 2021-2022 budget can facilitate the base bid amount as well as any or all alternate pricing.

RECOMMENDATION:

The Granville County Development Services Director recommends awarding the Construction Contract to Focus Design Builders for an amount of \$588,189.00, and any alternate the Board may choose.

We would also recommend approving a budget contingency of \$15,000.00 for any unforeseen conditions, or owner requested change.

ATTACHMENTS:

Bid Tabulation

Bid Award Memo from Stephen Baxter Architect, PLLC

Statement of Bonding Ability for Focus Design Builders

ACTION TAKEN:

Stephen T. Baxter, Architect, PLLC

BID AWARD MEMO

August 26, 2021

Mr. Scott Phillips,
Director of Development Services
Granville County

RE: Granville County Department of Social Services
South Branch Facility
2531 East Lyon Station Road, Creedmoor, NC

Mr. Phillips,

The Bid Opening conducted at 3:00pm on August 24, 2021 reveals the low bidder to be Focus Design Builders, Inc. The low Base Bid amount is \$588,189.00 with an Alternate Bid for Removal/Replacement of the Staff Women's Toilet Room partitions of \$4,438.00, an Alternate Bid for Installing a Fire Alarm System of \$29,744.00, and an Alternate Bid for Carpet Tile in lieu of Rolled Carpet of \$2,134.00. I have spoken to Ms. Rebecca Holbrook with Focus Design Builders, Inc who has confirmed that their bid amount is good. I have spoken to their bonding company, and have received confirmation that they are in good standing with the bonding capacity to include this project. My office has had previous experience with Focus Design Builders, Inc on commercial projects in the past where we were satisfied with the quality of work. The necessary documentation has been provided representing that good faith effort has been made to implement at least 10% of the work will be performed by minority or women owned businesses. I do not see any reason that the Granville County cannot proceed with preparation of a construction agreement with this general construction company.

Thank you,

Stephen T. Baxter,
Architect, PLLC



Marsh & McLennan Agency
2301 Sugar Bush Road, Suite 600
Raleigh, NC 27612
Main + 919-782-1840
Fax + 919-785-1841
www.mma-midatlantic.com

August 26, 2021

Re: Focus Design Builders – Statement of Bondability

To Whom It May Concern:

It has been the privilege of Marsh & McLennan Agency and NGM Insurance Company to provide surety bonds on behalf of Focus Design Builders, LLC. They are approved with a single job limit of \$10,000,000 and \$20,000,000 aggregate capacity. Bonds above these levels would be considered favorable upon request.

Please understand that this statement of bondability may not be used in lieu of any properly issued performance and payment bond with attached authorized power of attorney. NGM Insurance Company reserves the right to review all contract documents; verification of financing, review non-NGM bond forms, and our normal underwriting requirements need to be met at the time of a bond request, prior to issuing any final bonds.

By your acceptance of this bondability statement you acknowledge that the bond company has no obligation to issue any bond on behalf of our client, under any condition, regardless of any prior bonds being issued by the surety on behalf of the client.

This letter restricts neither the rights of the surety nor the contractor under the law. NGM is listed on the U.S. Treasury Departments Listing of Approved Sureties (Department Circular 570), and is rated A by AM Best (Excellent) and is a Category XI (\$750 Million to \$1 Billion) in size.

Sincerely,

James P. Lowrey, Attorney-in-Fact
Surety Agent



Granville County Senior Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Kathy May
Department: Senior Services
Date: August 31, 2021
Title: Amendment to Morrison's Contract

PURPOSE:

To consider approval of amendment to contract with Morrison's Management Specialists for meals for the Senior Center.

BACKGROUND:

Granville County Senior Services has a contract with Morrison's Management Specialists to prepare and deliver daily mid-day meals to all three senior centers. We are currently paying \$4.69 per meal, which includes transportation of the food (in bulk) to each of our three senior centers daily. We have had only two (2) price increases since we began our contract in 2011.

Morrison is now asking for an amendment to the agreement to include an annual Consumer Price Index (CPI) adjustment to take effect in August of each year. The "CPI Adjustment" for the purpose of the Agreement shall mean and refer to the annual price escalator obtained from the Consumer Price Index for All Urban Consumers, U.S. City Average, "Food Away from Home," Series Id: CUUR0000SEFV (Not Seasonally Adjusted) as measured against the most recently published twelve (12) month period." (Currently 4.6%) They have agreed to cap the CPI adjustment at 3%. For the current year, this will take our price per meal to \$4.83.

FUNDING:

Home and Community Care Block Grant (10-5859-220 & 221)

RECOMMENDATION:

Senior Services Director recommends approval of the amendment.

ACTION TAKEN:



Granville County Sheriff's Office

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Sheriff's Office
Date: September 1, 2021
Title: Sheriff's Vehicle Equipment Purchase

PURPOSE:

Purchase request for equipment to outfit ten Sheriff's office vehicles authorized during the August 2, 2021, regular Board of Commissioners meeting.

BACKGROUND:

The Sheriff's Office is requesting approval to purchase the equipment necessary to outfit ten (10) vehicles for service. Although the funding for the vehicle equipment was approved in the FY 2021-2022 budget, the request is being brought back to the Board for final approval per policy because the expenditure is more than \$10,000.

Vendor	Make/Model	Amount	Pricing Type
B&G Electronics & Communications Inc.	Equipment to outfit vehicles	\$36,765.17	NC Sheriff's Association

Note: The Sheriff's office will utilize some existing equipment in addition to this quoted equipment to outfit all ten vehicles. Per the Sheriff's office, the cost to fully outfit a sheriff's vehicle is just over \$7,000 per vehicle. By using available existing equipment from replaced vehicles, the average cost per outfitting based on the B & G quote is \$3,676.52 each.

Equipment Purchase Contract: Informal bidding requirements under G.S. 143-131 cover purchases of equipment involving the expenditure of \$5,000 or more, but less than the limits prescribed by the formal bidding requirements. No advertisement is required, and no minimum number of bids is required. County Policy directs staff to obtain a minimum of 3 bids or document why 3 bids could not be obtained. Because NC Sheriff's Association contracts are bid in accordance with formal bidding guidelines, they meet the County's requirement to obtain competitive quotes and do not require additional bids.

FUNDING:

Funding is available in fiscal year 2021-2022 annual budget.

RECOMMENDATION:

The Sheriff recommends purchasing the equipment necessary to outfit the ten (10) new vehicles for service, from our existing vendor, B&G Electronics at a price of \$36,765.17.

ATTACHMENTS:

B & G Electronics & Communications Quote

ACTION TAKEN:



Emergency Vehicle Specialists

Phone 252-635-3061 / Fax 252-635-3067
Dover, NC 28526
PO Box 153 - 116 Barwick Rd.

Estimate

Date	Estimate #
8/12/2021	8153

Name / Address
Granville County Sheriff Office 143 Williamsboro St. Oxford, NC 27565

Project

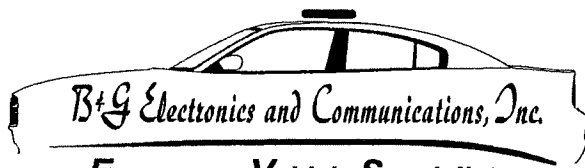
Item	Description	Qty	Price	Total
	NC 680D State Contract applied where applicable			
425-6636	Equipment for 2021/22 Dodge Charger PPV Rev. 1 8/13/21 '11+ Dodge Charger Contour Console, 16" FP, dual ABS cup holder and two power outlets, MUST ORDER	4	350.94	1,403.76T
425-6573	425-6573 for 2" USB/MP3 port adapter plate for 2021+ 2" Faceplate for 2021+ Dodge Charger OEM USB/AUX plate	4	0.00	0.00T
425-6101	4" Whelen CenCom	4	0.00	0.00T
425-6064	3" Motorola Spectra/Astro Sectra/XP-5000 A/W 4,5,7/Radius Maxtrac 100/300, Mostar, GM300 (Dash Mount);	4	0.00	0.00T
425-6260	Arm Rest for Vertical '08 Charger Console	4	52.64	210.56T
425-3692	Mic Clip bracket	4	12.54	50.16T
IX35UFZ	Whelen, Inner-Edge, Twelve LED's, (10 -Blue, 2 TD's) Driver and Pass Side Split, Flashing Takedown lights, 2019+ Charger	4	613.33	2,453.32T
ITRAYW8	B / B / B / B / B / TD -- TD \ B \ B \ B \ B \ B Inner-Edge Rear facing RST series, 8 Lamp Tray, 8 SOLO, DUO or TRIO LED's lights and specify vehicle specific shroud and mount	4	672.40	2,689.60T
IS358	B / B / A / B / B / A / B / B Lower Rear Inner-Edge housing, Eight or ten LED's warning or 8 LED's Traffic Advisor, rear lower deck, 2017 Charger, no charge when order with Inner Edge tray	4	0.00	0.00T

ESTIMATE GOOD FOR 30 DAYS; PRICES DO NOT INCLUDE SHIPPING/HANDLING
CHARGES

Subtotal

Sales Tax (6.75%)

Total



Emergency Vehicle Specialists

Phone 252-635-3061 / Fax 252-635-3067

Dover, NC 28526

PO Box 153 - 115 Barwick Rd.

Estimate

Date	Estimate #
8/12/2021	8153

Name / Address
Granville County Sheriff Office 143 Williamsboro St. Oxford, NC 27565

				Project
Item	Description	Qty	Price	Total
HHS3206	HHS3206, Siren amplifier with Slide Switch and Rotary Knob Controller, includes programming software (CANCTL6), replaces HHS2200	10	404.46	4,044.60T
SA315P	Whelen, 100 Watt speaker 123dB, Black nylon composite	10	143.00	1,430.00T
SAK37	Bracket, Speaker Charger 2011+	10	24.60	246.00T
425-6101	4" Whelen CenCom	6	30.92	185.52T
75812	Stinger DS LED with DC steady charger	10	103.80	1,038.00T
5077T	Push Bumper, 2015+ Dodge Charger (Texture Finish)	6	241.13	1,446.78T
5077WT	Wraparound Brush Guard only, 2015+ Dodge Charger, use with 5077T (Textured Finish)	6	206.19	1,237.14T
01-026A749-06E	Dual LR11 Takedown module with brackets to replaces 500 series halogen on Liberty Lightbars, two required per lightbar	12	96.99	1,163.88T
RMKEZ#	Replacement Mounting Kit includes Feet, Hardware and straps kit for Dodge Charger	4	102.80	411.20T
ION*	ION series Super LED Universal Light red, blue or amber includes Universal Mount	8	76.62	612.96T
DS-PAN-431	8 - Blue Docking station for Panasonic's Toughbook 54 and 55 Rugged laptop, Full port replication, Connectivity includes: fully-powered USB 3.0 (2), Ethernet: RJ45 Ethernet (1), serial: DB9 (9-Pin) connection (1), video: VGA (1), HDMI (1), input voltage: 15.6V dc	10	565.88	5,658.80T
PA1580-1921	DC/DC Power adapter for Panasonic Toughbook 51, 74	10	118.90	1,189.00T
425-5182	Mounting Plate - Kodiak / GJ Dock/ Motorola Dock Desktop	10	49.50	495.00T
ESTIMATE GOOD FOR 30 DAYS; PRICES DO NOT INCLUDE SHIPPING/HANDLING CHARGES			Subtotal	
			Sales Tax (6.75%)	
			Total	



Emergency Vehicle Specialists

Phone 252-635-3061 / Fax 252-635-3067
 Dover, NC 28526
 PO Box 153 - 115 Barwick Rd.

Estimate

Date	Estimate #
8/12/2021	8153

Name / Address
Granville County Sheriff Office 143 Williamsboro St. Oxford, NC 27565

Project

Item	Description	Qty	Price	Total
PSSP5612C11A	Space Saver Plus Partition, 1/2 Lexan 1/2 Exp Metal Window, Side Curtain Airbag Compatible, Recessed Panel, Bucket Seat Protectors, Air Bag compatible, 2014 Charger, specify handcuff or straight key	3	642.84	1,928.52T
WB56NPC11	Window Barriers for OEM Doors, Dodge Charger 2011	6	180.88	1,085.28T
GVPM5611D-H	Vertical partition mounted, Dual Weapon Tri-Lock Gunrack w/handcuff key, max weapon length is 37", AR 15 w/quad rail and Remington 870 Police Magnum	6	342.55	2,055.30T
3G702	Upgrade Lock, handcuff sytle, Universal	6	66.00	396.00T
475-1042/GGS	Dual Weapon Mount, GR6-DCR-870-GL3XL-AR-GL3XL, Straight key, Vertical stand Alone mount without partition, 2011+ Dodge Charger	3	603.02	1,809.06T
S & H	Estimated Shipping & Handling, Motor Freight LTL		1,200.00	1,200.00T

ESTIMATE GOOD FOR 30 DAYS; PRICES DO NOT INCLUDE SHIPPING/HANDLING CHARGES

Subtotal	\$34,440.44
Sales Tax (6.75%)	\$2,324.73
Total	\$36,765.17



Granville County Emergency Management

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Reba Duke
Department: Emergency Management
Date: August 31, 2021
Title: FD Radio Replacement

PURPOSE:

To consider purchase options under the radio replacement program for Granville County Fire Departments, Granville County Search & Recovery, Emergency Management, Emergency Communications/911 and Animal Control.

BACKGROUND:

As a result of the FY 2021-22 budget, Emergency Management was given the direction to develop a plan for replacing the 800 MHz radios for all 14 Granville County Fire Departments, Granville County Search & Recovery, Emergency Management, Emergency Communications/911 and Animal Control. These radios are to be funded over three years. (FY 2022, 2023, and 2024).

At the direction of the Board of Commissioners, the Emergency Management Director and Fire Marshal provided multiple options for portable radios to each department. Each department was allowed to select which radio would best suit their needs from the options provided prior to County staff obtaining quotes. The choices of portable radios were Kenwood Model 900 & 6000 and Motorola APX 900, 4000, and 6000. Due to the plug and play option, Motorola APX 1500 or 4500 were the radio's chosen for the replacement of the Mobile Radios.

This radio replacement is necessary, due to North Carolina State Highway Patrol Viper Division having to complete a major upgrade of the system. The Viper Division is requiring all new radios added to the Viper Network to be TDMA compliant by 7/1/2022 and that all radios that are not TDMA compliant to be replaced by 7/1/2025. Any radio that has not been replaced by 7/1/2025 will cease to work.

Emergency Management has prepared 2 quotes to be presented to the Board of Commissioners. Details are included in the attached spreadsheet for reference. Please note in the quote that the County has partnered with Granville Health System (GHS) to purchase radios for their system. GHS will reimburse the County for the actual cost of their radios which is included in both options.

1. Purchased over 3 years [\$512,245 including GHS radios, County cost = \$479,415] (approximately 1/3 of the total radios would be purchased each year for three years).

2. One-time purchase of all radios [\$1,149,579 including GHS radios, County cost = \$1,073,294]

FUNDING:

The County has appropriated \$500,000 towards the purchase of 1/3 of the total number of radios in the FY 2021-22 budget. If the one-time purchase option is selected an additional appropriation of fund balance is necessary.

RECOMMENDATION:

The Emergency Management Director and County Manager recommend the **one-time purchase option**, purchasing the replacement radios for all 14 Granville County Fire Departments, Granville County Search & Recovery, Emergency Management, Emergency Communications/911, and Animal Control allowing the County to take advantage of the volume discount of \$143,000.00 in savings as well as avoiding future cost increases due to market changes and inflation.

ATTACHMENTS:

Radio Replacement Quote Summary

ACTION TAKEN:

Ammount of Radios

Type of Radio	One Time Purchase	Purchase over 3 Years
Kenwood VP900	5	5
Kenwood VP6000	38	38
Motorola APX 900	14	5
Motorola APX 4000	45	15
Motorola APX 6000	43	15
Motorola APX 6000 Hi-Viz	15	5
Motorola APX 6000XE	14	5
Motorola APX 6000XE Hi-Viz	70	24
Motorola APX 1500	42	14
Motorola APX 8500	1	0
Motorola APX 4500	38	13
<u>Total</u>	<u>325</u>	<u>139</u>

Purchase over 3 years			
	Kenwood Quote	Motorola Quote	
	\$109,892.95	\$391,697.75	\$501,590.70
Discount	Included	None	
Programming	Included	\$3,744.00	
Charger APX 900/4000	Included	\$1,140.00	
Charger APX 6000	Included	\$5,769.75	
Total Cost	\$109,892.95	\$402,351.50	\$512,244.45
		Hospital Portion	\$32,830.00
		Total County Portion	\$479,414.45

One Time Purchase			
	Kenwood Quote	Motorola Quote	
	\$109,892.95	\$1,152,993.00	\$1,262,885.95
Discount	Included	\$144,350.00	
Programming	Included	\$10,959.00	
Charger APX 900/4000	Included	\$3,363.00	
Charger APX 6000	Included	\$16,720.50	
Total Cost	\$109,892.95	\$1,039,685.50	\$1,149,578.45
		Hospital Portion	\$76,285.00
		Total County Portion	\$1,073,293.45



Granville County Administration

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Michael Felts
Department: Administration
Date: September 4, 2021
Title: Fire, Ambulance, & Rescue Service District(s) Consulting Services

PURPOSE:

To consider engaging North Carolina Fire Chief Consulting to provide consulting services to assist in the development and implementation of a service district or service districts for fire protection and possibly ambulance and rescue service for Granville County.

BACKGROUND:

During the regular meeting held on July 6, 2021, the Board of Commissioners authorized County Administration, working with the Fire Needs Sub-Committee, to develop and release a Request for Proposal for Consulting Services to assist in the development and implementation of a service district or service districts for fire protection and possibly ambulance and rescue service for Granville County. The Fire Needs Sub-Committee has been actively gathering and researching data to aid in the development of a structure and funding recommendation to provide fire protection services throughout Granville County in a manner which will meet the firefighters and the County's needs. While the group is to be commended for the dedicated efforts to advance the fire and rescue services into the future; the task, as many understand, is very technical in nature. The Group identified the need for some expert counsel regarding this issue.

Requests for proposals were advertised on the County website, included in a paper of general circulation, and were sent directly to several companies which engage in similar services. The County received proposals from North Carolina Fire Chief Consulting and Public Consulting Group. On September 3, 2021, a selection committee consisting of Commissioners Russ May, Tim Karan, Zelodis Jay, and County Manager Michael Felts heard presentations from both vendors.

Each vendor had significant areas of strength and provided unique insight to the County's proposed project. The committee unanimously recommend North Carolina Fire Chief Consulting. The key determining factor was NC Fire Chief Consulting's understanding of NC standards, rules, and requirements as well as their extensive work within NC on similar projects and their affiliation with the North Carolina League of Municipalities.

Copies of the two proposals are provided for your reference. The proposed not-to-exceed cost estimate from NC Fire Chief Consulting is \$59,148. This is based on the reduced billing rate that is provided through their affiliation with the League of Municipalities and extended to members of the NCACC. The vendor noted that billing is based on the hours worked, therefore the actual cost may be lower than the estimated proposal cost.

FUNDING:

Funding is not currently included in the fiscal year 2021-2022 annual budget, and this would require an appropriation of fund balance.

RECOMMENDATION:

The selection committee recommends authorizing the County Manager to engage the services of NC Fire Chief Consulting to provide consulting services to assist in the development and implementation of a service district or service districts for fire protection, ambulance, and rescue service for Granville County.

ATTACHMENTS:

Request for Proposals
NC Fire Chiefs Proposal
PCG - Proposal

ACTION TAKEN:



PROFESSIONAL SERVICES PROPOSAL

Fire, Ambulance and Rescue Service District(s) Analysis

Prepared For: Granville County, North Carolina

Prepared By: NC Fire Rescue Innovative Solutions, LLC dba

NC Fire Chief Consulting

NC Fire Chief Consulting

3140 Abingdon Place

Burlington, NC 27215

P: (336) 266-7998

www.NCFireChief.com

Point of Contact

Greg Grayson

Chief Officer

M: (336) 266-7998

GGrayson@NCFireChief.com



North Carolina Fire Chief Consulting

3140 Abingdon Place
Burlington, North Carolina 27215
(336) 266-7998
jjgrayson@NCFireChief.com
www.NCFireChief.com

August 13, 2021

Mr. Michael Felts, County Manager
Granville County
P.O. Box 906
Oxford, North Carolina 27565

Dear Mr. Felts,

Thank you for providing an opportunity to advance Granville County Government's vision for developing sustainable funding models for the county's fire services into the future. We understand that upcoming decisions are a pivotal time for Granville County Government and we commend executive leadership for taking due diligence in making informed decisions on establishing funding systems and structures that will be able to serve the people of Granville County for many years ahead. We value and are honored by the opportunity to work together with you and your staff to build, develop and strengthen service delivery systems for the people of Granville County as you grow and progress.

The potential for growth in Granville County coupled with the significant changes in the fire service in recent years has positioned the county for the need for the next realistic step in the transition of the fire protection service delivery system to a more uniform model, just as other counties in North Carolina have experienced. As North Carolina becomes one of the largest states and the complexity of the fire service increases, the transition to be more flexible and utilize more universal funding models will be necessary.

Our approach to this critical work will be to collaborate with decision making stakeholders (fire service, county leadership, select municipal leadership) to successfully **facilitate a transitional process** from where Granville County is today totally dependent upon General Fund appropriation into a single, unified service district that will encompass most of the unincorporated areas of Granville County and will include some of the smaller municipalities that choose to be a part of the streamlined, unified service district. It may also take the route of some regional service districts in lieu of a singular service district based upon the findings.

Harnessing best practices from other North Carolina counties, coupled with experience from various subject matter experts within North Carolina, we will guide county staff through various steps of the process to positively make the transition to the more optimal unified service district model.

Initial, principal goals and projected outcomes of this unified service district include, but are not limited to:

- Establishing sustainable funding systems/structures long-term for the fire service in Granville County.
- A higher level of equity in levels of service delivery across the unincorporated areas of Granville County, enabling service contracts with all service providers to be more similar in terms of expectations of services delivered, response times, first unit arrival, full complement, etc.
- More strategic decision opportunities for regionalizing specialized services within the county to ensure that there is adequate coverage where the hazards and needs are most prevalent without having overlap of specialized services (such as heavy rescue, water rescue, hazmat, etc.)
- More uniform inclusion and engagement by municipalities that choose to be a part of the unified service district across the county.
- Establishing a strengthened governance structure for the Granville County Board of Commissioners for unincorporated fire protection by establishing a commission (or similar) comprised of both fire service and citizens that will review fire service funding issues and make authorized, researched recommendations to the Board of Commissioners for adoption.
- Enabling Granville County to modernize their service delivery contract with provider fire departments and ensure closest station response across the county's jurisdiction.
- Develop dynamic funding formulas for each contracting fire department that reflect several key indicators of hazard and risk and represent a fair and realistic reflection of the cost to protect each response area. These funding formulas should reflect data from multiple years and fairly represent municipal needs in a balanced cost share model so that there is parity for all taxpayers when contracting fire departments serve both unincorporated areas as well as municipalities.
- As an overall fire protection service delivery system in the Granville County jurisdiction, better meet the national service delivery standards for volunteer and combination fire departments.
- Strengthen accountability at all levels of the delivery system including funding, equity, governance, and services provided.

To assure full accountability to Granville County Government, we would propose to conduct these technical professional services on a month-to-month basis, reporting to you in a written report what tasks have been completed in the past 30 days and project

the scheduled work for the coming 30 days. This periodic structure/process would provide a regimented formal opportunity for you to provide direction and/or redirection on course or speed of work that we were performing.

We have constructed a scope of work for this initiative below reflecting approximately 360 professional services hours. NC Fire Chief Consulting proudly serves as the North Carolina League of Municipalities (NCLM) official fire consulting provider. As such, we provide a 20% discounted hourly rate to all NCLM members through our contract with the NCLM and we extend that same contract to NC Association of County Commissioner members. We only invoice for actual hours worked. Based on the projected scope of work below at 372 hours at the discounted contract rate of \$159 per hour, the total project could accumulate to \$59,148. Beyond the professional services hours, monthly invoices will include reimbursement for mileage and per diem at the current federal/GSA rate and any other pre-approved reimbursements.

Please review the proposed scope of work as outlined below and let us know how we can modify this to best meet the needs of Granville County for this most important initiative.

We look forward to collaborating to strengthen and improve the fire protection service delivery system in Granville County. Please let us know how we can best help moving forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory H. Grayson".

Gregory H. Grayson
Chief Officer

Deliverables & Cost

Based upon the requests and information received and data provided to NCFCC to date, we would offer the following levels of specific assistance to Granville County:

Core Individual Scope Tasks	Estimated Professional Services Hours	Estimated Cost
Communication with Stakeholders and Elected Officials: - Hold one stakeholder session on site, in person at the onset of the project. <i>Consultant team initially meet with County Fire Chief's Full Group on purpose and scope in person on site.</i> <i>In addition to identified county staff, meet with the Fire Service Needs Committee virtually throughout the process, at least monthly over a nine-month performance period.</i> - Hold one stakeholder session on site, in person at the completion of the project. - Conduct one interactive municipal stakeholder educational session regarding North Carolina's statutes related to service districts and municipal participation in service districts. - Present findings of the project on site, in person to the County Board of Commissioners and County staff. <i>Consultant team to provide an approximate one-hour presentation to the Granville County Board of County Commissioners in person on site at conclusion.</i> <i>Two copies of the final report and digital copies of the report will be provided to the County</i> - Maintain communication with identified personnel throughout the project. <i>Provide the County Manager with monthly reports of progress and provide the opportunity to meet with the County Manager, or designee to gain further guidance and direction on the process.</i>	80	\$12,720

• <i>Develop and maintain a project Dropbox site for all key stakeholders throughout the initiative.</i> f. Consultant to hold two ½ day strategic planning workshops with the sub-committee following the submission of the final report to the Board of County Commissioner to assist with incorporating the findings into the county's five-year fire services strategic plan.		
GIS Analysis: a. Visually establish geographic response areas that reflect a closest station response area from current fire stations. b. Identify areas of overlap in coverage utilizing the ISO and NFPA 1720 travel time standard. c. Create ISO/NCOSFM travel distance maps with fire districts and fire stations. d. Based upon data available from the County's computer aided dispatch (CAD) system, establish a first unit arrival standard of coverage and compare that SOC to the NFPA 1720 standard for first unit arrival with available information e. Create maps depicting gaps and overlaps between stations. f. Determine the overall system demand coverage percentage and depict those values visually. g. With data provided by the County, establish estimated travel times of identified volunteers to the assigned station to project full complement arrival at structure fire incidents. h. Conduct a workload analysis with data provided by the County for the following components for each of the fourteen (14) individual contracting fire departments: i. Workload history by year and type trends. ii. Workload by month and type trend analysis. iii. Workload by day of week and type trend analysis. iv. Workload by hour and type trends. v. Response time performance by call type.	160	\$25,440

vi. Response time performance by hour of day compared to workload by hour. i. Conduct future deployment analysis for population projections at 5, 10 and 15 years. j. Conduct fire service workload projections at 5-, 10- and 15-year intervals. k. Conduct an analysis of fire station locations additions, deletions, or relocations based on analysis of population, risk and demand coverage against modeled travel time and analyze any additional units that would be recommended, if needed.		
Financial Analysis: a. Review available financial records of each contracting fire department to determine the following key elements over the most recent three fiscal year period: i. Outputs: 1. Current annual capital funding/debt service obligations. 2. Current total annual operating costs. • <i>Note that the Data we provide will be dependent upon the data provided by the contracting fire departments.</i> b. Total dollars/percentage designated to personnel and benefits. i. Inputs: 1. Municipal funding. 2. Fundraising. 3. Grants and other identified funding sources. ii. Fund Balance: 1. Designated and undesignated amounts. c. Identify grant matching funds restrictions per Federal/State regulations which limit VFD funding capabilities based on existing fund balances. • <i>Our scope will be limited to federal AFG and SAFER grant funding programs.</i>	24	\$3,816

d. VFD staffing analysis, determining staffing by VFDs based on workload analysis. – identify any Department of Labor or State mandated requirements for staffing related to pay and fire station requirements should staff be assigned to a station. <i>Much of the staffing analysis is already conducted in the GIS portion of this initiative. However, we will outline basic requirements from the NCDOL as is applicable to private nonprofit corporation fire departments as well as local government fire departments related to pay and compensation and OSHA requirements.</i>		
Capital Assets: a. Develop a listing of real property assets owned by contracting fire departments with approximate valuation. b. Develop a listing of large fire apparatus owned by contracting fire departments and associated valuation of each piece of apparatus. c. Develop a general inventory of high value loose equipment such as radios, self-contained breathing equipment, extrication equipment, etc. d. Construct a projected capital replacement plan for capital assets based upon industry best practice in North Carolina with projections for life expectancy for both real property and apparatus. e. Project capital replacement costs in the next five (5) fiscal years beginning with FY 22-23 through FY 27-28. <i>This data will be collected through a compilation of department submitted information as well as gathering data through the department's insurer(s), which Granville County will need to require agreement from each contracting department for us to be able to aptly obtain.</i>	16	\$2,544

Municipal Modeling: a. For fire departments that serve both a municipality and unincorporated area, construct a basic comparison model that indicates the following comparison information as provided by the County and other credible sources: i. Population. ii. Rooftop square footage. iii. 9-1-1 dispatches. iv. Square mileage. v. Property valuation. b. From the above data, construct a viable conceptual cost-share city-county model for each fire department that serves both a municipality and an unincorporated area. c. Develop a template for each municipality in Granville County that could be presented to the municipality for consideration for participation in a unified fire protection service district.	16	\$2,544
Governance Structure: a. Conduct an analysis and develop recommendations on the most appropriate governance structure for a service district model for Granville County based upon the actual experience of other actual experienced models within North Carolina. This recommendation should include the following: i. Composition of personnel in the decision-making process. ii. Setting the tax rate of the service district(s). iii. Ownership interest in capital assets. iv. Personnel salary structure ranges. v. Baseline funding amounts. vi. Other aspects of essential service delivery. • <i>In addition, we would provide best practice recommendations on a host of important</i>	24	\$3,816

<i>considerations with a unified service district that would include, but not be limited to:</i> ▪ <i>Baseline funding amounts.</i> ▪ <i>Use of a dynamic funding model that provides consideration to several measurable factors related to providing service related to hazards and risks for each of the contracting fire departments. These factors will adjust on a rolling cycle over time to avoid unusual occurrences (such as COVID responses).</i>		
Service Contract Development: a. Under a unified service district model, present a best practice service district model contract/agreement between Granville County Government and contracting private non-profit corporation fire departments and/or municipalities for Granville County to consider that is in alignment with other actual experienced models within North Carolina. This document should be customized to meet the specific needs of Granville County and the contractor is expected to provide a product that addresses most of the essential needs.	24	\$3,816
North Carolina General Statute Presentation Plan: a. Develop a written plan and findings that provides the essential elements that the Board of Commissioners must consider as specifically outlined in North Carolina General Statutes for Granville County to present to the public and will consider for adoption of a service district(s) plan. • <i>From cumulative information, the assessment team will develop a written plan that meets the intent of the state statute of the County Service District Act of 1973.</i>	16	\$2,544

• (b) Report. – Before the public hearing required by subsection (c), the board of commissioners shall cause to be prepared a report containing: ▪ A map of the proposed district, showing its proposed boundaries. ▪ A statement showing that the proposed district meets the standards set out in subsection (a); and ▪ A plan for providing one or more of the services listed in G.S. 153A-301 to the district.		
Future Considerations: a. Develop future next step considerations that Granville County should consider in relation to the service district implementation related to North Carolina best practice to best advance the service delivery system(s). ▪ We will develop an observations and recommendations summation at the conclusion of the project that will provide additional guidance for staff and stakeholders for next step consideration based upon North Carolina best practice.	12	\$1,908
Final Presentation: a. Present findings of the project and recommendations to the Granville County Board of Commissioners at a public meeting. b. Provide two hard copies of the final project report to Granville County. c. Provide an electronic version of the final report. • These items are already covered under the first section – “Communication with Stakeholders”.	0	\$0

TOTAL:	372	\$59,148
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Work hours beyond the above scope must be approved in writing, but will be eligible for the same professional services hourly rate of \$159 per specialty consultant. In addition to the above professional services fees, we will invoice for mileage at the current federal rate and any other reimbursable expenses at the actual cost. Travel meals are invoiced at the current federal GSA per diem rate for Oxford, NC. Invoices will be issued monthly only for services rendered with documentation.

We will provide Granville County with a Certificate of Insurance with Granville County named as an additional insured should we be selected as the provider. We are attaching an illustrative example of a current COI demonstrating that we meet and exceed the County's insurance requirements.

Project Staff

Gregory H. Grayson, Fire Chief (ret), City of Greensboro, NC

Greg Grayson has more than 38 years of progressive experience in the North Carolina fire and rescue service. His experience includes beginning public service as a volunteer firefighter and ascending the career ranks to become the Fire Marshal/Fire Rescue Director for Wake County, North Carolina. In the following seventeen years, he served as the fire chief for three North Carolina urban cities – Burlington, Asheville and Greensboro. In these executive leadership capacities, he was responsible for comprehensive fire and rescue operations, prevention programs, training and career development, emergency management functions and specialized regional response teams. In Burlington, he effectively led positive organizational change and implemented an innovative reserve firefighter program. In Asheville, he commanded significant re-engineering throughout the fire department and led Asheville to become an accredited agency. In Greensboro, he led the department to maintaining both accreditation and ISO “Class1” status and navigated the department through difficult fiscal years and challenging large-scale emergencies. In 2015, his long-term, dedicated public service to the people of North Carolina was recognized by the Governor through the prestigious “Order of the Long Leaf Pine”, the state’s highest honor that can be awarded to a citizen.

Upon retiring from local government service, Chief Grayson was appointed by the State Fire Marshal in 2015 to proactively serve as the state’s first and only public fire service management consultant, providing high level technical assistance to county and municipal managers - enabling them to better strengthen their jurisdiction’s fire protection service delivery systems. He also managed statewide fire service advancement initiatives and led the Office of State Fire Marshal’s Technical Services program.

Beyond extensive experience, Chief Grayson holds a Master of Public Administration, bachelor and associate in fire protection. He holds numerous professional credentials including Chief Fire Officer (CFO), MIFireE from the Institution of Fire Protection Engineers and multiple other fire service certifications, including being North Carolina’s first Advanced Firefighter. He is one of very few, if not the only, Fire Chief in the United States to also hold the Senior Professional in Human Resources (SPHR) and SHRM-SCP credentials. He is active in the North Carolina Association of Fire Chiefs and the IAFC Metropolitan Fire Chiefs organizations and continues to serve as a volunteer firefighter in his home community.

Robert McNally, Beacon GIS

A GIS Analyst/Planner with niche specialty and ground experience for Fire, Rescue, EMS, Public Safety, Emergency Management, and Homeland Security projects, Robert owns Beacon GIS, a first responder planning services firm. Robert brings 20 years of public safety experience as a responder, manager, and trainer. He has been awarded twice for his service to the community. He graduated magna cum laude with bachelor's degree in Public Administration, securing an honor scholarship while in the midst of his education. Robert also has a graduate degree in Urban and Regional Planning from the University of North Carolina at Charlotte. Robert McNally has spoken at several conferences on the subject of public safety and homeland security and Beacon GIS has been involved in over 180 projects for emergency services of various sizes across the United States & Canada.

Mike Varnell, Fire Chief (retired), Rocky Mount,

Mike Varnell has over 30 years of experience in the North Carolina and United States fire service. His experience runs the gamut in the municipal fire service by serving in positions from firefighter to fire chief. Early in his career (1993) Varnell earned a commendation from Governor James B. Hunt for saving four children from a burning house. In 1996, he was recognized by the NC Jaycees as one of the "Five Most Outstanding Public Servants" in North Carolina. As his career progressed with Rocky Mount Fire Department, he was instrumental in leading the department through four successful international fire accreditation processes from 2003 to 2018. In 2016, under his leadership the department was only one of two in the nation to receive the coveted "Heart Safe Community Award" from the International Association of Fire Chiefs.

Chief Varnell is a graduate of the United States Fire Administration National Fire Academy's Executive Fire Officer Program and the NC Association of Fire Chief's Executive Development Program. Varnell holds a master's degree in Executive Fire Service Leadership, a bachelor's degree in business administration, and an associate degree in fire protection technology. He is credentialed by the Center for Public Safety Excellence and carries the "Chief Fire Officer" designation. He currently serves as a peer assessor for Commission on Fire Accreditation International and travels across the country evaluating fire departments for industry best practices. He has served on the International Association of Fire Chiefs' Professional Development-Higher Education Committee and represented Region 4 on the NC Emergency Management Domestic Preparedness committee. He holds numerous certifications in the fields of administration, emergency management, and the fire service. He is a member of the International Association of Fire Chiefs, the NC Accreditation Support Consortium, and the NC Association of Fire Chiefs.

Frank Blackley, Assistant Fire Chief (ret), City of Wilmington, NC

Frank Blackley recently retired as an Assistant Chief from the Wilmington, NC Fire Department after 35 years of service. He was previously Fire Marshal during which time he served two terms as president of the NC Fire Marshals Association. He was assigned as the Operations Chief for three years prior to his last position over Support Services where he supervised the training, fire and life safety, logistics, fleet maintenance divisions, and managed the department's annual budget. He previously work for Wrightsville Beach Fire Department and New Hanover County Fire Rescue. In recent years he has taught nationally for Vision 20/20 and is one of their technical advisors for Community Risk Reduction. He is an adjunct instructor for the National Fire Academy and assisted in development of a class on community risk reduction at the station level and. He was heavily involved with the department's accreditation process and understands the need for accurate data. He is a graduate of the National Fire Academy's Executive Fire Officer's Program and has a Master's in Public Administration.

David Bullins, Fire Chief (ret), Statesville, NC

David Bullins has served the NC fire service since 1982. His career started as a volunteer in the rural Piedmont area and ended as a career municipal fire chief in the foothills of the state. Chief Bullins served the Summerfield Fire Department as a volunteer and was the first paid firefighter on their roster. His career continued with the City of Greensboro Fire Department where he rose through the ranks serving as firefighter, captain, battalion chief, and planning & research officer. Part of his career with Greensboro Fire Department was that of Training Officer. Chief Bullins was appointed to the position of Fire Chief for the City of Statesville in 2007. After retiring in 2014 from the fire service, he continued his training and education goals by serving as the Fire and Emergency Management Department Chair for Guilford Technical Community College. He now serves as the Director of Public Safety for Mitchell Community College in Statesville, N.C. and teaches fire technology and emergency management throughout the state. Chief Bullins has a master's degree from Oklahoma State University in Fire & Emergency Management Administration, a bachelor's degree the University of Cincinnati in Fire & Safety Engineering Technology, and associate of applied science degree from Guilford Technical Community College. He also is a graduate of the National Fire Academy Executive Fire Officer Program and is designated as a Chief Fire Officer (CFOD) from the Center for Public Safety and Excellence.

Chief Wes Hutchins (ret), Walkertown, NC

Chief Hutchins serves as the Executive Director of the North Carolina Association of Fire Chiefs. Previously, he served as the Dean of Emergency Services for Forsyth Technical Community College. He also served for near 44 years as Fire Chief for Walkertown Fire Department, where he now serves as a Town Council Member. He holds a Master's in Public Administration Degree from Grand Canyon University, a Bachelor's from Gardner-Webb University and an Associate in Fire Protection from Guilford Technical Community College

Chief Todd Tuttle, City of Greensboro, NC

Chief Tuttle is a 30-year fire service veteran who also served as a paramedic. He currently manages intricate records management systems for the City of Greensboro Fire Department, which is an accredited, ISO Class 1 city. Chief Tuttle is recognized throughout the state and nation as a technical expert on Firehouse records management systems as well as data analysis.

Terms of Service

Additional expenses not included in the above hourly rates or in the total project costs presented in this proposal unless elsewhere specifically mentioned include, but are not limited to engineering costs, permitting fees, overnight delivery charges, fines, and/or penalties of the Client. These additional expenses are billed at actual cost, plus 20 percent. However, any additional costs will not be incurred without prior approval. Mileage will be invoiced at the current federal rate. Per diem will be invoiced at the current federal GSA rate for Oxford, NC. It is expected that the client will provide all information requested by NC Fire Chief Consulting to complete the agreed work in a timely manner, and in as complete a form as possible, including the prompt submission of questions or review comments on any NC Fire Chief Consulting reports submitted to the Client. Any additional work requested of NC Fire Chief Consulting that is outside the above scope of work shall be billed at no less than \$159.00 per hour for professional services work.

All reports, design drawing, field data and notes, data, calculations, estimates, letters, and other documents that NC Fire Chief Consulting prepares as instruments of service, shall remain NC Fire Chief Consulting's intellectual property. The Client agrees that NC Fire Chief Consulting's services are for the exclusive use of the Client and that all reports and other documents furnished to the Client or its agents shall be utilized solely for this project.

The Client agrees that neither NC Fire Chief Consulting, their consultants, nor their agents or employees or contractors shall be jointly, severally, or individually liable to the Client, Owner, construction contractor, or sub-contractor who performs work for which

NC Fire Chief Consulting has provided reports, plans, and/or specifications by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong. The Client agrees to hold NC Fire Chief Consulting and its sub consultants and contractors wholeheartedly harmless and indemnify them against such claims. Terms are net due in full within 10 days from the invoice date, with accounts past due subject to a 1.5 percent per month (0.05 percent per day) finance charge.

A letter of authorization to begin work on this project, a written purchase order, or this proposal bearing an original signature should be forwarded to our office for us to begin work. If this proposal is not used as the contractual instrument, its contents shall still apply and shall be considered as the only full and complete description of the work, terms of work, and services NC Fire Chief Consulting offers to perform on behalf of the Client; and this sentence shall apply even if elsewhere revoked in writing. In the event of a dispute or default, the Client agrees to submit to the jurisdiction and the laws of the state of North Carolina in the courts of Alamance County, North Carolina.

The Client agrees to pay reasonable expenses and attorney's fees incurred by NC Fire Chief Consulting for the collection of indebtedness. Any invoicing error or possible billing discrepancy must be brought to NC Fire Chief's attention within 30 days from the invoice date. Otherwise, NC Fire Chief Consulting shall consider the invoice to be correct as submitted and approved for payment by the Client. The above quotation and/or fees/hourly rates will be firm for at least 30 days from the date of this proposal.

We appreciate the opportunity to submit this proposal and pledge our very best efforts on behalf of NC Fire Chief Consulting. Please do not hesitate to contact us about this proposal. We look forward to working with you.

Respectfully Submitted,

North Carolina Fire Rescue Innovative Solutions, LLC
dba NC Fire Chief Consulting
By Gregory H. Grayson, Chief Officer:



GRANVILLE COUNTY PROPOSAL ACCEPTANCE

We agree to the terms and conditions as outlined in this proposal dated August 13, 2021 for professional services up to \$59,148:



8-13-2021

Gregory H. Grayson

Date

NC Fire Chief Consulting Chief Officer

Mr. Michael Felts

Date

Granville County Manager

Illustrative Example:

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 07/19/2021		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER MAST & GARRISON, INC. PO BOX 340 BURLINGTON, N.C. 27216		CONTACT NAME: MAST & GARRISON, INC. PHONE (A/C, No, Ext): 3362264474 FAX (A/C, No): 3362264535 E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE INSURER A: HARTFORD UNDERWRITERS INSURER B: UNITED STATES LIABILITY INSURER C: INSURER D: INSURER E: INSURER F:		
INSURED NORTH CAROLINA FIRE RESCUE INNOVATIVE SOLUTIONS, LLC 3140 ABINGDON PL. BURLINGTON, N.C. 27215		NAIC #				
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSUR LTR	TYPE OF INSURANCE	ADDL SURR INSD, YWV	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR CENL AGGREGATE LIMIT APPLIES PER: POLICY ☐ PER ☐ LOC OTHER:		22SBAMAH3TTV	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (if a occurrence) \$ 1000000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		22SBAMAH3TTV	09/01/2020	09/01/2021	COMBINED SINGLE LIMIT (E&A accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE RETENTION \$		22SBAMAH3TTV	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1000000 AGGREGATE \$ 1000000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in RI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	22WECAH3TVW	09/01/2020	09/01/2021	PER STATUTE ☐ OTH- ☐ E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYER \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
N	PROFESSIONAL LIABILITY		SP1565110D	01/11/2021	01/11/2022	EACH CLAIM \$1000000 AGGREGATE \$2000000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER CITY OF ELIZABETH CITY FIRE DEPARTMENT PO BOX 347 201 SOUTH MAIN STREET ELIZABETH CITY, N.C. 27907-0347				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <i>Mike Garrison</i>		

ACORD 25 (2016/03)

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Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

North Carolina Fire Rescue Innovative Solutions, LLC

2 Business name/disregarded entity name, if different from above

NC Fire Chief Consulting

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

☐ Other (see instructions) ► _____

☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3140 Abingdon Place

6 City, state, and ZIP code

Burlington, North Carolina 27215

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	1	-	5	0	3	9	7	5	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ► *James H. Grayson*

(07/19/2021)

Date ► 07/19/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT "B"

**PROPOSAL
FOR
FIRE, AMBULANCE, AND RESCUE SERVICE DISTRICT(S) CONSULTING SERVICES**

Bidder Information and Cost Proposal Form

BIDDER INFORMATION:

Name of Firm Submitting Proposal: NC FIRE CHIEF CONSULTING

Web Site Address of Firm, If Applicable: WWW.NCFIRECHIEF.COM

Firm's Street Address, City, Zip Code: 3140 ABINGDON PLACE

Firm's Mailing Address, City, Zip Code: BURLINGTON, NC 27215

Type of Organization:

- ☐ Individual
- ☐ Partnership
- ☐ Corporation*
- ☒ Limited Liability Company*

Check if Applicable: ☐ Certified Minority Business

Name of Official Contact Person: GREGORY H. GRAYSON

Telephone Number for Contact Person: 336-266-7998

Fax Number for Contact Person: —

Email Address for Contact Person: GGrayson@NCFireChief.com

***If the organization is a limited liability entity which has filed organizational documents with any governmental agency, attach a copy of such organizational documents and a copy of a certificate of existence or good standing as applicable. See Attached for SOS.**

- File an Annual Report/Amend an Annual Report
- Upload a PDF Filing
- Order a Document Online
- Add Entity to My Email Notification List
- View Filings
- Print a Pre-Populated Annual Report form
- Print an Amended a Annual Report form

Limited Liability Company

Legal Name

North Carolina Fire Rescue Innovative Solutions, LLC

Information

SosId: 1567008

Status: Current-Active ⓘ

Date Formed: 1/19/2017

Citizenship: Domestic

Annual Report Due Date: April 15th

Current**Annual Report Status:**

Registered Agent: Grayson, Gregory H

Addresses

Mailing

3140 Abingdon Place
Burlington, NC 27215

Principal Office

3140 Abingdon Place
Burlington, NC 27215

Reg Office

3140 Abingdon Place
Burlington, NC 27215

Reg Mailing

3140 Abingdon Place
Burlington, NC 27215

Company Officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

President

Gregory Howard Grayson

3140 Abingdon Place

Burlington NC 27215

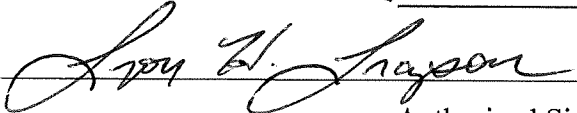
TO: **The County of Granville, North Carolina**

Proposal For: ***Fire, Ambulance, and Rescue Service District(S) Consulting Services***

The undersigned having carefully read and considered the terms and conditions of the Agreement/Contract Documents for ***FIRE, AMBULANCE, AND RESCUE SERVICE DISTRICT(S) CONSULTING SERVICES*** for the County of Granville, North Carolina, does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Agreement/Contract Documents at the rates (expressed in figures) hereinafter set forth:

SCOPE OF SERVICES *

I.	<u>Communication with Stakeholders and Elected Officials</u>	\$ <u>12,720</u>
II.	<u>GIS Analysis</u>	\$ <u>25,440</u>
III.	<u>Financial Analysis</u>	\$ <u>3,816</u>
IV.	<u>Capital Assets</u>	\$ <u>2,544</u>
V.	<u>Municipal Modeling</u>	\$ <u>2,544</u>
VI.	<u>Governance Structure</u>	\$ <u>3,816</u>
VII.	<u>Service Contract Development</u>	\$ <u>3,816</u>
VIII.	<u>North Carolina General Statute Presentation Plan</u>	\$ <u>2,544</u>
IX.	<u>Future Considerations</u>	\$ <u>1,908</u>
X.	<u>Final Presentation</u>	\$ <u>0</u>


Authorized Signature

NC FIRE CHIEF CONSULTING
3140 ABINGDON PLACE

BURLINGTON, NC 27215
(City) (County) (State) (Zip)
ALAMANCE

Telephone: 336-266-7998

-Granville County reserves the right to reject any and all Proposals-

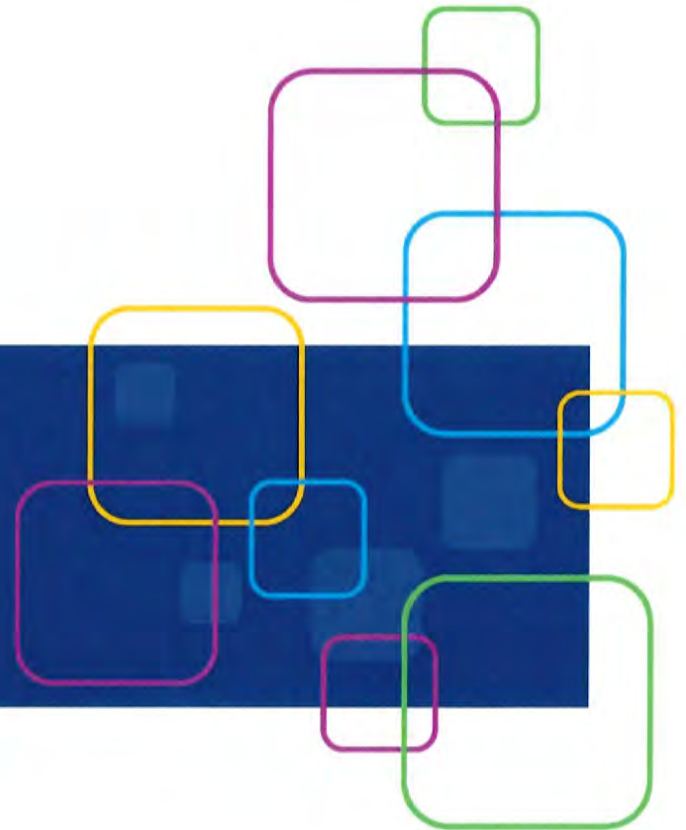
* The above is cumulative of 372 projected professional services hours without reimbursable expenses.

TECHNICAL PROPOSAL

Granville County, North Carolina Fire, Ambulance, and Rescue Service District(s) Consulting Service(s)

August 20, 2021 | 1:00 PM

Michael Felts
P.O. Box 906
Oxford, NC 27565
(919) 693-5240
Michael.Felts@granvillecounty.org



COVER LETTER

August 20, 2021

Michael S. Felts, Granville County Manager
Granville County
P.O. Box 906
Oxford, North Carolina 27565

Dear Mr. Felts:

Public Consulting Group LLC (PCG) is pleased to present this proposal to Granville County for the *Fire, Ambulance, and Rescue Service District(s) Consulting Service(s)* request for proposal (RFP). With the enclosed proposal, PCG hopes to be a trusted adviser as you seek to develop options and establish a service district (or districts) for fire protection, ambulance, and rescue service(s) for Granville County, and also inform strategic planning efforts.

We have been collaborating with public providers and state agencies to identify and implement practical, cost-effective solutions and recommendations that matter for more than 35 years. PCG brings dedicated and experienced staff, company experience, and financial stability to perform the scope of work identified in the RFP. We are uniquely qualified to perform all services outlined in the RFP as we offer:

- ▶ **Unparalleled Understanding of the Fire/EMS Landscape:** Our experience providing consulting and assessment services to more than 400 fire and emergency medical services (EMS) agencies across the country sets us apart. We have completed Fire/EMS assessments with providers in multiple states, at the city and county level, for urban and rural providers, and covered diverse focus areas such as feasibility studies, station location studies, operational assessments, service cost analysis, and ambulance deployment and staffing.
- ▶ **High Performing Project Teams:** With more than 2,500 employees across four practice areas, we assemble project teams with the right multi-disciplinary experience to address the unique requirements of each project. Our breadth of knowledge in the fire and emergency medical services fields cover all programmatic facets. The PCG team will primarily be comprised of a dedicated project advisor, project manager, subject matter experts within the fire/EMS discipline, as well as finance analysts from the Health Care Financing Solutions team. This team will represent decades of direct industry experience spanning over multiple aspects of fire and EMS administrative and operational responsibilities. Our staff have proven project experience with similar service district formation and strategic planning studies, and progressive and analytical mindsets that will create practical recommendations to inform decision-making.
- ▶ **Innovative, Practical, and Client-Centered Solutions:** PCG is an innovative fire and EMS consulting firm with experience in proposing long-range solutions for fire/EMS departments respective to strategic and master planning, operational analysis and service optimization, staffing plans and resource allocation, financial analysis including cost reporting, call volume and GIS mapping projections, benchmarking, and capital improvement planning related to station and apparatus needs projections. In our analysis and research for each project, we remain cognizant of primary response and mutual aid agreements, labor/staffing agreements, financial opportunities and restrictions, and both objective and subjective/affective data respective to volumes/trends and stakeholder/community input. We also consider different client-appreciated accreditation, rating/ranking recognitions, industry standards from organizations/entities such as the NFPA, ISO, CPSE/CFAI, and CAAS, as well as applicable state statutes.

We understand and appreciate the background of this project and feel confident that our comprehensive team of subject matter experts, advisors, data analysts, and project manager are ready to help you define and implement the best options for your community.

Please contact Chief Ken Riddle at (702) 287-6546 or kriddle@pcgus.com should you have any questions regarding our proposal. We appreciate the opportunity to submit our proposal and hope that you find our highly experienced team and **Solutions that Matter** to be a good match for your project.

Sincerely,

A handwritten signature in blue ink that reads "Marc Stauble". The signature is fluid and cursive, with the first name "Marc" and last name "Stauble" clearly distinguishable.

Marc Stauble, Director
Health Practice Area
Public Consulting Group LLC

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SECTION 1: EXECUTIVE SUMMARY

Granville County is in a unique position to be evaluating its current fire, EMS, and rescue services, as its population has seemed to have met its recent plateau with regards to large density surges, and its current trajectory appears as though it may be returning to pre-1990s growth patterns (referencing **Figure 1**, below). This means that the County appears to be settling into its “right size” for upcoming decades to follow, which brings about a need to evaluate what its future services and disbursement should look like.

Year	Population (Approximate)	Growth Trend (Approximate)
1980	34,000	+3.9%
1990	38,300	+12.6%
2000	48,500	+26.6%
2010	57,500	+18.6%
2020	60,500	+5.2%

Figure 1: Population Growth and Trends for Granville County (Approximate)

Considering the current composition of fire, EMS, and rescue services within the county, it is reasonable to discuss opportunities respective to the potential consolidation of various fire departments within this jurisdiction, in addition to the opportunity to potentially integrate a public-based EMS agency into these services. As volunteer fire department rosters continue to decline throughout our country, it is also prudent that the County address alternative solutions toward addressing potential future staffing and service hardships.

Looking at this project with a legislative and compliance lens, language found in North Carolina General Statute Sections § 153A (Counties) and § 160A (Cities and Towns) appears applicable as a guiding source to address any authoritative and/or compliance concerns. In addition (and specifically), language found in § 153A-233 (Firefighting and Prevention Services), § 58-80 (State Volunteer Fire Department), § 58-83 (Mutual Aid between Fire Departments), and § 69-3A (Rural Fire Protection Districts) will be of value when addressing fire department and protection needs within the county. This is also in addition to the State's EMS Rules (10A.NCAC.13P), which will help outline any regulations respective to EMS/ambulance service administration.

Throughout the country, we are seeing both a continuous and inverse trend of consolidation/merger agreements. In some areas, joining organizations together seems to be the best financial and operational fit, while in others, a split of such services affords smaller municipalities more local control. Nevertheless, we remain cognizant of these trends and are actively involved in different client projects addressing these very considerations. Our focus within this regard always remains objective. We are proud of our ability to analyze appropriate data, disseminate facts, and provide recommendations that are based on industry best practices, relevant standards and regulations, and objective findings that will serve our clients and their citizens in the most responsible fashion possible.

We are confident in our ability to provide **Solutions that Matter**, and hope you'll find our work to reflect that value.

SECTION 2: ABOUT PUBLIC CONSULTING GROUP LLC

About PCG & Company History

Our Mission – Empowering Public Sector Clients to Improve Services

At Public Consulting Group LLC (PCG), we believe in the power of the public sector, and we provide local/county organizations and State agencies with practical and cost-effective recommendations and solutions that matter. We empower public sector health, EMS/fire, education, and human services organizations to make measurable improvements to their performances and processes. Our public sector focus means we have a deep understanding of the challenges our clients face — from economic constraints to demographic shifts to regulatory changes — and what it takes to surmount them.

For more than three decades, we have:

- ▶ helped our clients maximize resources
- ▶ contain or cut costs
- ▶ optimize client outcomes
- ▶ make better management decisions
- ▶ improve federal and State compliance
- ▶ streamline business processes
- ▶ implement and improve their technology solutions

PCG Snapshot

- ▶ Founded in 1986 – 34 years in business.
- ▶ Headquartered in Boston, Massachusetts.
- ▶ Experience in 50 States, six Canadian providences, and Europe.
- ▶ Current contracts in 50 States.
- ▶ 2,000 open contracts at any point in time.
- ▶ 2,500+ employees and staff in 57 offices.

Because PCG has dedicated itself almost exclusively to the public sector, the firm has developed a deep understanding of the legal and regulatory requirements as well as fiscal constraints that often dictate a public agency's ability to meet the needs of the populations it serves. As a result, we have established a diverse service offering to support our clients. **Figure 2** below shows our current global footprint.

Our Corporate Structure

PCG is a privately held Delaware Limited Liability Company managed through four designated practice areas, each of which is run by a Practice Area Director who maintains responsibility, accountability, and authority for overall project management, client relations, and business development. Practice areas include Health, Human Services, Education, and Technology Consulting. These practice areas are supported by a corporate infrastructure that includes various administrative departments.



Figure 2: PCG's Global Footprint

PCG Health Services

PCG delivers practical solutions and measurable results to improve the operational and financial performance of our clients. We provide a full array of revenue optimization, supplemental payment programs, cost reporting, and cost allocation services to local and State governments, including fire departments and ambulance services providers all around the country. PCG addresses the unique and often multi-dimensional challenges of each public-sector client by assembling project teams that call on the varied knowledge, skills, and technologies from across the country in Education, Health, Human Services,

and Technology Consulting. The firm often combines resources from two or more practice areas to offer a multidisciplinary approach to solve a client's challenge or pursue an opportunity to offer high-quality services to its clients.

PCG's Health practice offers in-depth programmatic knowledge and regulatory expertise to help State and municipal health agencies respond to regulatory change, improve access to health care, maximize program revenue, improve business processes, and achieve regulatory compliance. Using industry best practices, our **Health team helps organizations deliver quality services with constrained resources to promote improved client outcomes.** PCG is a recognized leader in health care reform and health benefits exchange consulting, and a leading provider of revenue enhancement, rate setting, cost settlement services, and health care expense management services. Currently, PCG has more than 250 active health contracts across 43 States, the United Kingdom, and Poland.

Health Care Financing Solutions Center of Excellence and Public Safety Consulting Services Team

Since 2006, Public Consulting Group LLC (PCG) has been partnering and supporting Fire and Emergency Medical Services (EMS) providers to improve service delivery, optimize revenue, promote compliance with State and federal programs, and implement best practices in the field. A summary of our experience in the health services field, our specific fire/EMS qualifications and sample projects, our local experience, and requested references are included in this section.

PCG Health's services range across three Centers of Excellence: Health Care Financing Solutions; Health Innovation, Policy & Information Technology; and Payer Services. For the scope of services set forth in this *Fire, Ambulance, and Rescue Service District(s) Consulting Services* request for proposal, PCG will rely on the expertise from the Health Practice Area's Health Care Financial Solutions (HCFS) team that houses the Public Safety Consulting Services (PSCS) unit.

Public Safety Consulting Services

PCG's Public Safety Consulting Services (PSCS) team is comprised of experienced subject matter experts with **over 70 years of combined fire and EMS industry experience** from throughout the country with a variety of service delivery models. As former/retired chief officers, each SME brings insight related to administration, finance, logistics, operations, and planning within the fire, EMS, hazardous materials, and special operations/rescue disciplines. Our team is ready to offer data- and compliance-minded solutions that are realistic and reasonable for our clients to implement. To maintain our passion and progressive edge as leaders within the industry, our SMEs attend and present at various State/national conferences and events, write industry-focused articles, and provide subject matter content for various sources.

Complimented by an experienced and credentialed project manager and data analysts, the PSCS team brings a strong focus to each of its projects through providing a credible, reliable, and professionally-sound final product for each of its clients. In **Figure 3**, a sampling of the PSCS team's services has been highlighted.

Administrative Analysis	Financial Studies	Logistics Analysis	Operational Assessments	Planning Review
• Credentialing & Accreditation Review • Feasibility Studies • Certificate of Need Analysis • Consolidation, Merger, and Regionalization Analysis • Partnership & Stakeholder Interviews	• Cost-of-Services Study • Rate & Fee Scheduling • Compensation Package & Pay Scale Analysis • Fee-for-Service Analysis • Innovative Reimbursement Strategy Integration	• 9-1-1 Communications & Computer-Aided Dispatch (CAD) Evaluation • Apparatus Depreciation & Valuation Analysis • Equipment & Apparatus Recommendations	• Optimization & Efficiency Studies • Staffing, Unit Location, UHU/Time-on-Task, and Station Planning Analysis • Alternative Service Delivery Model Evaluation • Process Improvement Modeling • Policy & Protocol Development	• Standards of Cover / Community Risk Reduction Planning • All-Hazards Planning & Assessment • Training Program Development • Quality Assurance Program Integration • Strategic & Master Planning • Community Engagement & Program Evaluation

Figure 3: A sample of the multitude of services that PCG's PSCS team brings to each opportunity.

Point of Contact for Information or Clarification

The principal point of contact for this engagement is Chief Ken Riddle. Chief Riddle has over 45 years of experience in the private and public sector as a firefighter, paramedic, fire captain, EMS coordinator, battalion chief, as well as a deputy fire chief.

Principal Point of Contact

Ken Riddle
702.287.6546
kriddle@pcgus.com

SECTION 3: SCOPE OF SERVICES

At PCG, we are passionate about getting results for our clients. Because we know that in the public sector, good results mean healthy, empowered, and successful individuals and communities. Public Consulting Group LLC (PCG) fully understands and is prepared to meet and exceed the needs of Granville County as identified in the *Scope of Services (Exhibit "A")* section in the RFP, as it examines its current and future State of fire, ambulance, and rescue service districts.

Our subject matter expert consultants will conduct a thorough analysis of current and historical response data to ensure services are meeting demands in accordance with national standards and industry best practices. We have the combination of expertise and the resources to successfully conduct the study and develop recommendations to help Granville County address current and future challenges by structuring operations and staffing based on industry standards and best practices; make decisions regarding use of existing facilities, expansions, and additional needs; as well as provide recommendations to improve the quality of fire protection and emergency medical services in the most cost-effective manner possible.

The project will be approached in a series of **four phases**. We review each of these in detail on the pages that follow and have included a schedule of work. The total time needed to complete this project from the kickoff meeting to the delivery of the draft report is estimated to be six to eight months. As part of kick-off initiatives, a detailed project schedule will be developed and refined to incorporate input from Granville County.

Given the evolution of the COVID-19 pandemic, PCG will work with Granville County to align processes and revise the project approach as needed to address COVID-19 safety measures and comply with federal, state, and city/county policies, as well as PCG's guidelines. PCG has been flexible with working with providers throughout COVID-19 to ensure the safety of all staff. We have the resources, technology, and processes in place to successfully ensure communication and collaboration in a remote setting.

Addressing the Scope of Services

Communication with Stakeholders and Elected Officials (Exhibit A-1)

Early in our project initiation phase, we'll work with the County to outline a communication plan that best fits the needs of the project stakeholders within the County. As outlined in the Scope of Services, we'll also hold a requested initial stakeholder session (on-site), end-of-project stakeholder session (on-site), interactive municipal stakeholder educational session (on-site), and two half-day strategic planning workshops following the submission of the final report (on-site). Multiple remote/virtual meetings will also be conducted with appropriate stakeholders throughout the course of the project to gather updated information and to keep the County Board of Commissioners and County staff informed on the project's status, as requested. Because of the legislative/legal nature of this project, consultation with the County's legal resources may be necessary to assure appropriate legal identification and compliance within any proposed contract/agreement items.

GIS Analysis (Exhibit A-2)

Considering that this category/section comprises the largest item list within the Scope of Work, we believe it will also correlate to the largest data collection and data analysis workload portion for this project. Considerations within this focus category will be reliant upon good, translatable data received by the County's computer-aided dispatch (CAD) system in addition to any data tracking/sharing mechanisms that each/any of the fourteen fire departments – and the EMS agency – might utilize. We will analyze geographic response areas reflecting both current practices and any reflected closest-station/unit-response practices that might be in place, in addition to potential overlaps in protection/services that might exist as a result of a macro approach toward a consolidated district option. Deliverables within this respect will include travel distance maps, coverage maps, overlap maps, and (if identified) gap/lack-of-coverage maps. As best as possible, total response times will be estimated while factoring volunteer staffing practices (e.g., responding from one's home to a station, and then to the scene). Standards such as NFPA 1720 (reflecting rural staffing/response time requirements) will be referenced for structure fire response during this analysis, in addition to any other requested best practice benchmarks.

A thorough workload analysis of all (fourteen) fire departments will also be analyzed to outline both past practices and projected future practices under different types of service delivery/staffing models. Analysis will include the following items (as outlined in the Scope of Work):

- ▶ Workload history by year and type trends
- ▶ Workload by month and type trend analysis
- ▶ Workload by day of week and type trend analysis
- ▶ Workload by hour and type trends
- ▶ Response time performance by call type
- ▶ Response time performance by hour of day compared to workload by hour

Such analysis and projections will be based on (ideally) 5-year retrospective data, leading to 5-year prospective projections. Projections will include population volumes/density, call volumes, and workload (as defined above). Based on the data provided/collected and factoring-in various compliance and/or response/staffing standards, a final recommendation (or recommendations) will be made outlining station/unit locations and staffing under various district models (i.e., maintaining current department identities, merger/consolidation of one or multiple-to-all departments).

Financial Analysis (Exhibit A-3)

A review of available financial records (3-5 years retrospective) from each contracting fire department will be conducted to determine each department's current annual capital funding/debt service obligations and current total annual operating costs. This will include a breakdown of dollars/percentage designated to personnel and benefits, operating costs, and other identifiable/common categories. Revenues respective to municipal funding, fundraising, grants, memberships, fees-for-service, and other income-generating items will also be analyzed in contrast to each department's expenses (costs).

Further financial analysis respective to current (State) volunteer fire department (VFD) status will include the identification of grant/matching funds and any restrictions (per regulations) which might limit VFD funding capabilities based on existing fund balances and future system/model changes. A further VFD staffing analysis (including workload analysis) will also identify any State/Federal regulations respective to staffing/payment requirements for (true) volunteer versus paid-on-call, paid-per-call, or other part-time/full-time wage regulations.

Capital Assets (Exhibit A-4)

We will develop a listing of real property assets, fire apparatus/vehicles, and high-value capital items (e.g., equipment) owned by contracting fire departments and provide approximate valuation for each item/property. A projected capital replacement plan will be recommended factoring projections for life expectancy of such equipment/apparatus and/or real property items. Such capital replacement items will be identified in a five-year replacement plan, as indicated, or will otherwise be specified as items not needing immediate (five-year) replacement.

Municipal Modeling (Exhibit A-5)

A basic comparison model will be developed outlining population, rooftop square footage, call volumes (9-1-1 dispatches), ground square mileage, and estimated total property valuations for the different municipalities (e.g., incorporated, unincorporated) within the County. From this data, a viable conceptual cost-sharing city-county model for different identified/proposed service delivery and/or staffing models will be constructed. A further template for each municipality within the county will be developed for the purpose of being presented to their respective municipalities in consideration for participation in a unified fire protection service district.

Governance Structure (Exhibit A-6)

We will analyze and develop recommendations for the most appropriate governance structure for a service district model for the County based upon the actual experience of other models within the State. Recommendations will include (as applicable): setting the tax rate range of the service district(s), ownership interest in capital assets, baseline funding amounts, and/or other aspects of essential service delivery.

Service Contract Deployment (Exhibit A-7)

We will present a best practice service district model contract/agreement (under a unified service district model plan) between the County government and contracting each private, non-profit corporation fire department(s) and/or municipality(ies) within the County that is consistent with other comparable experienced models from within the State. This document will reflect the specified needs of the County reflecting the most essential needs of any such unified service district within the agreement.

North Carolina General Statute Presentation Plan (Exhibit A-8)

This project will include a written plan (and findings) that provides the essential elements that the Board of Commissioners must consider as specifically outlined in State General Statutes (outlined in the Executive Summary) for the County to present to the public and will consider for adoption of a service district(s) plan. To assure legal compliance, we recommend and request the ability to consult with the County's legal resources to properly address/formulate this plan.

Future Considerations (Exhibit A-9)

We will develop future next step considerations that the County should consider in relation to the service district(s) implementation related to the State's best practices, to best advance the service delivery system(s).

Final Presentation (Exhibit A-10)

We will present our findings and recommendations to the County Board of Commissioners at a public meeting, in addition to providing a *Final Report* in both printed (two hard copies) and electronic (digital) formats.

Project Approach***Phase I: Project Implementation***

PCG initiates every engagement with a project kick-off meeting between our project team and a team of client representatives. These project kick-off meetings are viewed as an opportunity to formally introduce our team members that will manage the engagement and the staff that will be carrying out the tasks necessary to complete the scope of work for Granville County.

The initial kick-off meeting for this project will include the PCG project team, Granville County representatives and other designated officials. Together, we will review and confirm project scope of work, anticipated deliverables, review proposed approach as well as the detailed project work schedule, and discuss next steps and other logistics. PCG will seek to gain an understanding of the County's needs, current and future challenges, and other concerns from the perspective of Granville County, the County Council, Fire/EMS officials and other stakeholders.

The PCG team may request information relevant to this effort such as budgets, fire department activity records, capital asset costs, maps, GIS information, any city/government plans, previous studies and other information pertinent to this study.

As part of the kick-off, we will work with County leadership to develop a communication plan to facilitate ongoing communication, coordination, and project management between all parties. The plan will identify and provide contact information for all stakeholders, define meeting/periodic status report requirements, and other communication needs. PCG will provide one project manager as designated point of contact (POC) and request that Granville County designate a POC for all correspondence and requests. The POC will also be the person who receives and distributes, as appropriate, copies of the draft and final assessment report.

Phase II: Data Collection

The PCG team will conduct interviews and collect all relevant data to ensure a thorough understanding and comprehensive analysis of key operational, structural, economic, policy, and political challenges as well as opportunities. Interview topics and data collected from the County will focus on addressing the requested services, including, but not limited to:

- ▶ **Reviewing current condition** PCG reviews the condition of the financials, capital assets and needs, organizational structure. Our analysis will encompass facility, apparatus, equipment, personnel/staffing and service programs.
- ▶ **Reviewing call volume** PCG prefers to collect five year's worth of data to facilitate a detailed analysis. We will review the percent of medical versus fire calls, review frequency of automatic/mutual aid calls and requests for assistance from each department, categories of calls, create call density maps, and review response times.
- ▶ **Service delivery and performance** As part of the data collection and analysis, PCG will evaluate service demand, resource distribution, resource concentration, response reliability, and response performance.
- ▶ **Population projections** The PCG team will review demographic data to identify future demand and define facility and other needs to support the delivery of high-quality fire protection services.

Stakeholder Interviews and Community Input

PCG's experience conducting comprehensive Fire and EMS studies has taught us the importance of engaging key stakeholders at the outset. Why? It ensures we deliver a final product that accurately reflects the current environment, future needs, and desired outcomes. PCG will work with Granville County to develop a comprehensive stakeholder registry to identify all stakeholders with whom PCG will outreach. While all efforts will be made to identify each relevant stakeholder at the outset of the project, we may need to expand the list to ensure that any interested stakeholders are provided the opportunity to share information useful in completing the assessment and developing recommendations.

We will hold meetings with a diverse and comprehensive group of stakeholders to ensure as much input as possible. The PCG team may also meet with a group of staff members at the same time and/or may conduct group forums to obtain diverse feedback important to understanding the current environment. The stakeholder groups may include but are not limited to the following key personnel:

- ▶ Elected or appointed officials
- ▶ Fire Department leadership and other key staff
- ▶ Finance function managers
- ▶ Inspectional Services key staff
- ▶ Community planning staff
- ▶ Human Resource function coordinator; and
- ▶ Others as they may contribute to the project.

To facilitate these stakeholder interviews, PCG will develop a set of standard questions that will be used to guide the discussion. The following major topic areas to be included in the assessment:

- | | |
|-------------------------------|--|
| ▶ Organizational structure | ▶ Fiscal structure and stability |
| ▶ System design | ▶ Facilities and equipment |
| ▶ Fire and EMS response times | ▶ Adherence to National Fire Protection Association (NFPA) standards |
| ▶ Reliability | ▶ Quality improvement concerns |
| ▶ Training | |
| ▶ Shared resources | |

Data Requests

The PCG team will provide a detailed data request to Granville County to collect all relevant information. Data will also need to be collected from the County's fourteen fire departments – and contracting ambulance service provider, if requested – and we will work with administrators to determine the best strategy for introductions and making the requests to these stakeholders. We will also work with Granville County staff to define a process for data transfer if needed. Below is a sample list (not exhaustive) of data to be collected, this list will be refined based on conversations with key stakeholders about project needs, data availability:

- ▶ Computer Aided Dispatch (CAD) data (five years preferred)
- ▶ Expenditures (operating expenses, salary and benefits, assets, etc.)
- ▶ Revenue
- ▶ Shift and staffing schedules, Fire/EMS unit assignments, organization charts
- ▶ Policy/procedures manuals
- ▶ Maps
- ▶ GIS information
- ▶ Fee schedules, assessments, taxes
- ▶ Accreditation documents
- ▶ Comprehensive plans
- ▶ Capital improvement projects
- ▶ Facility and capital assets lists/inventory
- ▶ Previous studies
- ▶ Charters
- ▶ Partnership/shared services agreements
- ▶ Labor agreements and union policies as applicable
- ▶ Local policies

Phase III: Data Analysis

During this phase of the project, the PCG project team will review and summarize all the information gathered during the interviews as well as analyze data collected. If additional information is required, it will be requested from the network of individuals and organizations that were contacted during the data gathering stage of the project.



PCG staff may also review literature and reference documents, as well as confer with other experts as necessary to obtain the latest information. PCG team members have long-standing relationships with key staff at these organizations to tap, when needed, for detailed information, suggestions, and guidance:

- ▶ International City/County Management Association (ICMA)
- ▶ National Fire Protection Association (NFPA) Standards
- ▶ International Association of Fire Chiefs (IAFC)
- ▶ International Association of Fire Fighters (IAFF)
- ▶ Insurance Services Office (ISO) Standards Fire Suppression Rating Schedule (FSRS)
- ▶ Center for Public Safety Excellence (CPSE) Commission of Fire Accreditation International (CFAI)
- ▶ National Volunteer Fire Council (NVFC)

Phase IV: Report Development

Draft Report

We will develop a draft report in electronic format for review by the County of Granville and other designated staff. PCG will work with Granville County and identified stakeholders to answer questions and update the report of findings to address changes and recommendations. A tentative schedule that includes timelines for draft review and revision is included below and will be updated during project kick-off to align with the stakeholder group's desired timelines and processes. The PCG team will work with the stakeholder group to define an effective review and revision process that will incorporate input, facilitate decision making, as well as allow for discussion and building consensus. The PCG team will integrate written and verbal feedback and will host stakeholder input meetings as needed to finalize this draft report.



The report will be organized, formatted, and written in a professional, accessible style to promote readability and accommodate a diverse audience. An executive summary describing key conclusions, recommended options, and implementation steps will be provided. Information may be housed in the appendix to provide supporting documentation or additional details. Lastly, visual representations of information such as charts, maps, data tables, diagrams, and other images will be incorporated throughout the report to further explain or convey information in an effective manner.

The report will thoroughly address all the items contained in the scope of services as well as other issues and opportunities that come to the attention of PCG's consultants as they complete their work. Recommendations will focus on strategies that align with the goals of the RFP, improve operations, promote best practices, increase efficiency, reduce costs, promote effective use of resources and facilities; and help the city meet current needs and prepare for future demand.

Final Report and Training

PCG will carefully consider all client input from the draft report and will collaborate with Granville County staff to finalize the report. PCG consultants will deliver the final report to the County for review. After acceptance of the final report and delivery of printed copies, on-site workshop sessions will be held with the City and outlined stakeholders to assist in the strategic planning related to the report and its outlined findings/recommendations.

Project Schedule

The proposed project schedule to implement the scope of work is documented below in **Figure 4**. The PCG team will collaborate with Granville County stakeholders as applicable to refine the project schedule and timelines as part of project kick-off activities. The Final Report for this project will be delivered on or before the requested June 2022 deadline.

Phase	Task	Task Description	Responsible Party	Projected Timeframe (Days)
Phase I: Project Initiation	1.1	Schedule kick-off meeting	PCG	Months 1-2
	1.2	Hold kick-off meeting to review and confirm project scope (first on-site stakeholder meeting)	GC, PCG	
	1.3	Develop plan for data requests, communications, and other logistics	GC, PCG	
	1.4	Designate point of contact (POC)	GC, PCG	
Phase II: Data Collection	2.1	Hold stakeholder meetings/surveys	GC, PCG	Months 1-4
	2.2	Facility, apparatus, and equipment evaluations	GC, PCG	
	2.3	Review and summarize the information gathered	PCG	
	2.4	Request data from relevant stakeholders	PCG	
	2.5	Confer with other experts, gather additional data (as needed)	PCG	
	2.6	Benchmark performance and service delivery with comparable municipalities as appropriate	PCG	
	2.7	Provide regular progress reports to Granville County	PCG	
Phase III: Data Analysis	3.1	Analyze data and define key findings	PCG	Months 4-6
	3.2	Create graphics and other visualizations	PCG	
	3.3	Develop list of recommended options	PCG	
Phase IV: Report Development	4.1	Assemble draft report	PCG	
	4.2	Provide draft for Granville County review & feedback	GC, PCG	
	4.3	Draft revision period	PCG	
	4.4	Finalize report – (2) copies delivered to Granville County	PCG	

Phase	Task	Task Description	Responsible Party	Projected Timeframe (Days)
	4.5	Hold on-site (second) end-of-project stakeholder meeting (date may be after the outlined timeline, if requested by the County)	GC, PCG	Months 6-8
	4.6	Hold on-site (third) municipal stakeholder educational (statutes) meeting (date may be after the outlined timeline, if requested by the County)	GC, PCG	
	4.7	Hold on-site findings meeting with County Board and staff (date may be after the outlined timeline, if requested by the County; meeting may also coincide with other on-site meetings, if requested)	GC, PCG	
	4.8	Hold two, half-day, on-site strategic planning workshops with the subcommittee following the submission of the final report	GC, PCG	

Figure 4: Draft Work Plan Schedule

SECTION 4: PROJECT TEAM AND RELEVANT EXPERIENCE

Our Highly Qualified Team

We offer a robust team with a diverse group of experiences, that will ensure the highest level of service for Granville County. PCG's team has experience in all aspects of fire and EMS delivery, from team members with experience as Fire and EMS chiefs, to team members that have done extensive financial analysis for Fire and EMS departments, as well as project management professionals. **We firmly believe that the strength, skills, and experience of our team sets us apart from other consulting firms.**

The proposed project team is structured to maximize project leadership while balancing the wide array of subject matter expertise. The consultants and operational staff on our project team have the technical skills necessary to execute the deliverables set forth in this proposal.

Project Team Resume, Bio, and Experience	
Name, Title, and Role	Bio
CHIEF KEN RIDDLE <i>Senior Advisor</i> PROJECT ADVISOR <i>Remote from Las Vegas, NV</i>	 Chief Riddle brings more than four decades of fire & EMS industry experience to PCG as its Public Safety Consulting Services Senior Advisor. In this role, he oversees contract negotiations, project progress & completion, and subject matter expertise & recommendations related to all forms of public safety consulting projects. Chief Riddle has significant experience with volunteer fire agencies in Nevada and has managed three SAFER grants for the recruitment and retention of volunteer firefighters.
Professional Work Experience	Professional Education & Credentials
▶ Senior Advisor, Public Consulting Group (2019-Present) ▶ Fire & EMS Consultant, Riddle & Associates (NV) (2006-2019) ▶ Deputy Fire Chief, Assistant Fire Chief, Las Vegas Fire Department (NV) (1978-2006) ▶ Education, Training, and Outreach Coordinator, Medical Transportation Management (NV) (2016-2019) ▶ Executive Director, Nevada Fire Chiefs' Association (NV) (2007-Present) ▶ Senior Consultant, The Abaris Group (1999-2013)	▶ Associates of Applied Science – Fire Service Management & Fire Science Technology, Clark County Community College ▶ Fire Administration Collegiate Coursework, Polytechnical College ▶ Executive Fire Officer (EFO) Program, National Fire Academy
Professional & Industry Involvement	
▶ Executive Committee and Board of Directors Member (Former), International Association of Fire Chiefs ▶ President (Former), Southern Nevada Fire Chiefs' Association	
Project Experience	
▶ Project Advisor, Zionsville (IN) Strategic Planning ▶ Project Advisor, Pflugerville (TX) Fire Department Strategic Plan ▶ Project Advisor, Jefferson Parish (LA) Feasibility Study and Report Relative to the Provision of Public Emergency Medical Services within and for Jefferson Parish ▶ Project Advisor, Pflugerville (TX) Fire Department Dispatch Optimization and Feasibility Study ▶ Project Advisor, City of Ashland (OR) Ambulance Transporting Services Analysis ▶ Project Advisor, City of Austin (TX) Dispatch Equity and Operational Efficiency Study ▶ Subject Matter Expert, Tooele County (UT) Fire Department Funding and Governance Analysis ▶ Lead Subject Matter Expert, Josephine County (OR) Consulting Services for County Fire Protection ▶ Lead Subject Matter Expert, Cache County (UT) Fire & EMS Analysis and Study ▶ Lead Subject Matter Expert, City of Coconut Creek (FL) Transitional Study for Fire & EMS Services ▶ Lead Subject Matter Expert, Pueblo of Sandia (NM) Fire/EMS Feasibility Study ▶ Lead Subject Matter Expert, City of Placentia (CA) Fire and Life Safety Dept. Implementation Study ▶ Multiple additional related projects through prior consulting firms as a contracted consultant	

Project Team Resume, Bio, and Experience	
Name, Title, and Role	Bio
ALINA COFFMAN <i>Senior Operations Manager</i> PROJECT MANAGER <i>Remote from Austin, TX</i> 	Ms. Coffman shares more than 15 years of experience working with public sector clients at the State, regional, and local level as a Senior Operations Manager and primary Project Manager with PCG and its Public Safety Consulting Services team. In this role, she oversees the overall timeline process & productivity of each involved project from RFP proposal construction through final report submission. She also works with various local EMS clients to facilitate their cost reporting processes by providing auditing support.
Professional Work Experience	Professional Education & Credentials
▶ Senior Operations Manager, Public Consulting Group (2011-Present) ▶ Texas Education Agency (TX) (2005-2011) ▶ University of Texas (TX) (2002-2005)	▶ Master of Public Affairs, University of Texas at Austin ▶ Bachelor of Science – Human Development and Family Studies, Honors College at the University of Houston ▶ Project Management Professional (PMP) Certification
Project Experience	
▶ Project Manager, Zionsville (IN) Strategic Planning ▶ Project Manager, Pflugerville (TX) Fire Department Strategic Plan ▶ Project Manager, Jefferson Parish (LA) Feasibility Study and Report Relative to the Provision of Public Emergency Medical Services Within and for Jefferson Parish ▶ Project Manager, Pflugerville (TX) Fire Department Dispatch Optimization and Feasibility Study ▶ Project Manager, City of Ashland (OR) Ambulance Transporting Services Analysis ▶ Project Manager, City of Austin (TX) Dispatch Equity and Operational Efficiency Study ▶ Project Manager, Josephine County (OR) Consulting Services for County Fire Protection ▶ Project Manager, Cache County (UT) Fire & EMS Analysis and Study ▶ Project Manager, City of Coconut Creek (FL) Transitional Study for Fire & EMS Services ▶ Project Manager, Pueblo of Sandia (NM) Fire/EMS Feasibility Study ▶ Project Manager, City of Placentia (CA) Fire and Life Safety Department Implementation Study ▶ Implementation Lead, Statewide (AZ, NV, OK) Education Consulting, Project Management, and Implementation Projects	

Project Team Resume, Bio, and Experience		
Name, Title, and Role		Bio
CHIEF CHARLES HURLEY <i>Project Specialist</i> LEAD SUBJECT MATTER EXPERT <i>Remote from Salem, OR</i>		Chief Hurley is an experienced fifth-generation fire service professional with nearly four decades of industry experience, including senior chief officer, emergency/risk manager, personnel officer, and labor relations negotiator experience. In his role as a Project Specialist with PCG, he brings his knowledge, skills, and experience in fire suppression, prevention, community risk reduction, investigation, fuels management, urban search & rescue, swift/flood water rescue, wildland/urban interface, emergency management, disaster response, and EMS operations & administration to the Public Safety Consulting Services team as a subject matter expert.
Professional Work Experience		Professional Education & Credentials
▶ Project Specialist, Public Consulting Group (2020-Present) ▶ Customer Care Representative, Johnson Controls Fire Protection (CA) (2017-2020) ▶ Fire Chief, Centerra Group (CA) (2015-2016) ▶ Deputy Fire Chief, La Habra Heights (CA) Fire Department (2014-2015) ▶ Fire Chief, Oroville (CA) Fire Department (2009-2013) ▶ Human Resources City Personnel Officer, City of Oroville (CA) (2010)		▶ Undergraduate Studies – Fire Administration, Cal-State ▶ Undergraduate Studies, Cogswell Polytechnical College ▶ Executive Fire Officer (EFO) Program, National Fire Academy ▶ National Staff & Command Course Graduate, University of Maryland – Maryland Fire Rescue Institute (MFRI) ▶ Professional Development Coursework, National Fire Academy ▶ Hazardous Materials Specialist, California State Fire Marshall's Office ▶ Master Instructor of Hazardous Materials (Former), International Association of Fire Fighters ▶ Certified Fire Investigator, State of Connecticut ▶ Fire Fighter-I/II, Fire Officer I/II, State of Nevada ▶ Certified ARFF Firefighter & Firefighter/Rescuer, United States Air Force ▶ Multiple NIMS/ICS Certifications
Project Experience		
▶ Lead Subject Matter Expert, Zionsville (IN) Strategic Planning ▶ Lead Subject Matter Expert, Pflugerville (TX) Fire Department Strategic Plan ▶ Lead Subject Matter Expert, Pflugerville (TX) Fire Department Dispatch Optimization and Feasibility Study ▶ Lead Subject Matter Expert, City of Ashland (OR) Ambulance Transporting Services Analysis ▶ Lead Subject Matter Expert, City of Austin (TX) Dispatch Equity and Operational Efficiency Study ▶ Subject Matter Expert, Josephine County (OR) Consulting Services for County Fire Protection ▶ Subject Matter Expert, Cache County (UT) Fire & EMS Analysis and Study ▶ Subject Matter Expert, City of Coconut Creek (FL) Transitional Study for Fire & EMS Services		

Project Team Resume, Bio, and Experience	
Name, Title, and Role	Bio
CHIEF TIM NOWAK <i>Senior Project Specialist</i> SUBJECT MATTER EXPERT <i>Remote from Green Bay, WI</i>	 Chief Nowak brings an expansive background within the EMS industry to PCG as a Senior Project Specialist, which spans over the disciplines of initial & continued education & training, quality assurance & continuous quality improvement (QA/CQI), data management, operations, clinical & critical care, special operations, logistics, mobile integrated healthcare (MIH) & community paramedicine (CP), and industry content development. In addition to his EMS experience within urban, suburban, rural, and hospital settings, he also brings a decade-long career of experience as a firefighter with company officer and Level-A HazMat response experience to his subject matter expert offerings. He has also published over 200 articles through various publication platforms, has contributed as an item writer for over 25 fire department promotional exams, and is an active thought leader & influencer within the EMS industry.
Professional Work Experience	Professional Education & Credentials
▶ Senior Project Specialist, Public Consulting Group (2021-Present) ▶ Founder & CEO, Emergency Medical Solutions (WI) (2010-Present) ▶ Assistant Chief of Special Operations, Manatee County EMS (FL) (2020-2021) ▶ EMS Educator, Centura Health (CO) (2016-2020) ▶ Firefighter/Paramedic, Acting Engineer & Lieutenant, Green Bay Metro Fire Department (WI) (2004-2015)	▶ Bachelor of Science – Fire Science, Columbia Southern University ▶ Undergraduate Certificate – Human Resource Management, Columbia Southern University ▶ Technical Diploma – Emergency Medical Technician-Paramedic, Northeast Wisconsin Technical College ▶ Associate of Applied Science – Fire Protection Technician, Fox Valley Technical College ▶ Nationally Registered Paramedic (NRP), National Registry of EMTs (NREMT) ▶ Wisconsin Licensed Paramedic with Critical Care Endorsement ▶ Critical Care Emergency Medical Transport Paramedic (CCEMT-P) Certified, University of Maryland-Baltimore County ▶ Supervising Paramedic Officer (SPO) & Managing Paramedic Officer (MPO) Credentialed, American College of Paramedic Executives (ACPE) ▶ Certified Ambulance Documentation Specialist (CADS), National Academy of Ambulance Compliance (NAAC) ▶ Certified Fire Fighter-I/-II, Fire Officer-I, Driver/Operator-Pumper, and Fire Inspector-I, State of Wisconsin ▶ Hazardous Material Technician, National Fire Protection Association (NFPA & Environmental Protection Agency (EPA) ▶ Professional Development Series Certificate, Federal Emergency Management Agency-Emergency Management Institute (FEMA-EMI) ▶ Multiple NIMS/ICS Certifications
Professional & Industry Involvement	
▶ Board of Directors & Association Member, National Association of Mobile Integrated Health Providers (NAMIHP) ▶ Subcommittee Member – System Quality and Data Subcommittee, State of Wisconsin EMS Section ▶ Board of Directors (Former), Wisconsin EMS Association ▶ Executive Council (Former), Northeast Wisconsin Regional Trauma Advisory Council ▶ Task Force Member (Former) – Trauma Chapter 2, State of Colorado ▶ Work Group Member (Former) – EMS Chapter 4 Ground Ambulance Standards, State of Colorado	
Project Experience	
▶ Lead Subject Matter Expert, Jefferson Parish (LA) Feasibility Study and Report Relative to the Provision of Public Emergency Medical Services Within and for Jefferson Parish ▶ Subject Matter Expert, Pflugerville (TX) Fire Department Dispatch Optimization and Feasibility Study ▶ Subject Matter Expert, City of Austin (TX) Dispatch Equity and Operational Efficiency Study	

Project Team Resume, Bio, and Experience	
Name, Title, and Role	Bio
MILES BROWN <i>Consultant</i> DATA ANALYST <i>Remote from Davidson, NC</i>	 Miles Brown serves as financial analyst on several projects that support State and local health agencies in improving their fiscal operations. Mr. Brown contributes to revenue maximization engagements for governmental ambulance service providers participating in the Oregon Ground Emergency Medical Transportation (GEMT) Program, Texas Ambulance Supplemental Payment Program (ASPP), Colorado EMS Supplemental Payment, and the Iowa GEMT Program. He works closely with some of the State's largest providers, assisting with the preparation of annual cost reports and other key deliverables.
Professional Work Experience	Professional Education & Credentials
▶ Consultant, Public Consulting Group (2015-Present) ▶ Market Research Analyst, LobbyGuard (2014)	▶ Master of Business Administration, Clark University ▶ Bachelor of Science – Business Administration, North Carolina State University ▶ Project Management Professional (PMP) Certification
Project Experience	
▶ Cost Reporting Lead, State of Oregon Health Authority Ground Emergency Medical Transportation (GEMT) Program ▶ Cost Reporting Lead, State of Colorado Department of Health Care Policy and Financing Ambulance Supplemental Payment Program (ASPP) ▶ Project Support, State of Colorado Department of Health Care Policy and Financing EMS Supplemental Payment Program ▶ Cost Reporting Lead, State of Florida Agency for Health Care Administration Public Emergency Medical Transportation (PEMT) ▶ Cost Reporting Lead, State of Washington Health Care Authority Ground Emergency Medical Transportation (GEMT) Program ▶ Project Support, Oklahoma Ambulance Association EMS Provider Assessment	

Relevant Fire/EMS Consulting Experience

Public Consulting Group LLC (PCG) addresses problems with solutions that matter. We work with over 400 individual fire/EMS providers across the country. The individuals proposed to work on this engagement have specific expertise and experience directly related to providing operational consulting services, cost reporting, data analysis, feasibility studies, and program development and implementation.

PCG is excited to outline our consulting experience conducting comprehensive analysis and assessment studies to develop reports and recommendations to improve service delivery and operations, establish new fire/EMS delivery systems, promote cost efficiency, and create implementation plans. We highlight specific sample projects that showcase our experience similar to the scope of work required for this RFP. We also provide information on our related experience conducting cost of service analysis, rate studies, as well as revenue maximization and audit experience.

PCG's dedicated team brings a solid understanding of the operational challenges facing cities and counties to ensure the quality and effectiveness of their fire and EMS response operations. As shown in **Figure 5**, we have a strong footprint serving agencies across the country.



Figure 5: PCG's Fire/EMS Footprint

Recent Fire/EMS Consulting Projects

Figure 6 showcases the diversity of our recent fire/EMS consulting projects. On the following pages, we provide detailed summaries of projects similar in scope to the requirements outlined in this RFP.

Recent Fire/EMS Consulting Projects		
Client	Project Scope	Contact
City of Coconut Creek, FL	<i>Transitional Study for Fire and EMS Services</i> Conducted a transitional study and proposed options to the City of Coconut Creek based on our analysis to allow the City to establish a fire and EMS delivery system that provides an equal or better level of service in a cost-efficient manner compared to the current system provided by the City of Margate. PCG's fire department options focused on comprehensive community risk reduction activities and community engagement programs.	Jeffery Gary, Fire Marshal Office: 954-895-5061 JGary@coconutcreek.net
City of Ashland, OR	<i>Ambulance Transporting Services Cost and Service Analysis</i> Conducted a detailed quantitative (financial) and qualitative (operational) analysis of the ambulance transport services provided by Ashland Fire & Rescue (AF&R). The goal of the study was for PCG to analyze expenditures and revenue data to understand the financial costs and benefits of operating an ambulance service, and to conduct a qualitative analysis to evaluate the impacts if ambulance services were discontinued. The PCG team provided financial data and results of the operational analysis to help the City determine the future of its ambulance operations.	Ralf Sartain, Interim Fire Chief Office: 541-301-8872 ralph.sartain@ashland.or.us
City of Austin, TX	<i>Dispatch and Equity Optimization Efficiency Study</i> PCG interviewed City of Austin and Travis County staff and other relevant stakeholders, collected data, and conducted research to obtain a comprehensive understanding of the City's dispatch and emergency response, operations, challenges, needs, and opportunities for improving equity, promoting efficiency, reducing costs, and increasing quality of services.	Jeff Hayes, Chief of Staff Office of the Chief Medical Officer City of Austin Office: 512-978-0002 jeff.hayes@austintexas.gov
Josephine County, OR	<i>Consulting Services for Fire Protection</i> The PCG project team was contracted to assist Josephine County in the planning and development of a permanent system for the delivery of critical fire prevention and suppression services for unprotected areas of the County. Structural fire protection is provided by for-profit, private fire companies that sell their services through subscriptions in areas of the County. PCG proposed the development of a fire protection district.	Darin Fowler, Chairperson Josephine County Commissioners Office: 541-474-5221 dfowler@co.josephine.or.us
Pueblo of Sandia, NM	<i>Fire/EMS Feasibility Study</i> PCG conducted a needs assessment for the Pueblo and its enterprises to identify the appropriate type and level of Fire/EMS services required to meet current and future needs given the growth of the Pueblo. PCG provided a comprehensive set of fire and EMS service delivery options for the Pueblo of Sandia to have reliable services and control over the quality of EMS that residents and visitors receive.	Tanya Allen, Emergency Operations Manager Office: 505-798-7481 tallen@sandiapueblo.nsn.us
Cache County, UT	<i>Fire and Emergency Medical Services Study</i> PCG completed a review of the EMS system, including an evaluation of the existing inter-local agreement and consideration of changes to that system. Work also included a full assessment of the potential advantages and disadvantages of a combined Cache County Fire District and CCEMS system.	Bryce Mumford, Deputy Chief Office: 435-755-1853 Bryce.Mumford@cachecounty.org

Tooele
County,
UT**Funding and Governance Analysis**

Conducted analysis of current fire service delivery throughout Tooele County as well as analysis of options for forming either multiple, separate fire districts or merge multiple smaller volunteer fire departments into a single fire district along with Tooele County. Researched and analyzed different legislative options for forming a fire district in Utah and various funding options to support district formation options. Made recommendations to Tooele County Commission on best course of actions based on analysis performed for the formation of either a Special Service Agency or Special District based on needs best suited to county.

Daniel Walton, Fire Chief
Office: 435-833-8123
dwalton@utah.govCity of
Placentia,
CA**Life and Fire Safety Department Implementation**

In July 2019, PCG was hired by the City of Placentia to assist with the implementation of a new fire and life safety department as the city prepares to withdraw from its joint powers agreement with the Orange County Fire Authority (OCFA). Working side by side with City staff, transitional staff, stakeholders from neighboring service agencies, and vendors to plan for and establish the new fire department. Our proposal outlined the creation of a City-owned and -managed life safety and fire department that will save the city \$2 million in the first year. A key focus of this project was the establishment of a communications center.

Damien Arrula, City Manager
City of Placentia
Office: 714-993-8117
darrula@placentia.org

As a result of the trusting relationship that was established and PCG's guidance and customer service, the City of Placentia has contracted PCG to assist with development of a fire protection plan and other related programs for FY22.

Figure 6: Recent Fire/EMS Consulting Projects**Implementation of New Fire and Life Safety Department, City of Placentia**

In July 2019, PCG was hired by the City of Placentia to assist with the implementation of a new fire and life safety department as the city prepares to withdraw from its joint powers agreement with the Orange County Fire Authority (OCFA). PCG's consultants are working side by side with City staff, transitional staff, stakeholders from neighboring service agencies, and vendors to plan for and establish the new fire department. Our proposal outlined the creation of a city-owned and managed life safety and fire department that will **save the city \$2 million in the first year**. A key focus of this project is the establishment of a communications center.

The diverse scope of services provided:

- ▶ Conducting **facility assessments** and development of transition plan for each station.
- ▶ Conducting **data analysis** to identify cost effective options for the city to provide fire protection engineering services, fire investigation services, and fire inspections.
- ▶ Analyzing data, reviewing processes, and conducting needs assessment to develop a plan for establishing the communications center and integrating fire and EMS with Placentia Police Department. This includes defining procedures for call intake, call processing, and emergency dispatching services.
- ▶ Establishing **best practices and protocols for training** dispatch services staff, fire fighters, EMS, and police department staff.
- ▶ Verifying adherence and **compliance with fire standards** throughout planning and implementation process including: Insurance Services Office (ISO) standards and National Fire Protection Association (NFPA) standards. This also includes creating a pathway for the City of Placentia to pursue accreditation by the Commission of Fire Accreditation International.
- ▶ Working with vendor to **develop a fire department cost recovery program** for the city.
- ▶ Facilitating the development of fire records management system (RMS) and implementation of National Fire Operations Reporting System.

Transitional Study for Fire and EMS Services, Coconut Creek, FL

PCG conducted a transitional study for fire and EMS services to propose options to the City of Coconut Creek to allow the City to establish a fire and EMS delivery system that provides an equal or better level of service (in a cost-effective manner) as compared to the level currently being provided. PCG's fire department options focus on comprehensive community risk reduction activities and community engagement programs to enhance community and firefighter safety. The options and recommendations for the City fire department are designed to meet and exceed local, State, and national industry standards. This project was completed Spring 2020.

PCG completed the following tasks:

- ▶ Submitted detailed written and electronic report of findings and recommendations.
- ▶ Met with representatives from all affected agencies including the City of Coconut Creek, the City of Margate, and Broward County officials.
- ▶ **Identified costs of establishing fire services**, including, but not limited to, staffing requirements, personnel training, administrative and technical support, insurance requirements, and facility and equipment needs.
- ▶ Developed a list of itemized short-term and anticipated long-term costs and/or financial savings involved in implementing a city-managed fire department versus a continued contract with the City of Margate.
- ▶ Identified challenges, opportunities, weaknesses and strengths of a city-managed fire department versus a continued contract with the City of Margate.
- ▶ **Addressed administrative oversight and cost, including legal, risk management, information systems and technology, finance/purchasing/payroll, and human resources personnel.**
- ▶ identified transition costs, including apparatus and equipment, computer hardware and software, HIPAA security and other compliance requirements, system compatibility, record management system, facility physical upgrades, furniture and other related equipment maintenance costs.
- ▶ **Addressed any personnel issues related to the transition of employees per the existing Inter-Local Agreement** with the City of Margate and the applicable collective bargaining agreements, including, but not limited to recruitment and retention of firefighter/paramedics, IAFF union local establishment, promotions and demotions, and salary and benefits transitions.
- ▶ Addressed governance, command and control including command staff and succession planning.
- ▶ Provided recommendations for further action following detailed discussion with the other applicable agencies about critical issues and variables, including existing automatic and mutual aid agreements, which will be important in these efforts to transition to a city-managed fire department.
- ▶ **Provided comparison of pros and cons for city-recommended staffing models** with recommendations including policies and agreements that may determine staffing levels and practices.
- ▶ Reviewed local ordinances and agreements that may determine staffing levels including closest unit response and automatic and mutual aid.
- ▶ **Created Standard Operating Guidelines** and a long-term plan for the fire department.
- ▶ Cultivated replacement plans for vehicle fleets and equipment.

EMS Cost Analysis, Revenue Enhancement, and Rate Setting

Since 2006, PCG has been working with the Emergency Medical Services (EMS) provider community on revenue enhancement projects for ambulance services. PCG assisted the State of Texas with the establishment of the first EMS Certified Public Expenditure (CPE) Program in the country and subsequently supported the Commonwealth of Massachusetts with the approval and implementation of an EMS CPE Program in 2013. More recently, PCG assisted both the States of Colorado and Oklahoma with the approval and implementation of their first Supplemental Payment programs in 2018 and 2019. Additionally, PCG has provided Medicaid cost reporting services to more than 130 providers participating in Ground Emergency Medical Transportation (GEMT) programs in the States of Florida, Oregon, and Washington. As the result of our work over the past 12 years in this arena, PCG has acquired vast experience working with fire departments and third-service ambulance providers to stand up revenue enhancement programs, identify reimbursable costs, and to complete or facilitate the completion of the required annual cost reports. PCG has been at the forefront of serving the public EMS provider community's financial needs; with our assistance, PCG clients have realized more than \$400 million in additional funding. We offer innovative

approaches focused on re-engineering business processes, making operations more efficient in order to help manage finite EMS department resources.

Cost of Service Analysis & Rate Study

PCG was contracted by the West Metro Fire Protection District (WMFPD) and Thornton Fire Department (TFD) to provide a comprehensive Cost of Service Analysis and Rate Study. PCG provided analytical services that benefited WMFPD and TFD operations and budget planning. The primary focus of the analysis centered on the District's financial objectives and utilization that yielded valuable information for EMS planning. PCG was the prime contractor on these projects.

Key Achievements

- ▶ PCG calculated the true costs of fire suppression and medical responses. By understanding how much these activities cost, decision makers were better positioned to make informed budget and rate setting decisions.
- ▶ PCG identified federal 2 CFR 225 eligible costs and developed appropriate allocation methodologies for cost centers that supported both fire and EMS operations. PCG accounted for all department-wide costs and then allocated costs, either directly or through allocation methods, into EMS or fire cost centers.
- ▶ Provided cross-comparative analysis of WMFPD and TFD expenditures with other like EMS agencies.
- ▶ PCG identified the appropriate data that will be used to populate the Centers for Medicare and Medicaid Services (CMS) ambulance cost data collection survey. This work provided a structure for pulling and reporting the right data for future CMS reporting requirements.
- ▶ PCG conducted a pricing analysis of WMFPD and TFD most commonly provided services by reviewing all available data on medical responses.
- ▶ PCG reviewed both billable and non-billable call responses, the most commonly provided services based on total volume, the stations/units with the greatest volume of services, and the current pricing for those services.
- ▶ Identified the most commonly provided services for each unit and station by procedure code.
- ▶ PCG compared charge and revenue data from each payor type for each of the identified procedure codes to assess the delta between charges and revenue.

Revenue Maximization and Audit Experience

PCG has more than 30 years of experience with revenue enhancement and Medicaid reimbursement projects for State and local government agencies and public and private medical service providers across the United States. PCG utilizes a proven approach, deep program knowledge, and superior human capital to design and implement the Ambulance Supplemental Payment Program. PCG has provided similar Ambulance Supplemental Payment Program services to hospitals, physician practice plans, nursing homes, and State agencies. Implementing Supplemental Payment Programs for these provider types follows a similar overall approach, methodology, approval process, and implementation to what is needed for ambulance services providers.

EXHIBIT B: COST PROPOSAL FORM

The cost proposal form is included in the following two pages.

EXHIBIT "B"

***PROPOSAL
FOR***

FIRE, AMBULANCE, AND RESCUE SERVICE DISTRICT(S) CONSULTING SERVICES

Bidder Information and Cost Proposal Form

BIDDER INFORMATION:

Name of Firm Submitting Proposal:	<u>Public Consulting Group LLC</u>
Web Site Address of Firm, If Applicable:	<u>www.publicconsultinggroup.com</u>
Firm's Street Address, City, Zip Code:	<u>148 State Street, 10th Floor, Boston MA 02109</u>
Firm's Mailing Address, City, Zip Code:	<u>148 State Street, 10th Floor, Boston MA 02109</u>
Type of Organization:	
	☐ Individual
	☐ Partnership
	☐ Corporation*
	☒ Limited Liability Company*
Check if Applicable:	☐ Certified Minority Business
Name of Official Contact Person:	<u>Ken Riddle</u>
Telephone Number for Contact Person:	<u>(702) 287-6546</u>
Fax Number for Contact Person:	<u>(617) 426-4632</u>
Email Address for Contact Person:	<u>kriddle@pcgus.com</u>

***If the organization is a limited liability entity which has filed organizational documents with any governmental agency, attach a copy of such organizational documents and a copy of a certificate of existence or good standing as applicable.**

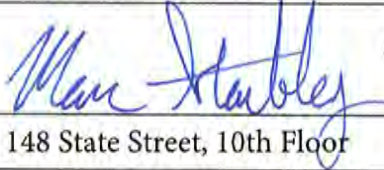
TO: **The County of Granville, North Carolina**

Proposal For: ***Fire, Ambulance, and Rescue Service District(S) Consulting Services***

The undersigned having carefully read and considered the terms and conditions of the Agreement/Contract Documents for ***FIRE, AMBULANCE, AND RESCUE SERVICE DISTRICT(S) CONSULTING SERVICES*** for the County of Granville, North Carolina, does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Agreement/Contract Documents at the rates (expressed in figures) hereinafter set forth:

SCOPE OF SERVICES

I.	<u>Communication with Stakeholders and Elected Officials</u>	\$ <u>10,000</u>
II.	<u>GIS Analysis</u>	\$ <u>15,000</u>
III.	<u>Financial Analysis</u>	\$ <u>10,000</u>
IV.	<u>Capital Assets</u>	\$ <u>7,500</u>
V.	<u>Municipal Modeling</u>	\$ <u>7,500</u>
VI.	<u>Governance Structure</u>	\$ <u>7,500</u>
VII.	<u>Service Contract Development</u>	\$ <u>7,500</u>
VIII.	<u>North Carolina General Statute Presentation Plan</u>	\$ <u>7,500</u>
IX.	<u>Future Considerations</u>	\$ <u>4,500</u>
X.	<u>Final Presentation</u>	\$ <u>5,000</u>

 Authorized Signature

148 State Street, 10th Floor

Boston, MA 02109

(City) (County) (State) (Zip)
Telephone: (617) 426-2026

-Granville County reserves the right to reject any and all Proposals-



Granville County Environmental Services

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Environmental Services
Date: August 30, 2021
Title: Granville County Employee NCDOT Fall Litter Sweep Event

PURPOSE:

To announce the County's participation in the "Fall 2021 Litter Sweep".

BACKGROUND:

The County has taken an active stance to help address litter issues in the County. Twice each year, County employees & Commissioners are provided an opportunity to participate in a litter cleanup program in conjunction with the NC DOT Litter Sweep program.

This year the NCDOT sponsored "Fall 2021 Litter Sweep" begins September 11th and concludes September 25th. Jason Falls, Director of Environmental Programs is requesting volunteers within county departments to help clean designated road(s) within the County (*roads will be determined prior to day of pickup*) on **Friday, September 17, 2021.** The group of volunteers will meet behind the County Administration Office at 12 noon on **Friday, September 17, 2021** for lunch. Gloves, safety vests, and bags will be made available on the day of pickup. A rain date has been scheduled for the following September 24, 2021.

For County employees participating, and as an incentive, once we are finished picking up litter from the selected road(s); employees will have the option of not returning to work (without using leave) as approved by the County Manager and/or employee's supervisor. Additionally, employees can earn 20 points towards wellness activities by participating.

FUNDING:

Included in the FY 2021-2022 annual budget.

RECOMMENDATION:

INFORMATION ONLY ITEM - Environmental Services Director will coordinate a Fall Litter Sweep on Friday, September 17, 2021, with a rain date of Friday, September 24, 2021.

ACTION TAKEN:



Granville County Parks and Grounds

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Korena Weichel, Assistant County Manager
Department: Administration
Date: August 27, 2021
Title: New Position Request for Parks & Grounds Department

PURPOSE:

To consider the addition of a Parks and Grounds administrative position.

BACKGROUND:

County Administration has identified a need to increase capacity and improve service delivery for coordinating activities and administering facility rentals. To address this need, we are requesting the addition of a new *Venue and Activities Coordinator* position. This new position would report to the Parks & Grounds Maintenance Manager and assume all responsibilities for scheduling and managing rentals as well as coordinating special events and other activities.

Over the past several years demand for rental space at the County's two available facilities, the Expo & Convention Center and the Granville Athletic Park (GAP), has rapidly outpaced staff's ability to manage the rentals effectively. For example, in order to assist renters with planning their events at the Expo, currently a member of the administrative staff must leave their assigned workstation and meet prospective renters to tour the facility and again to attend to other requests once the rental is confirmed. These work disruptions are subsequently followed by careful monitoring and tracking to ensure all facility use requirements are met according to the timeframe established by the rental agreement (ex, permitting, insurance coverage, security needs, etc.).

Similarly, Parks and Grounds crew members must frequently leave their equipment and field work to report to the park office to answer questions, provide copies of rental agreement forms, and manage rentals. Moreover, the recent GAP Phase III expansion project has introduced additional time-consuming steps to facilitate public, school, and organization hourly rentals for the tennis and sand volleyball courts. These additional amenities and rental frequencies are further straining staff resources.

The *Venue and Activities Coordinator* position will be based at the GAP park office and is tentatively slated to hold public office hours Monday – Friday, from 9:00 am through 4:00 pm. The regular work time from 8:30 am to 9:00 am and from 4:00 pm to 5:00 pm will be utilized for administrative needs and for providing prospective renters access to tour the Expo facilities, etc.

FUNDING:

Recommend appropriating fund balance for the new position as it is not included in the Fiscal Year 2021/2022 Budget. *[In addition to \$1,500 for office equipment & furnishings, 9 months of salary and benefits would be required. Estimated funding requirement totals \$43,350 for fiscal year 2021-2022]*

RECOMMENDATION:

The County Manager, Assistant County Manager, and Parks & Grounds Maintenance Manager recommend updating the Fiscal Year 2021/2022 Pay & Classification Plan to include a new *Venue and Activities Coordinator* position, appropriate funding for the position, and authorize publication of the job posting as soon as possible.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 3, 2021
Title: **County Attorney's Report**

PURPOSE:

Any matters as needed by the County Attorney.

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 2, 2021
Title: **Presentations by County Board Members**

PURPOSE:

Board members will make comments.

- Commissioner Jay
- Commissioner Smith
- Commissioner Cozart
- Commissioner May
- Commissioner Karan
- Commissioner Gooch
- Chair Hinman

ACTION TAKEN:



Granville County

104 Belle Street
Oxford, NC 27565
(919) 693-5240

To: Board of Commissioners
From: Debra Weary
Department: Administration
Date: September 2, 2021
Title: **Any Other Matters**

PURPOSE:

Any other matters as needed.

ACTION TAKEN: