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*Camden County Board of Commissioners  
Regular Meeting  
January 5th, 2015  
7:00 P.M. - Regular Meeting  
Historic Courtroom, Courthouse Complex  
Camden, North Carolina*

**MINUTES**

*The regular meeting of the Camden County Board of Commissioners was held on January 5th, 2015 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:*

*Chairman Michael McLain, Vice-Chair Sandra Duckwall  
Commissioners Garry Meiggs, Clayton, and Tom White*

*Also attending were County Manager Michael Renshaw, County Attorney Megan Morgan and Clerk to the Board Angela L. Wooten. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Tax Administrator Lisa Anderson, Planning Director Dan Porter & Senior Tarheel Representative Gwen Westcott.*

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**Regular Session:**

*Chairman Michael McLain called to order the January 5th, 2015 meeting of the Camden County Board of Commissioners at 6:58 P.M.*

**Invocation & Pledge of Allegiance:**

*Vice Chair Sandra Duckwall gave the invocation and led those present in the Pledge of Allegiance.*

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**Public Comments:**

*None*

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**Consideration of the Agenda:**

*Manager Renshaw requested to have item 7.C Finance Officer Appointment added to the consent agenda.*

*Tom White made a motion to approve the agenda as amended. The motion passed 5-0 with Chairman McLain, Vice-Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs, and Tom White, voting aye; no Commissioner voting no; no Commissioners absent; and no Commissioner not voting.*

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**Presentations:**

*Item 3.A - Senior Tarheel Representative, Gwen Westcott*

*Ms. Westcott gave a brief update on the Regional Advisory Committee and the Senior Scam Jam.*

*On December 5<sup>th</sup> College of the Albemarle sponsored an Appreciation Luncheon at Montero's in Elizabeth City. The entertainment was provided by a group of local seniors, "Albemarle Chorus".*

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*She urges everyone to beware of scams, if you see something that is not quite right open your phone book and call the North Carolina or Federal Government.*

**Old Business:**

*Item 4.A - One Mill Park Contracts*

*Planning Director Dan Porter announced that they are ready to begin construction on the One Mill Park in Shiloh. Mr. Porter presented the bids received from the two advertised RFP's for Marine Improvements and Site Improvements.*

*In addition AR Chesson submitted a \$40,000 design/build contract to construct a restroom facility and a \$9,700 proposal from Quible engineers to inspect and administer the construction of all project elements to include:*

*Clearing and grubbing site  
Grading and stormwater improvements  
Replacement of boat ramp  
Replacement of 1 pier and construction of 2nd pier  
Replacement of 377 foot rip rap & bulkhead  
Construction of boardwalk behind bulkhead  
Construction of parking lot and boat ramp turnaround  
Construction of small restroom & septic system  
Interior sidewalk  
Installation of open pavilion and 2 smaller gazebo picnic shelters  
Installation of playground equipment  
Fencing and landscaping*

*The total project budget is projected to be \$745,460.*

***Project Funding:***

<i>PARTF</i>	<i>\$ 290,240</i>
<i>CAMA</i>	<i>\$ 139,671</i>
<i>Division of Wildlife</i>	<i>\$ 112,500</i>
<i>Donated land value</i>	<i>\$ 38,400</i>
<i>Local match</i>	<i>\$ 164,650</i>
<b><i>Total</i></b>	<b><i>\$ 745,461</i></b>

*The Board is reminded they previously approved a 50% local match of \$290,240 for the PARTF grant and a 10% local match of \$28,619 for the CAMA grant.*

*Mr. Porter informs the board that the ability to double match on some of selected project elements, the local cash contribution is projected to be reduced to 22% of the total cost which is \$125,590 less than the approved PARTF matching cash.*

*Mr. Porter asks for questions from the board.*

*Commissioner Garry Meiggs asked about 100 day construction.*

*Mr. Porter states that wet weather may have some impact on the 100 day timing.*

*Clayton Riggs made a motion to approve and authorize the County Manager to sign the following contracts with A R Chesson:*

*Contract #1 Waterfront Improvements \$180,114  
Contract #2 Site Improvements \$139,032.50  
Design/Build Restroom \$40,000*

*The motion passed 5-0 with Chairman McLain, Vice-Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs, and Tom White, voting aye; no Commissioner voting no; no Commissioners absent; and no Commissioner not voting.*

*Garry Meiggs made a motion to authorize the county manager to execute the contract administration to Quible & Associates for the One Mill Park Project. The motion passed 5-0 with Chairman McLain, Vice-Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs, and Tom White, voting aye; no Commissioner voting no; no Commissioners absent; and no Commissioner not voting.*

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**New Business:**

*Item 5.A - Monthly Tax Report for November 2014*

*Tax Administrator Lisa Anderson presented the November tax report.*

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE  
CAMDEN COUNTY BOARD OF COMMISSIONERS**

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2013	150,994.70	13,632.49
2012	51,948.13	14,196.22
2011	26,499.49	11,165.58
2010	21,183.20	6,538.28
2009	8,497.31	6,166.71
2008	6,864.63	6,354.62
2007	6,552.05	9,971.60
2006	2,223.60	14,548.14
2005	1,690.71	26,585.64
2004	939.82	12,136.83

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TOTAL REAL PROPERTY TAX UNCOLLECTED	277,393.64
TOTAL PERSONAL PROPERTY UNCOLLECTED	121,296.11
TEN YEAR PERCENTAGE COLLECTION RATE	99.40%
COLLECTION FOR 2014 vs. 2013	13,476.22 vs. 15,219.75

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2013	97.64%
2012	99.07%
2011	99.47%

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

ENDING November 2014  
BY TAX ADMINISTRATOR

<u>10</u>	NUMBER DELINQUENCY NOTICES SENT
<u>39</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>0</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>17</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>25</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED



*Item 5.B - Proposal for Legislative Issues Consultant Services*

*The County Manager met with professional legislative consultants Joe and Henri McClees of McClees Consulting in October. The McClees propose to track and monitor all state bills introduced in the long session. The McClees inform they will maintain a constant presence in Raleigh when the General Assembly is in session. Their proposed contract states they will conduct weekly meetings with their clients and communicate via phone and email. The McClees will provide weekly reports.*

*Manager Renshaw gave some examples of the firm's effectiveness:*

- *The firm saved Camden County approximately \$6500.00 during the 2013 legislative session protecting local child support enforcement offices from bearing additional mandated costs due to House Bill 343 - Courts, Procedure and Fee Amendments.*
- *During the 2014 Legislative Session, they assisted in the reorganization of Small School Supplemental Funding in which the Small County Allotment was increased for 2014-2015.*
- *The firm also represented Beaufort, Hyde, and Pamlico County's in successfully blocking tolls on ferry operations.*

*McClees Consulting, Inc. proposes to offer these services to Camden County for the annual cost of \$15,000. This fee includes all in-state expenses, however all out-of-state expenses incurred at the direction of the Board of Commissioners would require additional reimbursement by the County.*

*Commissioner Riggs asks if this is a service over and above what the NCACC is already providing and will the county see the benefits of a \$15,000 service.*

*Commissioner Meiggs states that the NCACC appreciates these consultants because they don't have the time or the manpower to track these issues specific to each county's needs.*

*Chairman McLain adds that many of our legislative representatives in Raleigh are new and need to be educated on the OLF issues.*

**THIS CONTRACT AND AGREEMENT for services by an independent contractor** (herein referred to as the "Contract") is made and entered into this 5<sup>th</sup> day of January, 2015, by and between CAMDEN COUNTY, NORTH CAROLINA, a body politic (herein "Client") and McCLEES CONSULTING, INC., of Pamlico County, NC (herein "Consultant").

**BACKGROUND**

Client is a duly organized county of the State of North Carolina, and having as its principal address: 330 East Highway 158, PO Box 190, Camden, NC 27921.

Consultant is a corporation, incorporated and operating under the laws of North Carolina, and having as its principal address: 45 White Farm Road, PO Box 430, Oriental, NC 28571.

Client is in need of the expertise and services of Consultant to lobby on behalf of Client. Consultant has experience in lobbying, is familiar with the goals of Client, is familiar with coastal and eastern North Carolina issues, and has skills, knowledge, abilities, and experience to benefit Client.

The parties desire to enter into this lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Consultation.**

(a) Client hereby engages Consultant to render lobbying services and Consultant agrees to provide such services upon the terms and conditions of this Contract.

**(b) Consultant is being retained because of the personal skill, expertise, and experience of Joseph D. McClees. All services to be performed under this Contract shall be performed personally by Joseph D. McClees with the assistance of S. Henri McClees, Attorney at Law, unless Client gives its prior written consent to another arrangement.**

**(c) Consultant shall report to Michael Renshaw, Camden County Manager.**

**2. Term. The term of the Contract shall begin on January 6, 2015 and continue through December 31, 2015.**

**3. Consulting Fees. Client shall pay to Consultant fees for services as follows:**

**(a) The sum of Fifteen Thousand Dollars (\$15,000.00) for lobbying services, payable in three equal payments of Five Thousand Dollars (\$5,000.00) per payment, payable upon execution in January 2015 and then on or before the first days of February, and March, 2015; and, further,**

**(b) Client shall pay for lobbyists and principal 2015 registration fees due to the State of North Carolina, totaling Four Hundred Fifty Dollars (\$450.00), payable at the time of the execution of this Contract and in any event before January 14, 2015; and, further,**

**(c) Reimbursement of travel expenses for approved out of state travel, when incurred upon the specific direction of the Client, including mileage and reimbursement for actual expenses for lodging, food, and taxis, together with other approved transportation, if any.**

**(d) The parties agree there will be no reimbursement for in-state travel or other in-state expenses except as set forth herein or in-state expenses directed by Client to be spent for specific purposes agreed upon in advance of any such expenditure.**

**4. Independent Contractor. The parties acknowledge and agree the relationship of Consultant with Client is that of independent contractor. Except as provided in this Contract,**

neither party shall exercise any control over the activities and operations of the other. Neither Client nor Consultant is liable or responsible for the acts, omissions, or defaults of the other in any manner. Consultant, as well as any employees or independent contractors of Consultant, shall not be considered, under the provisions of this Contract or otherwise, to be employees of Client for any purpose whatsoever.

5. Compliance with North Carolina lobbying and ethics laws. The parties hereto agree to comply with all reporting, lobbying, and ethics requirements set forth in Chapter 120C "Lobbying" and Chapter 138A "State Government Ethics Act" of the NC General Statutes, specifically including NCGS §120C et seq. and §138A-1 et seq. Further, the parties hereto agree to the following:

(a) Consultant will prepare all lobbying authorizations, registrations, expense reports, and submit principal authorizations and expense reports to Client for execution and timely submission to the NC Secretary of State Lobbying Compliance Division.

(b) Client will review, sign, and submit on a timely basis all required lobbying authorizations and expense reports.

6. Applicable Law. The laws of North Carolina shall govern this Contract.

7. Entire Agreement; Amendment. This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but only by a writing duly executed by both parties.

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IN WITNESS WHEREOF, the parties have executed this Contract the day and year first written above.

COUNTY OF CAMDEN, NORTH CAROLINA

By [Signature]

Chairman, Camden County Commissioners

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Camden Finance Officer: Sandra Jones Date: 1/5/15

McCLEES CONSULTING, INC.

By Joseph D. McClees  
Joseph D. McClees, President

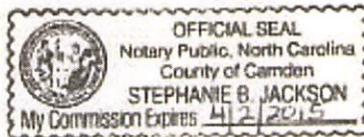
Attest: [Signature]  
S. Henri McClees, Secretary

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

I, Stephanie B Jackson, a Notary Public in and for the said County and State, do hereby certify that P. Michael McLain, who is personally known to me, appeared before me as a duly authorized agent of Camden County, NC on this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the 5<sup>th</sup> day of January, 2015.

Stephanie B Jackson  
Notary Public



My commission expires:  
April 2, 2015

STATE OF NORTH CAROLINA  
COUNTY OF PAMLICO

I, Jillian N. Harris, a Notary Public in and for the said County and State, do hereby certify that JOSEPH D. McCLEES, President and S. HENRI MCCLEES, Secretary of McClees Consulting, Inc., respectively, both known to me, each appeared before me this date and acknowledged the due execution of the foregoing contract.

WITNESS my hand and notarial seal this the 2 day of February, 2015.

Jillian N. Harris  
Notary Public



My commission expires:  
November 7, 2018

*Commissioner Tom White made a motion to approve the contract agreement with the McClees Consultants. The motion passed 5-0 with Chairman McLain, Vice-Chair Sandra Duckwall, Commissioners Garry Meiggs, Clayton Riggs, and Tom White, voting aye; no Commissioner voting no; no Commissioners absent; and no Commissioner not voting.*



***Item 7.C - Finance Officer Appointment***

*Manager Renshaw reminds the board the panel interviews for the vacant Finance Officer position were held on November 21, 2014. After conducting reference and required background checks on final candidates, the County Manager with direction of the Board of Commissioners tendered an offer of employment for the position of Finance Officer to Stephanie Humphries.*

*Ms. Humphries holds an undergraduate degree in Accounting and a Master of Business Administration degree. She formerly served as the finance officer for the Albemarle Commission and worked as a revenue officer with the North Carolina Department of Revenue in the Elizabeth City office.*

*The County Manager recommends that the Board of Commissioners appoint Stephanie Humphries to the position of Camden County Finance Officer. Conditional on her successfully completing a required pre-employment drug screening, Ms. Humphries projected start date is January 12, 2015.*

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***Commissioner's Report***

- *Chairman McLain advises that as the merger with ECBH progresses they have announced the ECBH Board of Directors will only have only one County Commissioner.*
- *Commissioner Riggs requests to have a work session to discuss Economic Development*
- *Commissioner White mentions that the road barrels are dangerous. Road completion in July*
- *Dollar General to open in April*
- *Commissioner Sandra Duckwall states Topside catering will also be opening*

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***County Manager's Report***

*County Manager Mike Renshaw had the following items to report:*

- *Joint Meeting with Pasquotank County Commissioners on January 9<sup>th</sup>, 2015*
- *Special Meeting Tuesday January 20<sup>th</sup>, 2015 to accommodate for needed public hearings*
- *2015 Paddle for the Boarder registration is open, call staff at the Dismal Swamp 771-8333*
- *River City Cycling is having the annual TarWheel in Camden on April 18*

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***Information from Board and Staff***

*The following items were provided to the Board for their information, and a copy of these items is maintained in the Clerk's office.*

- A. Sheriff – November Monthly Report*
  - B. Register of Deeds Monthly Report*
  - C. ECBH – November Financial Report*
  - D. ECBH – Finance Committee December 2014 Board Packet*
  - E. ECBH – Board of Directors December 2014 Board Packet*
  - F. ECBH – Year End Financial Statements*
  - G. Economic Investment Committee – 2015 Meeting Schedule*
  - H. Levelized Cost of Energy*
  - I. SEWC NC Wind Energy Fact Sheet*
  - J. NC Rural Infrastructure Authority Approves Eighth Round of Grants*
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**Meeting Adjourned**

At 7:42 P.M. Chairman Michael McLain asked if there were any other matters to come before the Board of Commissioners, hearing none, and by acclamation the meeting was adjourned.



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Chairman Michael McLain  
Camden County Board of Commissioners

ATTEST:



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Angela K. Wooten  
Clerk to the Board

