The Martin County Board of Commissioners met in Special Session on Wednesday, June 26, 2013 at 7:00 p.m. in the Board Room, Martin County Governmental Center at 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Chairman Tommy Bowen, Vice Chairman Ronnie Smith, Commissioner Elmo “Butch” Lilley, Commissioner Dempsey Bond, Jr., County Manager David Bone, Clerk to the Board Marion B. Thompson, and Finance Officer Cindy Ange.

Commissioner Bob Hyman and County Attorney J. Melvin Bowen were not in attendance.

The meeting was called to order by Chairman Bowen. The pledge of allegiance was led by Commissioner Bond. The invocation was offered by Commissioner Lilley.

Chairman Bowen welcomed all to the meeting and recognized elected officials in his usual manner.

AGENDA APPROVAL

Commissioner Bond made the MOTION to approve the agenda as presented, with a SECOND by Commissioner Lilley. The motion was APPROVED unanimously.

Approve 2013 NACo Annual Conference Voting Credentials

The Board of Commissioners was asked to authorize a Designated County Voting Credentials Delegate and a County Alternate for the 2013 Annual NACo Conference or if the ballot is not picked up, to allow our state association president (or designee) to pick up the ballot for Martin County. Also, the Board was asked to authorize Chairman Bowen to execute the NACo Credential (Voting) form. Vice Chairman Smith, Commissioner Lilley, and Commissioner Bond have registered to attend the conference.

Commissioner Lilley made the MOTION to delegate Vice Chairman Smith as the Designated Voting Credentials Delegate for the 2013 Annual NACo Conference.

Commissioner Bond made a MOTION to amend the motion by Commissioner Lilley to include delegating Commissioner Lilley as the County Alternate Voting Delegate. Vice Chairman Smith SECONDED the motion. The motion was APPROVED unanimously.

Approval of Year End Budget Amendments

Finance Officer Cindy Ange presented the following budget amendments for the Board’s consideration of approval.
Budget Amendment #41

On June 12th, due to the high inmate population, the County appropriated an additional $43,200 to the Bertie-Martin Jail to cover increased costs of food and medical supplies. Since then, the Jail has received medical bills that require additional funds from the Bertie and Martin Counties. The Jail Board requested an additional amount of $20,000. The share for Martin County would be $10,800 which would equate to 54% of the total request.

In the current budget, Martin County originally appropriated $967,296. The increase of $54,000 (43,200 +10,800) would increase the appropriation to $1,020,696.

Discussion on Use of Monitoring System to Reduce Inmate Expenses

Vice Chairman Smith suggested the use of monitoring systems (ankle bracelet) as a way to reduce jail inmate costs. Vice Chairman Smith requested that this item be added to a future agenda. Vice Chairman Smith asked the Sheriff to work with the District Attorney and investigate the feasibility of using these devices in Martin County. Vice Chairman Smith added that the NCACC may have a program already in place that could be a model for our county.

Sheriff Gibbs stated the Probation Office already uses a GPS monitoring system. Sheriff Gibbs commented with limited staff, having someone to monitor the system would be the greatest obstacle. Sheriff Gibbs added, and the Board was consensual, that if the monitoring system were used, child support offender should be given first priority.

County Manager Bone added that letters have been drafted by attorneys for Bertie and Martin Counties addressing the over population at BMR Jail. The letters have been forwarded to the appropriate individuals.

Vice Chairman Smith offered the MOTION to approve BA#41, with a SECOND by Commissioner Bond. The motion was APPROVED unanimously.

BUDGET ORDINANCE AMENDMENT-41

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

<table>
<thead>
<tr>
<th></th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jail</td>
<td>$10,800</td>
<td></td>
</tr>
</tbody>
</table>
This will result in an increase of $10,800 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| Fund Balance | $ 10,800 |

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Motion by [Name] and seconded by [Name] to adopt the above budget ordinance amendment this 26th day of June, 2013.

**Budget Amendment #42**

Budget amendment #42 will adjust the fire district funds to account for additional tax revenue collected.

Commissioner Lilley made a MOTION to approved BA#42, with a SECOND by Vice Chairman Smith. The motion was APPROVED unanimously.

**BUDGET ORDINANCE AMENDMENT-42**

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the Fire District Funds, the expenditures are to be changed as follows.

<table>
<thead>
<tr>
<th>Public Safety</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamesville Fire</td>
<td>$ 11,737</td>
<td></td>
</tr>
<tr>
<td>Roanoke Fire</td>
<td>$ 8,483</td>
<td></td>
</tr>
<tr>
<td>Williamston Fire</td>
<td>$ 38,035</td>
<td></td>
</tr>
<tr>
<td>Goose Nest Fire</td>
<td>$ 9,775</td>
<td></td>
</tr>
<tr>
<td>Griffins Fire</td>
<td>$ 9,330</td>
<td></td>
</tr>
<tr>
<td>Bear Grass Fire</td>
<td>$ 13,641</td>
<td></td>
</tr>
<tr>
<td>Hamilton Fire</td>
<td>$ 17,986</td>
<td></td>
</tr>
</tbody>
</table>

This will result in an increase of $108,987 in the expenditures of the Fire District Funds. To provide an increase in revenue for the above, the following revenues will be changed.

<table>
<thead>
<tr>
<th>Tax</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real &amp; Personal Property-CY</td>
<td>$ 27,000</td>
</tr>
<tr>
<td>Real &amp; Per. Property-Prior</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>One Cent Sales Tax</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>½ Cent Sales Tax</td>
<td>$ 24,000</td>
</tr>
</tbody>
</table>
Fund Balance Approp. $ 45,987

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Motion by ___________________________ and seconded by ___________________________ to adopt the above budget ordinance amendment this 26th day of June, 2013

Budget Amendment #43

Budget amendment #43 will cover the following:

- **Register of Deeds** – Increase the automation enhancement budget to account for the receipting program. In 2001 the NC General Assembly established the Automation Enhancement and Preservation Fund. 10% of fees collected pursuant to GS 161-10 and retained by the County are placed in a non-reverting fund, the proceeds of which will be expended on computer and imaging technology in the office of the Register of Deeds. At June 30, 2012, the County had $17,522 in this fund which is included in the County’s fund balance.

- **Health Department** – Increase the Aging Services budget to account for additional revenue received.

- **County Commissioners** – Increase the hospitalization for retirees due to increased costs.

- **Communications** – Increase overtime budget due to personnel issues.

- **Animal Control** – Increase budget for additional personnel, unemployment and operational costs.

Commissioner Bond entertained a MOTION to approve BA#43, with a SECOND by Vice Chairman Smith. The motion was unanimously APPROVED.

**BUDGET ORDINANCE AMENDMENT-43**

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2013.

Section 1. To amend the General Fund, the expenditures are to be changed as follows.

<table>
<thead>
<tr>
<th>Department</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>$ 26,600</td>
<td></td>
</tr>
<tr>
<td>Animal Control</td>
<td>$ 21,440</td>
<td></td>
</tr>
<tr>
<td>General Government</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Register of Deeds  $  6,500
County Commissioners  $  4,500
Human Services
  Aging Services  $  2,000

This will result in an increase of $61,040 in the expenditures of the General Fund. To provide an increase in the revenues for the above, the following revenues will be changed.

| Fund Balance                                       | $  59,040 |
| Restricted Intergovernmental                      | $  2,000  |

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Motion by and seconded by to adopt the above budget ordinance amendment this 26th day of June, 2013.

Budget Amendment #44

A “facilities fee” is collected in each court case as part of the court costs paid by the litigants. This fee is distributed to the counties and must be spent exclusively for providing, maintaining, and constructing court facilities.

As of June 30, 2012, Martin County had $224,353 in court facilities funds which are included in our fund balance. Each year we collect between $70,000 and $80,000 in fees. These fees are mostly used to pay a percentage of the utilities, and building repairs and maintenance including new AC/heating units. Beginning this year, we will also pay rental expense for office space in Beaufort County.

Budget amendment #44 will appropriate additional funds in court facilities to cover several AC/heating units and building repairs and upgrades including the bathrooms.

Commissioner Lilley made a MOTION to approve BA#44, with a SECOND by Commissioner Bond. The motion was unanimously APPROVED.

BUDGET ORDINANCE AMENDMENT-44

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2013

Section 1. To amend the General Fund, the expenditures are to be changed as follows.
General Government
Court Facilities $ 38,000

This will result in an increase of $38,000 in the expenditures of the General Fund. To provide an increase in revenue for the above, the following revenues will be changed.

Fund Balance Approp. $ 38,000

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Motion by and seconded by to adopt the above budget ordinance amendment this 26th day of June, 2013

Budget Amendment #45

Budget amendment #45 will redistribute the PARTF Grant budget. The unused funds budgeted in professional fees and contingency will be applied to construction costs to complete this grant.

Commissioner Bond offered the MOTION to approve BA#45, with a SECOND by Vice Chairman Smith. The motion was unanimously APPROVED.

BUDGET ORDINANCE AMENDMENT-45

BE IT ORDAINED by the Board of Commissioners of Martin County, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2013

Section 1. To amend the Moratoc Park Project Fund, the expenditures are to be changed as follows.

<table>
<thead>
<tr>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTF Grant</td>
<td></td>
</tr>
<tr>
<td>Professional fees $ 41,400</td>
<td></td>
</tr>
<tr>
<td>Contingency $ 25,900</td>
<td></td>
</tr>
<tr>
<td>Construction $67,300</td>
<td></td>
</tr>
</tbody>
</table>

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Finance Officer for their direction.

Motion by and seconded by to adopt the above budget ordinance amendment this 26th day of June, 2013
Recommendation of Approval – Request for Proposals Administrative Services, $864,400 CDBG Grant Marco Company

County Manager Bone reported that Martin County advertised for a Request for Proposals (RFP) procurement / selection process to select a firm to provide administrative duties for the CDBG project award ($864,400) for water, sewer, and drainage service for the Marco Company in Jamesville. Proposals were due June 21, 2013 by 5:00 p.m.

The minimum requirement of two bids was received from the Wooten Company (not to exceed $24,000) and Hobbs Upchurch Associates ($48,000). County Manager Bone stated he performed telephone interviews with both firms. It was the recommendation of County Manager Bone to secure administrative services with the low bidder, the Wooten Company, and to approve the Administrative Agreement (the agreement will be entered into this document by reference) between the Wooten Company and Martin County, pending approval by the County Attorney.

Additionally, the County will need to go through a separate procurement process for engineering services for the project.

Commissioner Bond entertained the MOTION to accept the low bid proposed by the Wooten Company and to approve the Agreement, pending approval by the County Attorney. Commissioner Lilley SECONDED the motion. The motion was APPROVED unanimously.

COMMENTS

Vice Chairman Smith reported as a member on the NCACC Risk Management Board and as a NCACC Directors for District 2 that both organizations are financially stable. Counties, who are members, will be receiving monies back from the NCACC Property and Liability division.

ADJOURNMENT

With no further business to discuss, Commissioner Bond made the MOTION to adjourn at 7:17 p.m., with a SECOND by Vice Chairman Smith. The motion was unanimously APPROVED.

__________________________________________
Tommy Bowen, Chairman

__________________________________________
Marion B. Thompson, NCCCC
Clerk to the Board