

June 26, 2019

The Martin County Board of Commissioners met in a Special Called Session on Wednesday, June 26, 2019 at 7:00 p.m. in the Martin County Governmental Center, Commissioners' Boardroom at 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Those in attendance: Chairman Tommy Bowen, Vice Chairman Dempsey Bond, Jr., Commissioner Elmo "Butch" Lilley, Commissioner Ronnie Smith, Commissioner Joe R. Ayers, County Manager David Bone, Clerk to the Board Jessica Godard and Finance Director/Deputy Clerk Cindy Ange.

County Attorney Richard James was not in attendance.

Chairman Bowen called the meeting to order at 7:00 p.m. Vice Chairman Bond led the Pledge of allegiance. Commissioner Smith provided the invocation.

AGENDA APPROVAL

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

NACo Conference Voting Delegate Designation

Annually, each county is given the opportunity to participate in the National Association of Counties' (NACo) election of officers and policy adoption. In order to participate, a county must have paid its membership dues and have one paid registrant for the conference, according to NACo bylaws.

Vice Chairman Bond and Commissioner Smith were registered to attend the 84th NACo Annual Conference in Clark County, NV that is scheduled for July 11 through July 15, 2019.

The Board was asked to authorize a Designated County Voting Credentials/Delegate and a County Alternate Delegate for the 2019 Annual NACo Conference.

Commissioner Smith made a MOTION to designate Vice Chairman Bond as the NACo voting delegate and Commissioner Smith as the alternate, with a SECOND from Commissioner Lilley. The Board APPROVED the motion unanimously.

Amendment to Agreement with The Wooten Company for Professional Services in Administration of CDBG Grant for Weitron

On May 10, 2017, the Board of Commissioners approved a professional grant administration services agreement with The Wooten Company (TWC) in regards to a CDBG grant for Weitron. The grant approved was in the amount of \$620,000. The negotiated compensation for professional services was for a not-to-exceed amount of \$37,750.

One of the requirements of the grant administration was to review payroll submittals and conduct employee wage interviews for all contractors. There were an unusually high and unanticipated number of contractors (27) involved in the AR Textiles project, which required additional time by The Wooten Company. Additionally, the timetable for the project had been extended twice.

The number of contractors involved in the Weitron project were also high. Eight (8) contractors were anticipated. As of November 2018, there were twenty (20) contractors involved in the project. The number of contractors now stood at twenty-four (24).

At the November 14, 2018 meeting of the Martin County Board of Commissioners, the Board approved additional administration fees for two CDBG projects involving AR Textiles and Weitron. TWC requested a not-to-exceed increase in fees of \$9,000 to compensate them for additional time involved the CDBG grant administration for the Weitron project (and \$8,000 for AR Textiles). Budget Amendments #16 and #17 (for these projects) were approved on January 16, 2019.

A letter from The Wooten Company was provided for review, which stated the firm would exceed its ceiling fee for administration of the NC Department of Commerce CDBG Building Reuse Grant for Weitron, Inc. The building renovation completion was delayed until January 2019, prompting continued Labor Standards monitoring for a total of 24 contractors.

The project was monitored by NC Commerce on March 20, 2019, with no concerns or findings.

Since that time, TWC submitted a grant extension request until March 21, 2020, but the extension was only approved until September 27, 2019 for Weitron to fulfill its hiring commitment of 31 new full-time employees. Weitron forecasted completion of job creation by March of 2020, which would require an additional grant extension request to Commerce. To date, 11 new full-time positions have been created.

As of May 1, 2019, TWC had exceeded its contract fee by \$2,367.06, and job creation monitoring must continue until Weitron could achieve its job commitments. When this occurs, a letter would be prepared requesting that Commerce allow Weitron and Martin County to cease job monitoring. Close-out documents would then be prepared, a Public Hearing advertised to receive public comment, and the project officially closed.

TWC anticipated full completion of the project and standard CDBG compliance to require an additional \$6,000.00 (inclusive of the current \$2,367.06 overage), which would bring TWC's total agreement fee to \$52,750.00. All other agreement terms would remain in effect.

The Board of Commissioners was asked to authorize the County Manager to approve the contract amendment with the additional compensation, as presented.

Commissioner Lilley made a MOTION to authorize the County Manager to approve the contract amendment with The Wooten Company (entered into these minutes by reference title), with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

Approval of Year End Budget Amendments

Budget Amendment #41 and #42

Finance Director Cindy Ange stated Budget Amendments #41 and #42 involved the additional funding for the CDBG Administrative Services contract with The Wooten Company for the CDBG Grant for Weitron.

Commissioner Smith made a MOTION to approve Budget Amendments #41 and #42, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion 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, 2019.

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

	Increase	Decrease
Administration	\$ 6,000	

This will result in an increase of \$6,000 in the expenditures of the Program Grant Fund. To provide for an increase in revenue for the above, the following revenues will be changed.

Transfer from the General Fund \$ 6,000

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.

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, 2019.

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

	Increase	Decrease
Transfers		
Program Grant Fund	\$ 6,000	

This will result in an increase of \$6,000 in the expenditures of the General Fund. To provide for an increase in revenue for the above, the following revenues will be changed.

Fund Balance Appropriation \$ 6,000

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.

Budget Amendment #43

Finance Director Cindy Ange stated the jet fuel at the airport was depleted on June 24, 2019. Budget Amendment #43 would increase the fuel budget to allow additional fuel to be purchased.

Commissioner Smith made a MOTION to approve Budget Amendment #43, with a SECOND from Commissioner Lilley. The Board APPROVED the motion unanimously.

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, 2019.

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

	Increase	Decrease
Transportation		
Airport	\$ 14,000	

This will result in an increase of \$13,000 in the expenditures of the General Fund. To provide for an increase in revenue for the above, the following revenues will be changed.

Fund Balance Appropriation	\$ 14,000
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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.

Budget Amendment #44

Martin County had been working with various partners about a possible nature trail / horse trail project on part of the Kehukee Park property where trees were timbered. The development of a nature trail could provide an educational benefit and provide an opportunity for collaboration between Martin Community College, the NC Forestry Service, Martin County Cooperative Extension, Martin County Soil and Water Conservation and other partners. The development of a horse trail could provide another tourism asset, as well. Meetings with various partners were ongoing.

Manager Bone asked David Hodges to write a grant application and administer the grant, if successful. Mr. Hodges assisted the County with the PARTF grant at Moratoc Park. Finance Director Cindy Ange stated Budget Amendment #44 would provide funding for Mr. Hodges' consultation services.

Commissioner Ayers made a MOTION to approve Budget Amendment #44, with a SECOND from Vice Chairman Bond. The Board APPROVED the motion unanimously.

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, 2019.

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

	Increase	Decrease
Cultural and Recreational		
Other Recreation	\$3,000	

This will result in an increase of \$ 3,000 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 Appropriation	\$3,000
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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.

ADJOURNMENT

Finance Director Cindy Ange thanked the Board for the opportunity to have this meeting each year for end-of-year budget amendments. The Board then thanked Ms. Ange and the Finance Office staff for their hard work.

With no further business to discuss, Vice Chairman Bond made the MOTION to adjourn at 7:06 p.m., with a SECOND by Commissioner Smith. The Board APPROVED the motion unanimously. The next scheduled meeting would be Wednesday, July 10, 2019 at 7:00 p.m. in the Commissioners' Boardroom, 305 East Main Street, Williamston, NC 27892.

Tommy Bowen, Chairman

Jessica Godard
Clerk to the Board