



# Chatham County, NC

## Meeting Agenda - Final

### Board of Commissioners

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Monday, September 19, 2016

6:00 PM

Historic Courthouse Courtroom

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#### Work Session - 1:00 PM - Historic Courthouse Courtroom

#### **PUBLIC INPUT SESSION**

*The Public Input Session is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long to allow as many as possible to speak. Speakers are limited to no more than three minutes each and may not give their time to another speaker. Speakers are required to sign up in advance. Individuals who wish to speak but cannot because of time constraints will be carried to the next meeting and given priority. We apologize for the tight time restrictions. They are necessary to ensure that we complete our business. If you have insufficient time to finish your presentation, we welcome your comments in writing.*

#### **BOARD PRIORITIES**

- [16-1803](#) 2016 Third Quarter Employee of the Quarter Award-Beverly Kay, Environmental Health Technician, Chatham County Public Health Department  
**Attachments:** [Beverly Kay](#)
- [16-1841](#) Consider request from Tom Lewis, Chairman of the Moncure Volunteer Fire Department for \$100,000 to fund renovations of Station 14 on Corinth Road.  
**Attachments:** [Station 14 Cost Breakdown](#)  
[Moncure Fire Department Floor Plan](#)  
[Moncure Fire Station Building Rendering](#)
- [16-1832](#) CCCC Geothermal study follow-up report  
**Attachments:** [CCCC - Chatham 09-19-2016.pdf](#)
- [16-1853](#) Receive presentation of Chatham County's 2017 revaluation Schedule of Values, and vote on a request to schedule a public hearing
- [16-1855](#) Presentation on Chatham County Broadband  
**Attachments:** [BroadbandForChatham201609](#)

[16-1830](#)

Affordable Rental Housing Task Force

**Attachments:** [Final 2016 TJCOG AH PROJECT](#)  
[Housing Committee Structure](#)

[16-1827](#)

Vote on a request to approve the final policy for the Chatham County Agriculture &amp; Conference Center

**Attachments:** [COUNTY ATTORNEY MARK UP 9.8.2016 FinalCCACC Fees and PolicyAug12](#)  
[CCACC Policy Presentation Sep 2016.pptx](#)

[16-1836](#)

Vote on a request to approve Chatham County Comprehensive Transportation Plan (CTP) Adoption

**Attachments:** [Draft CTP Maps](#)  
[CTP Adoption by Chatham - Resolution](#)

[16-1826](#)

Vote on a request to approve a contract between Chatham County and Chatham County Economic Development Corporation (EDC).

**Attachments:** [EDC AGREEMENT Draft 09 0902016 CLEAN 445](#)

**CLOSED SESSION**[16-1854](#)

Closed session to discuss matters relating to property acquisition, economic development and attorney-client privilege.

**ADJOURNMENT****End of Work Session****Regular Session - 6:00 PM - Historic Courthouse Courtroom****INVOCATION and PLEDGE OF ALLEGIANCE****CALL TO ORDER****APPROVAL OF AGENDA and CONSENT AGENDA**

*The Board of Commissioners uses a Consent Agenda to act on non-controversial routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Board member or citizen. The Consent Agenda contains the following items:*

[16-1857](#) Vote on a request to approve the August 9, 2016 Joint Meeting minutes and the August 15, 2016 Work and Regular Session Minutes.

**Attachments:** [Draft Minutes 08.09.2016.pdf](#)

[Draft Minutes 08.15.2016.pdf](#)

[16-1839](#) Vote on a request to approve Fiscal Year 2016-2017 Budget Amendments

**Attachments:** [Budget Amendments 9-19-16](#)

[16-1820](#) Vote on a request to approve the FY 2017-2018 Budget Calendar

**Attachments:** [BudgetCalendar](#)

[Evaluation Criteria](#)

[16-1838](#) Vote on a request to approve Annual Settlement and Order of Collection

**Attachments:** [2015 - 2016 Annual Settlement \(Chatham County\) signed](#)

[2015 - 2016 Order of Collection Form](#)

[16-1833](#) Vote on a request to approve the Tax Releases and Refunds.

**Attachments:** [August 2016 Corrected Receipts Report](#)

[August 2016 NCVTS Pending Refund Report](#)

[16-1843](#) Vote on a request to approve the Restated Agreement between the County and Pearson's Appraisal, Inc.

**Attachments:** [PEARSONS APPRAISAL RESTATED AGREEMENT 9.7.16. signed by vendor](#)

[16-1844](#) Vote on a request to approve the re-appointment of Edward McLaurin to the Alcohol Beverage Control Board.

[16-1822](#) Vote on a request to approve the FY 2016-2017 contract with the NC Forestry Service

**Attachments:** [Forestry letter signed](#)

[Forestry Contract](#)

[16-1781](#) Vote on a request to accept \$2,000 Share Our Strength Grant Funds

**Attachments:** [\\$2,000 Share Our Strength Grant Funds](#)

[16-1782](#) Vote on a request to accept \$675.00 Greensboro AHEC Student Preceptor Program

**Attachments:** [\\$675.00 Greensboro AHEC Preceptor Funds](#)

[16-1783](#) Vote on a request to accept \$150,000 Duke Endowment Grant Funds

**Attachments:** [\\$150,000 Duke Endowment Funds](#)

- [16-1825](#) Vote on a request to approve \$10,000 Healthiest Cities and Counties Challenge (APHA and Aetna) Award Grant Funds  
**Attachments:** [\\$10,000 Healthiest Cities and Counties Challenge Grant Funds](#)
- [16-1794](#) Vote on a request to accept \$51,616.04 Cost Settlement Funds  
**Attachments:** [\\$51,616.04 Cost Settlement Funds](#)
- [16-1828](#) Vote on a Request to approve competitive bid exemption for standardization and current “sole source”, for the Chatham County Department of Social Services new software suite, Compass by Northwoods Consulting Partners Inc.  
**Attachments:** [NCGS 143-129-e-6](#)
- [16-1840](#) Vote on a request to approve the naming of a private road in Chatham County  
**Attachments:** [Starwood Dr and Boxwood Dr](#)  
[Starwood Dr and Boxwood Dr petition](#)
- [16-1804](#) Vote on a request to adopt a Resolution to Approve Amendments to the Chatham County Personnel Policy  
**Attachments:** [Resolution Amending PP September 2016.doc](#)
- [16-1845](#) Vote on a request to adopt A Resolution Approving The Addition Of Streets in the Scarlet Oaks Subdivision to the North Carolina System of Secondary Roads  
**Attachments:** [Scarlet Oaks Subdivision Resolution.doc](#)  
[Comm Resolution Package.pdf](#)
- [16-1846](#) Vote on a request to adopt A Resolution Approving The Addition Of Streets in the Briar Chapel Subdivision to the North Carolina System of Secondary Roads  
**Attachments:** [Briar Chapel Resolution Package.pdf](#)  
[Briar Chapel Subdivision Resolution.doc](#)
- [16-1837](#) Vote on a request to adopt the Resolution - Declaring Property Surplus and Authoring the Sale of Said Property.  
**Attachments:** [Resolution-surplus-2017](#)  
[1st surplus list for BOC consideration](#)

### **End of Consent Agenda**

### **PUBLIC INPUT SESSION**



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## **SPECIAL PRESENTATION**

[16-1842](#) Presentation of the Fiscal Year 2015-16 State of the County Report

## **PUBLIC HEARINGS**

[16-1834](#) Legislative public hearing request by the Chatham County Board of Commissioners to amend Section 10.13, Table of Permitted Uses, of the Zoning Ordinance to revise multiple uses in the Light and Heavy Industrial zoning district that are currently permitted by right to conditional use permits.

**Attachments:** [More Information from Planning Department Website](#)

[16-1835](#) Legislative public hearing request by George Farrell for a rezoning on approximately .13 acres on Parcel No. 70347 from R1, Residential, to CD-CB, Conditional District Community Business, to add a 5,500 sq. ft. self-storage building to the property located at 354 McGhee Rd.

**Attachments:** [More Information from Planning Department Website](#)

## **BOARD PRIORITIES**

[16-1768](#) Present Certificates of Extended Volunteer Committee Service with the Transportation Advisory Committee to Phil Bors, Keith Gerarden, and Dennis Geiser.

[16-1624](#) Vote on a request to approve Walt Lewis for The Extra Garage Self Storage Center IV, to consist of two structures for enclosed building storage facility for dry boat storage and RV storage, located off Beaver Creek Road, parcel #'s 88772 and 17696.

**Attachments:** [More information from the Planning Department website](#)

[16-1831](#) Vote on a request to award generator service contract to Atlantic Power Solutions by way of resolution.

**Attachments:** [Quote -Chatham County Generator Service List-APS 8-2016](#)

[Resolution 2016](#)

[Generator Contract 2016](#)

[16-1852](#)

Discuss applicants and vote on a request to appoint three new members to the Transportation Advisory Committee.

**MANAGER' S REPORTS**

**COMMISSIONERS' REPORTS**

**ADJOURNMENT**



# Chatham County, NC

## Text File

File Number: 16-1803

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** Human Resources

**File Type:** Agenda Item

2016 Third Quarter Employee of the Quarter Award-Beverly Kay, Environmental Health Technician, Chatham County Public Health Department

Action Requested: Award Beverly Kay with the Employee of the Quarter award

Introduction & Background: Beverly joined the County on July 24, 2000 in the Register of Deeds Office and is now serving as the Environmental Health Technician. Beverly was nominated by Anne Lowry, Environmental Health Director who had the following to say about Beverly: "The culture of the Health Department and the Environmental Health Division is a focus on quality improvement/quality assurance. No one exemplifies this more than Beverly Kay. As I have been fortunate enough to witness, Beverly is a gem at addressing processes for quality improvement and increased efficiency in Environmental Health, the Health Department, and at times the entire County. Beverly is able to improve our processes through teamwork, innovation, and collaboration."

Discussion & Analysis: None

Budgetary Impact: None

Recommendation: None

Nominee Name: Beverly Kay  
Nominator Name: Anne Lowry  
Date: 05/25/2016

In what way does the employee demonstrate Employee of the Month criteria?

I am very excited for the opportunity to nominate Beverly Kay, Environmental Health Technician, for Employee of the Quarter. The culture of the Health Department and the Environmental Health Division is a focus on quality improvement/quality assurance. No one exemplifies this more than Beverly Kay. As I have been fortunate enough to witness, Beverly is a gem at addressing processes for quality improvement and increased efficiency in Environmental Health, the Health Department, and at times the entire County. Beverly is able to improve our processes through teamwork, innovation, and collaboration.

#### Teamwork

Beverly is the type of person you want on your team. She is always up for a challenge and never shies away from hard work. Just recently she helped orchestrate a very successful public health preparedness exercise. When I was deciding who would be best in each required role I was able to designate Beverly as the branch director for the local receiving site (LRS), as I knew Beverly would do a great job and think quickly on her feet as these types of exercises always require. And though I did not ask her to be anything but present on the day of the event to "play" her part she created a map of the receiving site flow of material, created and edited inventory documents, and even helped clean the actual site for the exercise, which was no easy task. Ultimately, without Beverly's hard work the exercise would not have been successful.

#### Innovation

Innovation is what Beverly does best. She always says that she "hates change", but she is always making them to improve the "process". Several years ago Environmental Health was receiving 7-10 public records requests each day. Researching the files for these records was taking Beverly and others a great deal of time. Beverly decided that if the records were in a searchable database the search time and the delivery time to the requestor could be greatly reduced. Seven years and 15,000 scanned files later, these searches take minutes compared to the hour it would take before and can be researched while sitting at your desk. Though we have many more files to scan we are able to find any files created from 1996 to today with a click of the mouse on the database Beverly created.

Beverly also understands the importance of efficiency and cost savings. Chatham County charges an annual fee to owners of certain types of septic systems that require oversight of operation and maintenance activities. The fee required mailing a bill to each client each year; there are around 2400 clients in the monitoring program, which with just the cost of postage totaled around \$1200 per year. Beverly decided to start collecting emails of the clients so the bills could be emailed that would save time and money. Emailing the bills has not only saved the County money, the clients have expressed how much they like that we are "saving the trees" as well.

#### Collaboration

Finally, if the process being addressed requires input from others outside of the agency, Beverly provides them the opportunity to help as well. I mentioned the scanned files earlier and the resulting

time savings. Well, Beverly took it one step further and worked with our GIS website providers to include the scanned files on our County website. By providing the files online, anyone searching for permits for a particular property could find it themselves simply by visiting the GIS web page and clicking on the permit layer. This not only allows the public to view the files more quickly it also reduces the number of requests we receive.

As I mentioned earlier Beverly is a master at contributing to the efficient functioning of the Chatham County Public Health Department. Anyone who has reaped the benefits of an improved process can certainly understand how important having a strong foundation can be to a Division, a Department, and even to an entire County and the residents we serve. I hope that I have been able to do justice to describing just a few instances of how Beverly contributes to Chatham County not just today, but for years to come. Her work will carry on even beyond her retirement, which to me is a great accomplishment.

Thank you for your consideration of Beverly Kay for Chatham County Employee of the Quarter if you have any questions please contact me at [anne.lowry@chathamnc.org](mailto:anne.lowry@chathamnc.org).



# Chatham County, NC

## Text File

File Number: 16-1841

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Agenda Ready

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Consider request from Tom Lewis, Chairman of the Moncure Volunteer Fire Department for \$100,000 to fund renovations of Station 14 on Corinth Road.

**Action Requested:**

Approve the allocation from coal ash funds with stipulation that any unused funds be returned to the county.

**Introduction & Background:**

The Chatham County Board of Commissioners appropriated \$275,000 from coal ash funds to Moncure Volunteer Fire Department for the expansion and renovation of Station 14 located on Corinth Road. The requested and allocated amount was based on a quote that was three-years old. Although a small amount of inflation was added to the request, when the project was bid, the cost came in substantially higher, requiring an additional \$78,524 to cover the lowest bid.

**Discussion & Analysis:**

The Fire Department has reviewed the bid and reduced where possible. Further reductions will impact the scope of work.

**Budgetary Impact:**

**Recommendation:**

The department originally requested \$78,524, which simply covers the cost of the low bid. County staff is recommending that the allocation be rounded to \$100,000 to cover unanticipated changes during construction. Staff further recommends, and the department agrees, that any unspent funds will revert to the county. Finally, staff recommends that funds come from the Duke Energy coal ash settlement.

Moncure Fire Department Station # 14  
1321 NC Highway 42 Moncure NC

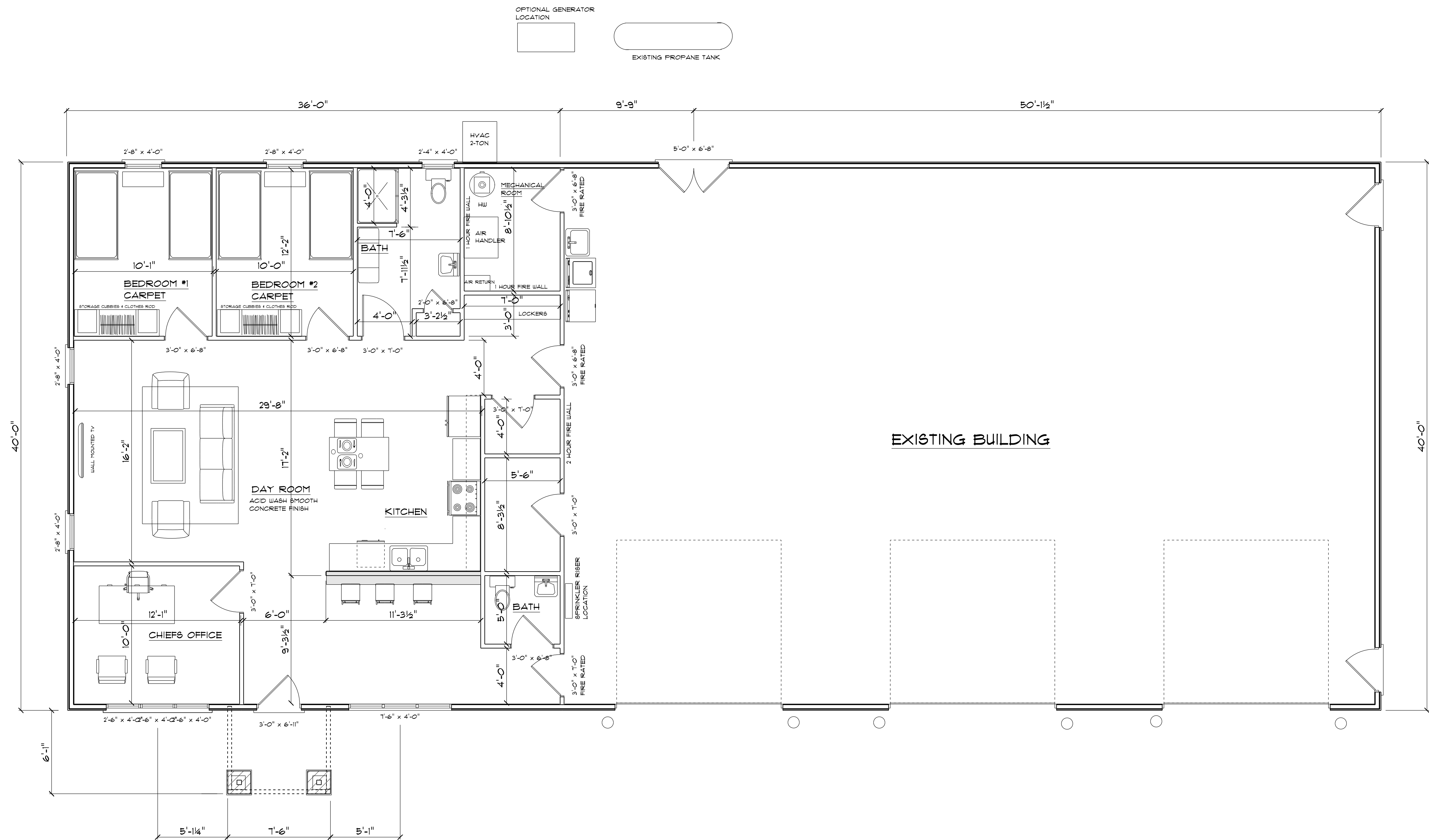
Cost Breakdown

Surety Bond	\$9,800.00
Blueprints	\$1,200.00
Permits	\$3,000.00
Engineering	\$6,000.00
Setback Compliance	\$120.00
Sprinkler Inspection	\$400.00
Surveyor	\$1,200.00
Pad prep/ Metal building cost/ assembly/interior panels	\$123,764.00
Form boards/ rebar/ pour and finish/seal cc- pad	\$24,000.00
Demo and repour cc in front of bays	\$10,560
Demo Asphalt area and replace with cc	\$9,200.00
Add parking area/entrance/back stoop/ generator pad	\$4,800.00
Plumbing/ ada shower area with walls/ tankless wh	\$21,500.00
Hvac	\$12,000.00
Electrical	\$25,000.00
Light allowance	\$4,000.00
Generator transfer allowance	\$4,000.00
Security System rough in	\$500.00
Sprinkler system install	\$7,800.00
Backflow valve install	\$1,250.00
Fire alarm monitoring system	\$5,900.00
Termite treatment	\$850.00
Pressure wash/ prep/seal existing shop floor	\$1,650.00
Demo existing interior shop/ repair roof	\$3,800.00
Paint exterior front existing shop to match new/posts	\$1,800.00
Paint Interior new addition	\$3,000.00
Landscaping front exterior	\$2,500.00
Gutter drains on front of building pipe away	\$1,500.00
Install provided brick/ sand/mortar/misc	\$3,750.00
Cabinet allowance/ Built ins for rooms	\$6,000.00
Framing interior walls/set doors/trim/misc	\$8,400.00
Int bldg mat/sheetrock/solid birch doors/glass office	\$10,250.00
Drywall install and finish	\$2,800.00
Interior insulation bt walls / Drop ceilings	\$4,200.00
Flooring allowance carpet / bathroom	\$2,500.00
Appliance Allowance	\$3,000.00
Mirrors/ ADA Bars/ Misc. Accessories	\$1,080.00
Dumpster/ dump fees	\$4,000.00
Porto john rental	\$550.00
Front covered Stoop/ entrance	\$6,500.00
Back covered area at rear double doors	\$4,000.00
Furnishings Allowance	\$5,400.00

Total cost

\$353,524.00

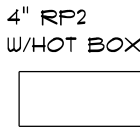
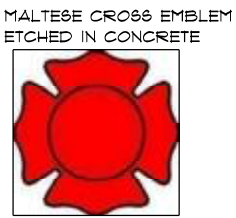




ADDITION FLOOR PLAN  
MONCURE FIRE DEPARTMENT ADDITION

SCALE: 1/4" = 1'

AREA SCHEDULE	
NAME	AREA
HEATED SQ FT	1449 sq ft.











# Chatham County, NC

## Text File

File Number: 16-1832

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

### CCCC Geothermal study follow-up report

During the work session for the FY 2017-2023 Capital Improvements Plan (CIP), commissioners asked for information about the addition of a geothermal heating system to the plans for the new CCCC Health Sciences Building at Briar Chapel. The architect and representatives from CCCC will present the results of a feasibility study and recommendations.

The study shows that an additional acre of land will be needed for the geothermal wells and that the payback is quite long, possibly beyond the useful life of the building.



## New Health Sciences Building

Central Carolina Community College  
Chatham County, North Carolina





AERIAL VIEW







AERIAL VIEW

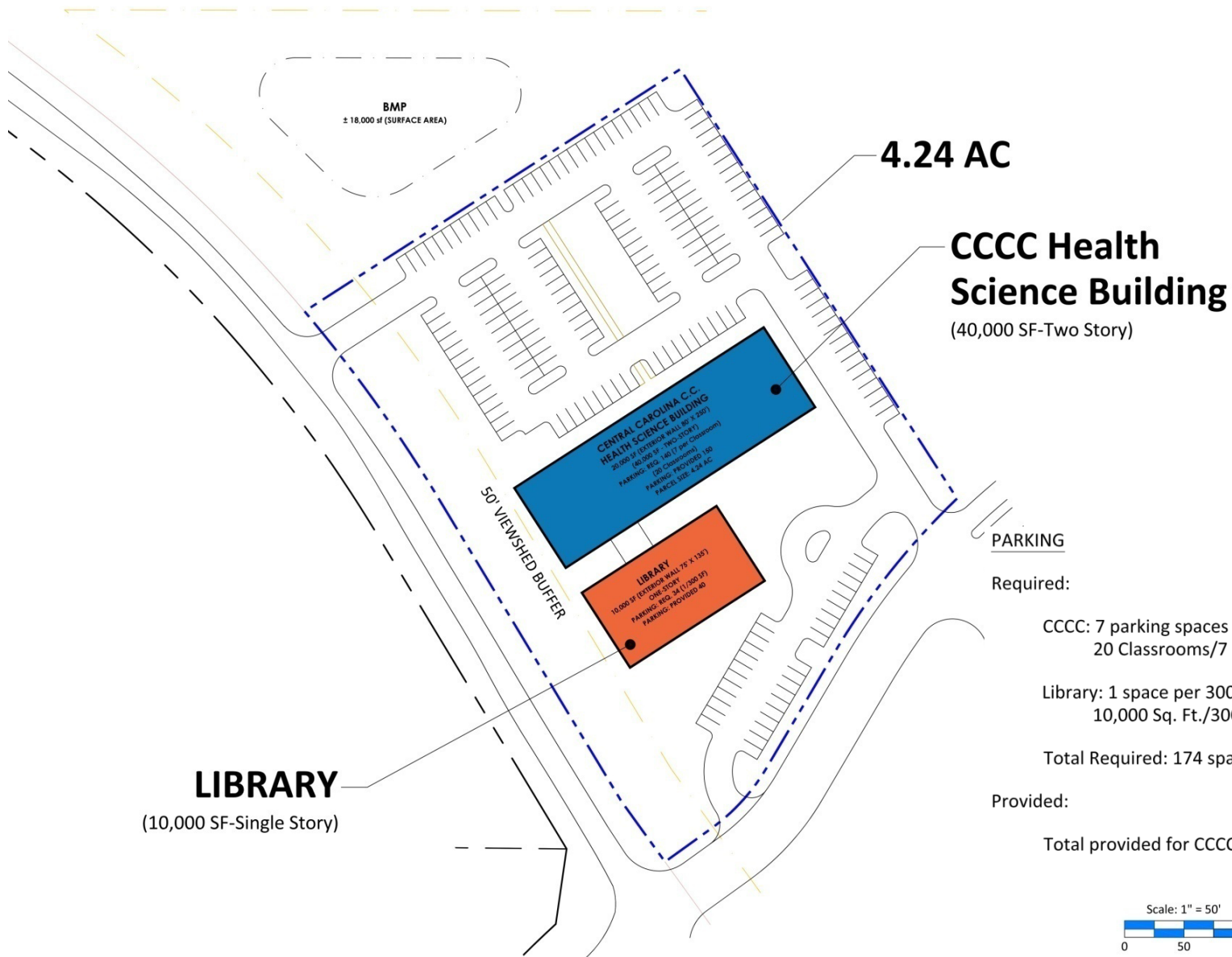




## SD WEST MASTER PLAN







#### Required:

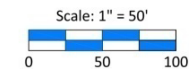
CCCC: 7 parking spaces per classroom.  
20 Classrooms/7 = 140 spaces.

Library: 1 space per 300 Sq. Ft. of gross floor area.  
10,000 Sq. Ft./300 Sq. Ft. = 34 spaces

Total Required: 174 spaces.

#### Provided:

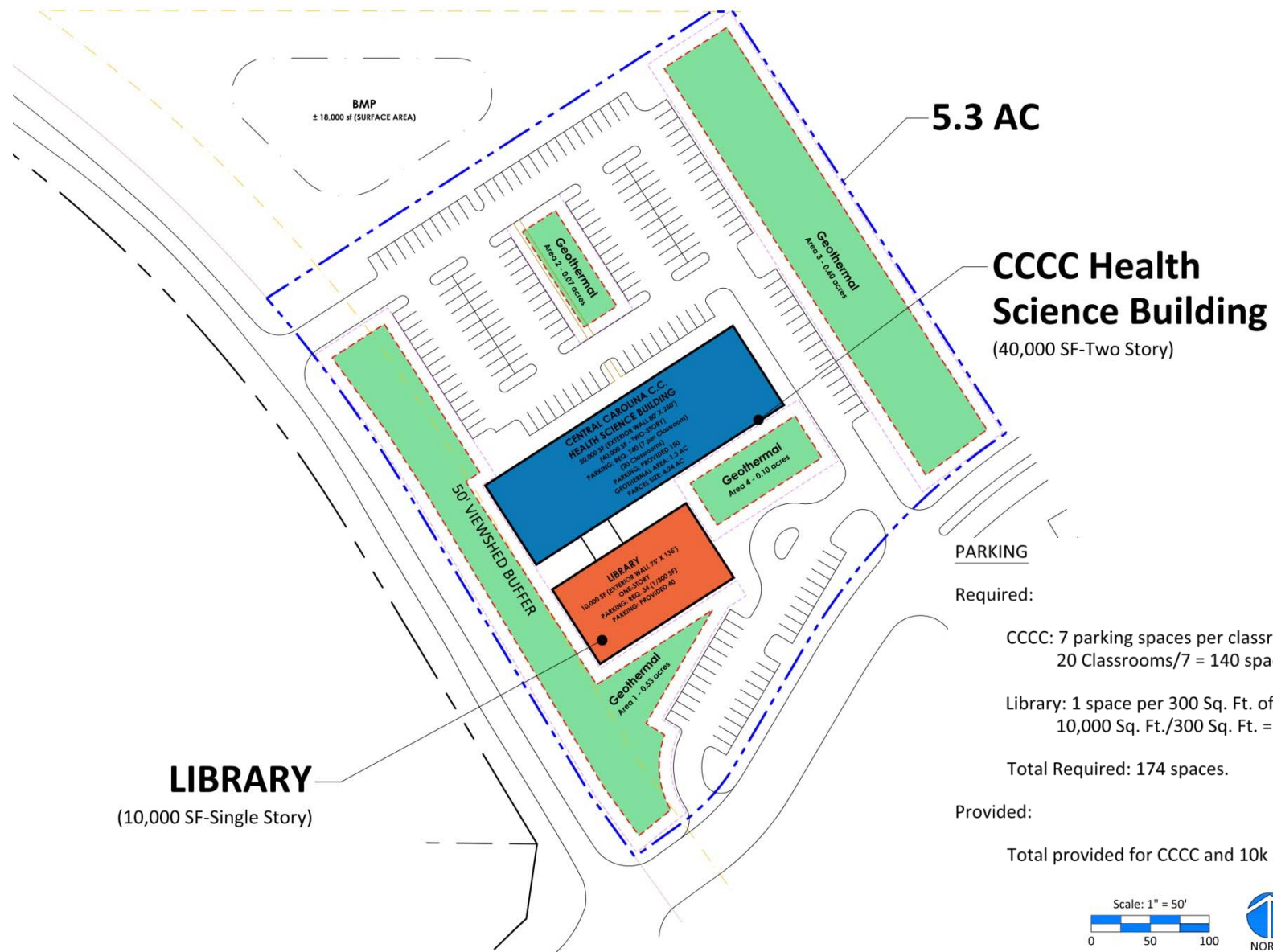
Total provided for CCCC and 10k Sq. Ft. Library: 190 spaces



**SITE PLAN WITH LIBRARY ON ORIGINAL LOT SIZE**  
**4.24 ACRES**







## SITE PLAN WITH LIBRARY & GEOTHERMAL FIELDS 5.3 ACRES





## HARNETT HEALTH SCIENCES - BASIS OF DESIGN



## Programmed Spaces

Administration 3,140 sf

Common Areas 1,800 sf

Support Areas 5,400 sf

Classrooms 7,400 sf

Lab Areas 12,550 sf

Total Gross Area ±40,000 sf

<b>HVAC System: Rooftop DX</b>	
Classroom Building	\$9,671,675
Site Development	\$673,188
Land Purchase (4.24 acres)	\$1,060,000

<b>Total Estimated Construction Cost</b>	<b>\$11,404,863</b>
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<b>HVAC System: 4-Pipe Boiler &amp; Chiller</b>	
Classroom Building	\$9,974,075
Site Development	\$673,188
Land Purchase (4.24 acres)	\$1,060,000

<b>Total Estimated Construction Cost</b>	<b>\$11,707,263</b>
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<b>HVAC System: Geothermal</b>	
Classroom Building	\$10,336,219
Site Development	\$700,000
Land Purchase (5.3 acres)	\$1,325,000

<b>Total Estimated Construction Cost</b>	<b>\$12,361,219</b>
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## CONSTRUCTION BUDGET ESTIMATE COMPARISON



## GROSS PROJECT BUDGET ESTIMATES:

- ROOFTOP DX \$14,030,888
- 4-PIPE SYSTEM \$14,398,607
- GEOTHERMAL \$15,193,817

### ESTIMATES INCLUDE:

- OWNERS SOFT COSTS
- CONTINGENCIES
- DESIGN FEES
- INFLATION FACTOR

\* ESTIMATES ASSUME NO SPRINKLER SYSTEM

GROSS PROJECT BUDGET ESTIMATE COMPARISON



	<u>Estimated Construction Cost*</u>	<u>Estimated Annual Operating Cost**</u>
1 – Roof Top VAV	\$1,808,000	\$19,388
2 – Hot Water Chilled Water	\$2,108,000	\$20,138
<u>3 – Water Source Heat Pump</u>	<u>\$2,362,000</u>	<u>\$15,568</u>
Difference between 2 and 3	(\$254,000)	\$4,570

\*Basic building Mechanical and Electrical Costs

\*\*HVAC Systems Operating Costs Only

**ESTIMATED PAYBACK PERIOD:**

**50+ yrs.**

HVAC COST ANALYSIS



## Anticipated Project Schedule

- |                                |                             |
|--------------------------------|-----------------------------|
| ○ Schematic Design             | 2 months                    |
| ○ SCO/AHJ/Owner Review         | 1 month                     |
| ○ Design Development           | 4 months                    |
| ○ SCO/AHJ/Owner Review         | 1 month                     |
| ○ Construction Documents       | 6 months                    |
| ○ SCO/AHJ/Owner Review         | 2 months                    |
| ○ Bidding/Contract Negotiation | 2 months                    |
| <br>                           |                             |
| ○ <b>Start Construction</b>    | <b>Spring / Summer 2018</b> |
| <br>                           |                             |
| ○ <u>Construction</u>          | <u>12 months</u>            |

**Total Project Time**

**30 months**

PROPOSED SCHEDULE





## New Health Sciences Building

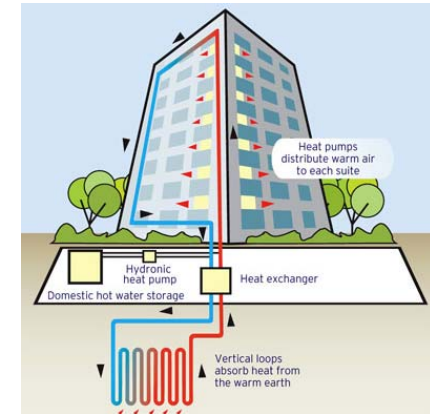
Central Carolina Community College  
Chatham County, North Carolina





## PROS

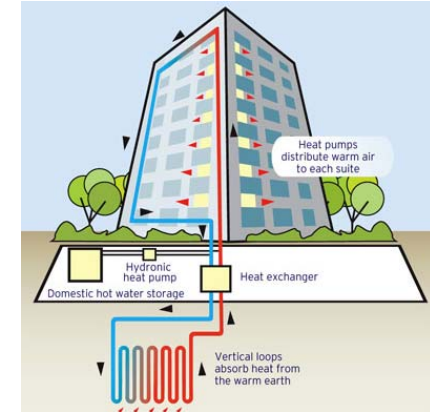
- A sustainable design technology
  - Little or no burning of fossil fuels for heating
  - Less overall energy consumption
- More efficient than a 4-pipe system
- Typically smaller with numerous configuration possibilities
- No loud outdoor equipment required
- Less refrigerant needed as compared to a central chiller system
- Minimal or no piping insulation required for loop piping



## GEOHERMAL DESIGN

## CONS

- The initial cost is higher
  - 10% - 15% higher than a 4 pipe system
- Requires additional land for well installation
- Remote well fields increase pumping costs and decrease efficiency
- More maintenance due to supply fans and refrigeration compressors
- Shorter life expectancy than central station air handlers
- Zoning is more difficult compared to a VAV system
- Typically require dedicated outside air systems separate from the heat pump systems
- No easy method for use of air-side economizers





# Chatham County, NC

## Text File

File Number: 16-1853

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Receive presentation of Chatham County's 2017 revaluation Schedule of Values, and vote on a request to schedule a public hearing

Action Requested: Receive presentation of Chatham County's 2017 revaluation Schedule of Values, and vote on a request to schedule a public hearing.

Introduction & Background: NC General Statute 105-317(c) mandates that the Schedule of Values must be presented to the Board of Commissioners, and approved prior to January 1 of the revaluation year. At the time of the presentation, the Board of Commissioners shall set a public hearing for the consideration of the Schedule of Values. Also, the Board of Commissioners shall schedule a meeting to approve the Schedule of Values as presented on a date after the public hearing.

Discussion & Analysis: After submission to the Board of Commissioners, the Assessor will make available a copy of the Schedule of Values to be kept in his office for public inspection. Once approved, the schedule will remain in place until the time of the next general county-wide revaluation.

Budgetary Impact: None.

Recommendation: Accept the 2017 Schedule of Values as presented, and take action to schedule a public hearing.



# Chatham County, NC

## Text File

File Number: 16-1855

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** MIS and GIS

**File Type:** Agenda Item

### Presentation on Chatham County Broadband

Action Requested: Request direction on further action to take.

Introduction & Background: On December 14, 2015, information was shared from the two day North Carolina Rural Economic Development Center Rural Broadband Assembly. As a result of that presentation and the direction received, efforts have been made to pursue knowledge, contacts, legal details, ideas, and more that are aimed at bringing broadband service to all Chatham County unserved areas. The desire to bring connectivity to all unserved remains very high and a highly interested and engaged team has come together and consistently worked in pursuing this objective. This presentation is to share the efforts that have been made, the information that has been gathered and the currently planned next steps.

Discussion & Analysis: The presentation will cover details about efforts made to pursue information, ideas, and strategies for planning solutions to enable broadband service to unserved areas of Chatham County.

Budgetary Impact: Not applicable at this time.

Recommendation: Continue efforts, use of assistance provided by the state broadband group facilitator highly recommended for expertise towards the goal of identifying actionable items to be approved and pursued.

# Broadband For Chatham

Seeking Opportunities To Close The Connectivity Gaps

September 19, 2016

# Broadband For Chatham –

Chatham County desires broadband

everywhere

for everyone!

1 – Pursue the possibilities

2 – Find the answers and direction needed





# Broadband For Chatham – A Focused Team



# Broadband For Chatham – Experts

1 Confirmed possibilities



2 Brought new ideas to the discussions



3 Revealed areas of concern





# Broadband For Chatham – Experts

## 1 - Confirmed Possibilities

Library connections, funding and ability to expand broadband service were confirmed as ‘possibilities’ by all experts.

But

the experts lacked consistency in their views and no ‘actionable’ steps could be identified that would deliver a desired result.



## Broadband For Chatham – Experts

### 2 - Brought new ideas to the discussions

All experts agreed with need to plan a network route different from straight library to library connections.

New ideas included wireless point solutions, expanding existing private providers coverage, establishing new service providers from private or newly formed public solutions

All had knowledge of various funding sources

But no ‘actionable’ steps could be identified.



# Broadband For Chatham – Experts

## 3 - Revealed areas of concern

Experts had ‘similar’ ideas, but seemed inconsistent with each other

Conflicts of opinion existed as to what was legal for County action

No clear ‘actionable’ steps were identified

# Broadband For Chatham – (Re)Set The Goal

Seek opportunities which can be acted upon and expected to result in actual and beneficial broadband service delivery to unserved and underserved.

A dream becomes a goal when action is taken toward achieving it...



  
KEEP  
CALM  
AND  
SET NEW  
GOALS



# Broadband For Chatham – What is Legal



Counties in NC cannot initiate or provide broadband service  
(P3 Act, NCGS Section 143-128.1cc)

Counties in NC can participate in privately initiated  
broadband by

- 1 – providing grants to enable service to unserved
- 2 – freely provide assets such as access to towers,  
conduit, dark fiber, other vertical assets, etc

# Broadband For Chatham – Others Trying To Help



June 29, 2016 – Recommendation:  
'meet and listen to private provider needs'

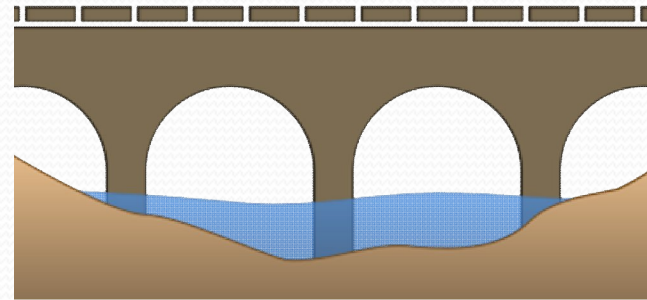




# Broadband For Chatham – Private Providers

**DIG ONCE!**

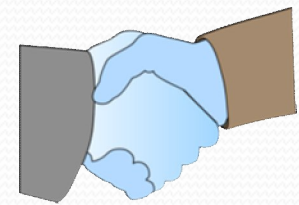
Standards and Usability!



Ability to attach to bridges



Ability to deliver support



Citizen Interest

August 30, 2016



## Broadband For Chatham – Root of the Problem

Existing incumbent providers can pick and choose who they will provide service to and the limits to that service.

They can provide or cut off service.

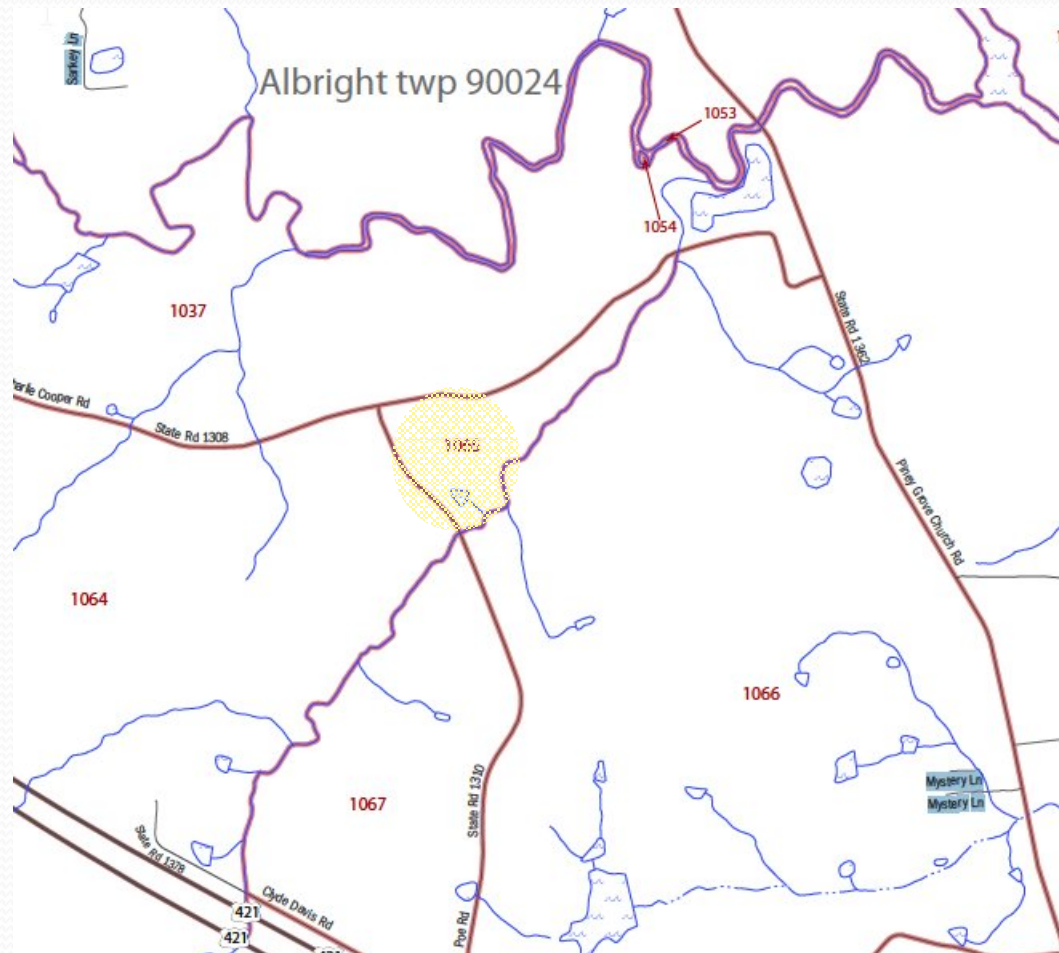
There is no competition to force them otherwise.

The laws allow them to operate in this very limiting way.

Reports of service coverage are erroneous and misleading.

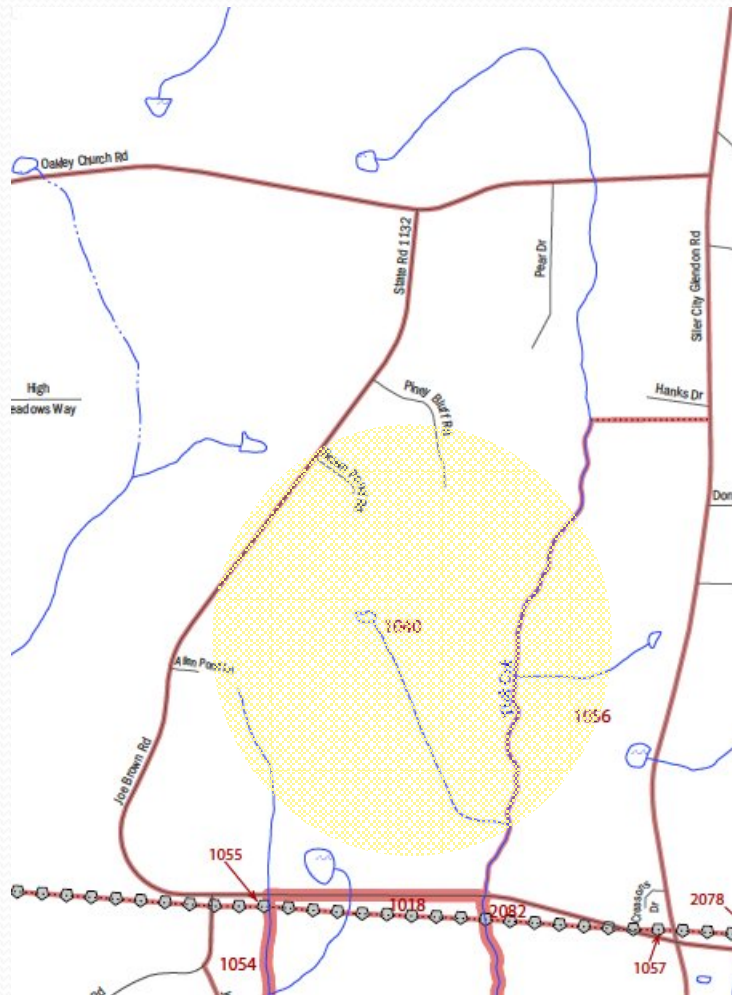


# Broadband For Chatham – Example 1



Census Block 1065 – Charlie Cooper Road – NW Chatham

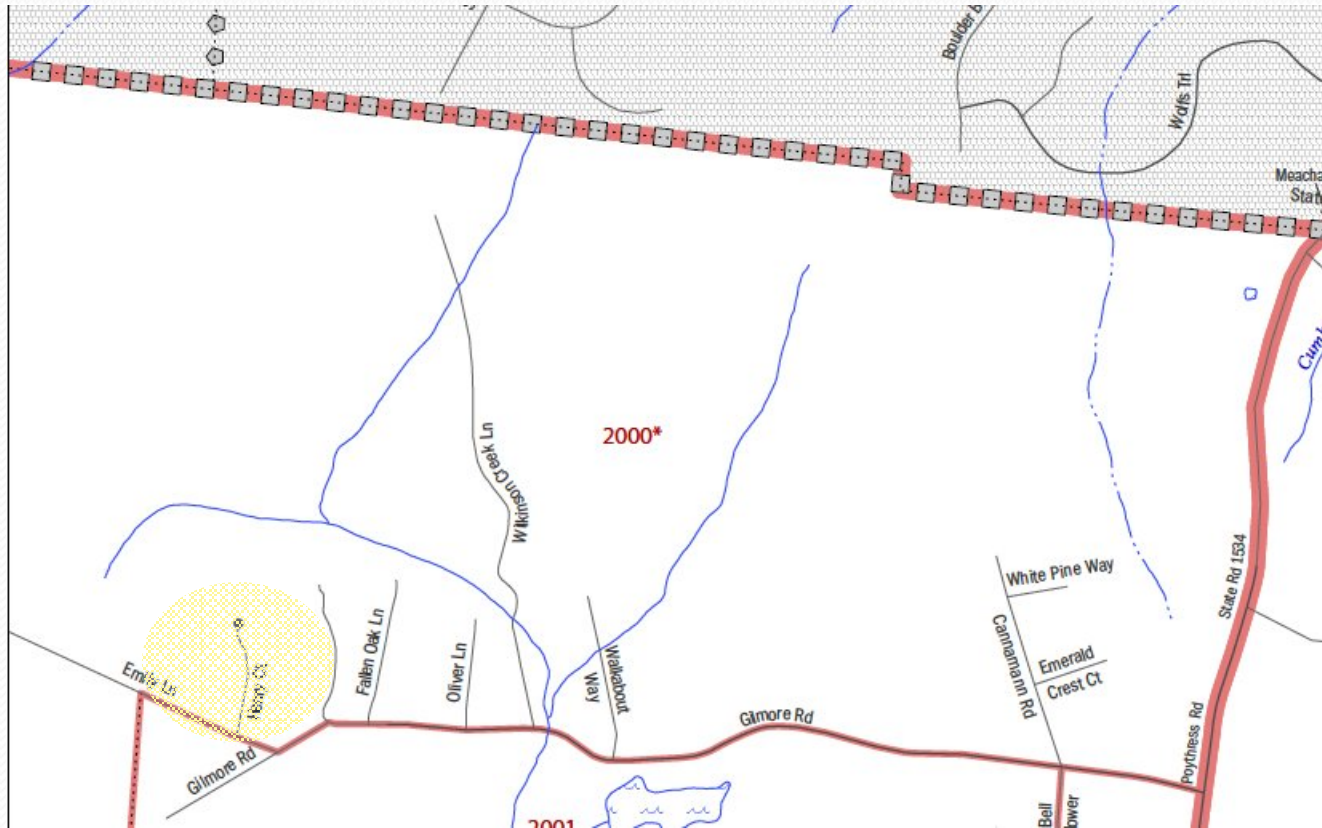
# Broadband For Chatham – Example 2



Census Block 1040 – Joe Brown Road – SWChatham

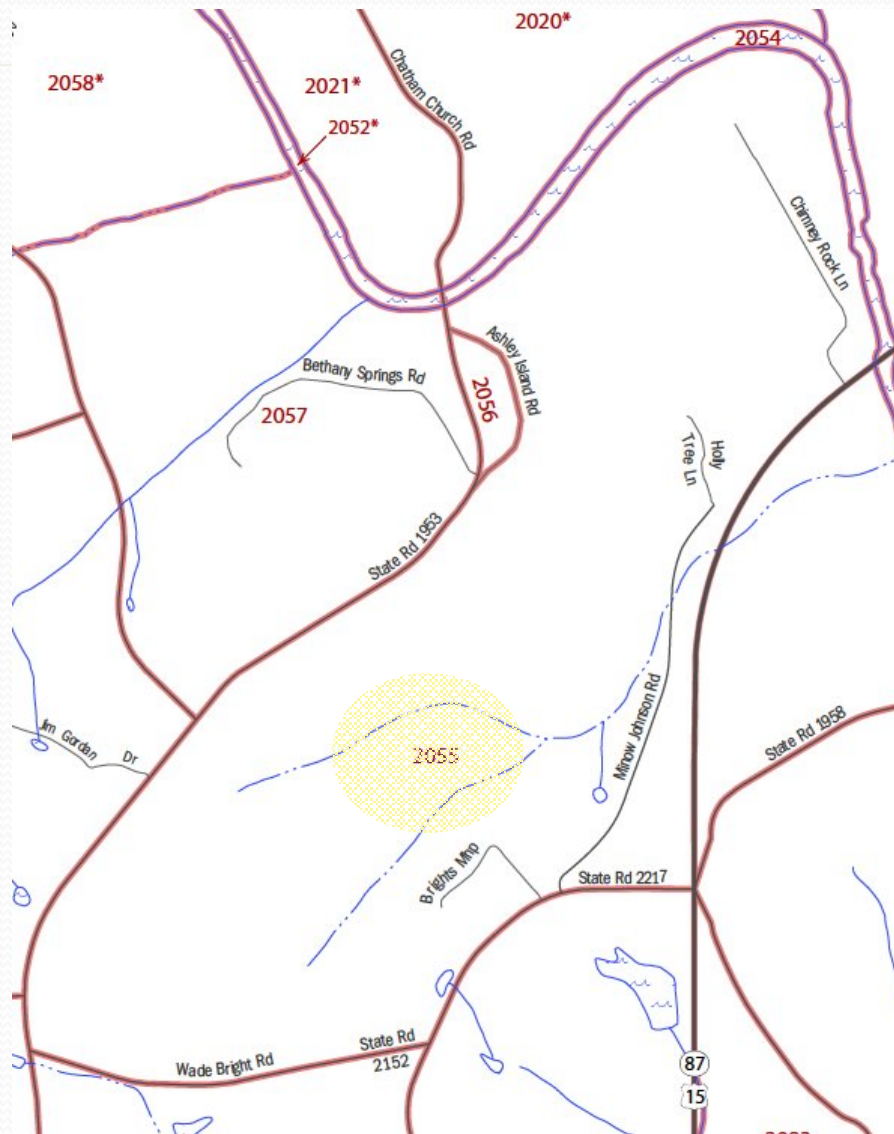


# Broadband For Chatham – Example 3



Census Block 2000 – Henry Court– NE Chatham

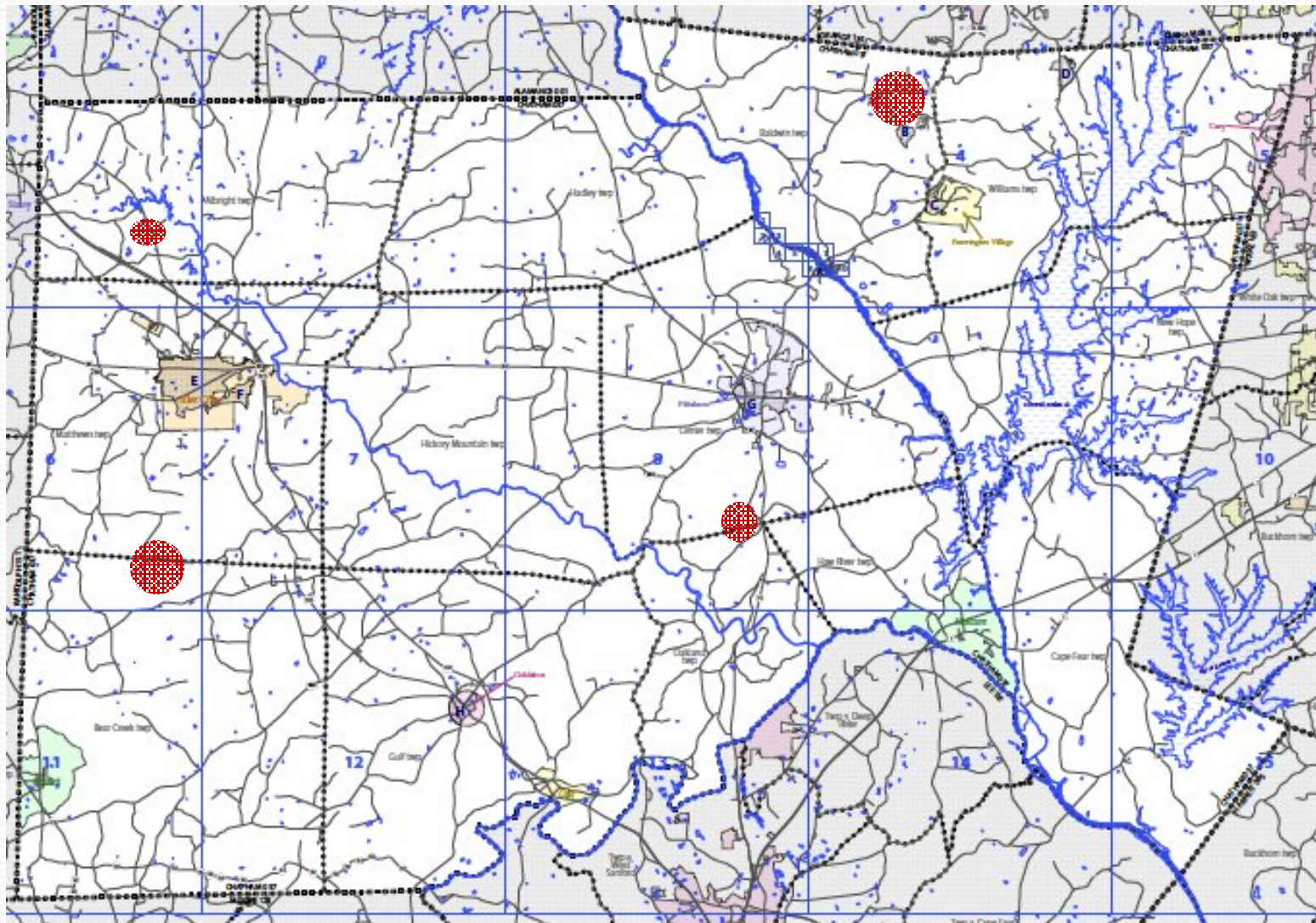
# Broadband For Chatham – Example 4



Census Block 2055 – Minnow Johnson Rd– Central SE Chatham

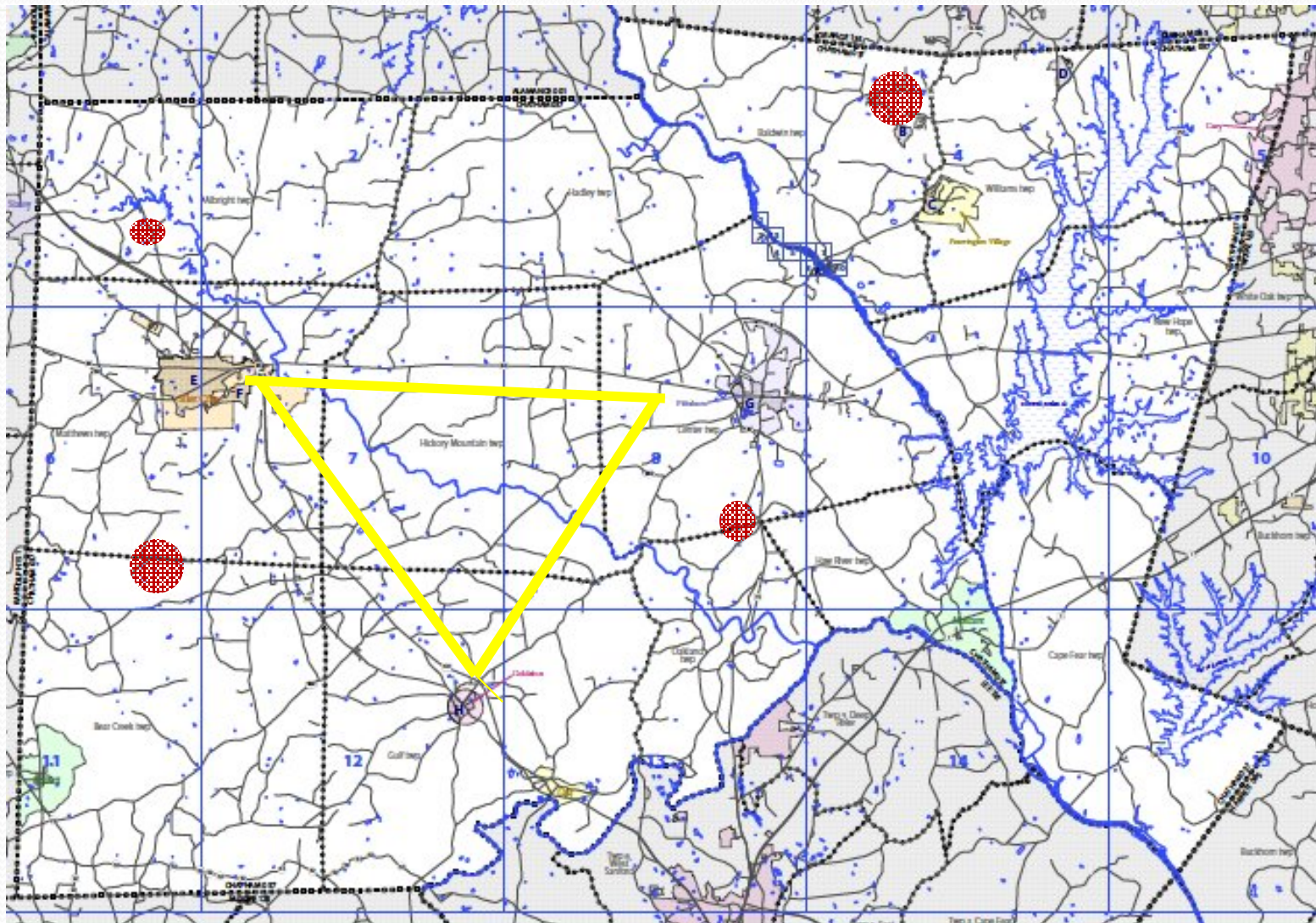


# Broadband For Chatham – Spread of Problem





# Broadband For Chatham – A Solution Needs A Result





## Broadband For Chatham – We have learned..

- \* a lot about what is and is not possible;
- \* about the inconsistencies of information that exist;
- \* about what is legal;
- \* what others are doing.

We have remained optimistic, been frustrated, but kept going and continued to seek the experience and expertise needed to identify actions that would deliver a result.



We are about to get the expert assist needed!

# Broadband For Chatham – New Help Coming



Broadband  
Infrastructure  
INFORMATION TECHNOLOGY

HOME

ABOUT BROADBAND IO

BLOGS & STORIES

CONTACT

TECHNICAL ASSISTANCE



The technical assistance program provides communities with **an on-the-ground resource** to work with counties across the state to provide needed broadband expertise.

<https://ncbroadband.gov/technical-assistance/>



# Broadband For Chatham – Technical Assistance

## TECHNICAL ASSISTANCE

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To help businesses & communities as an on-the-ground resource to:



### technical expertise

Provide technical expertise & facilitations for county leaders & economic developers to aggregate demand



### reducing barriers

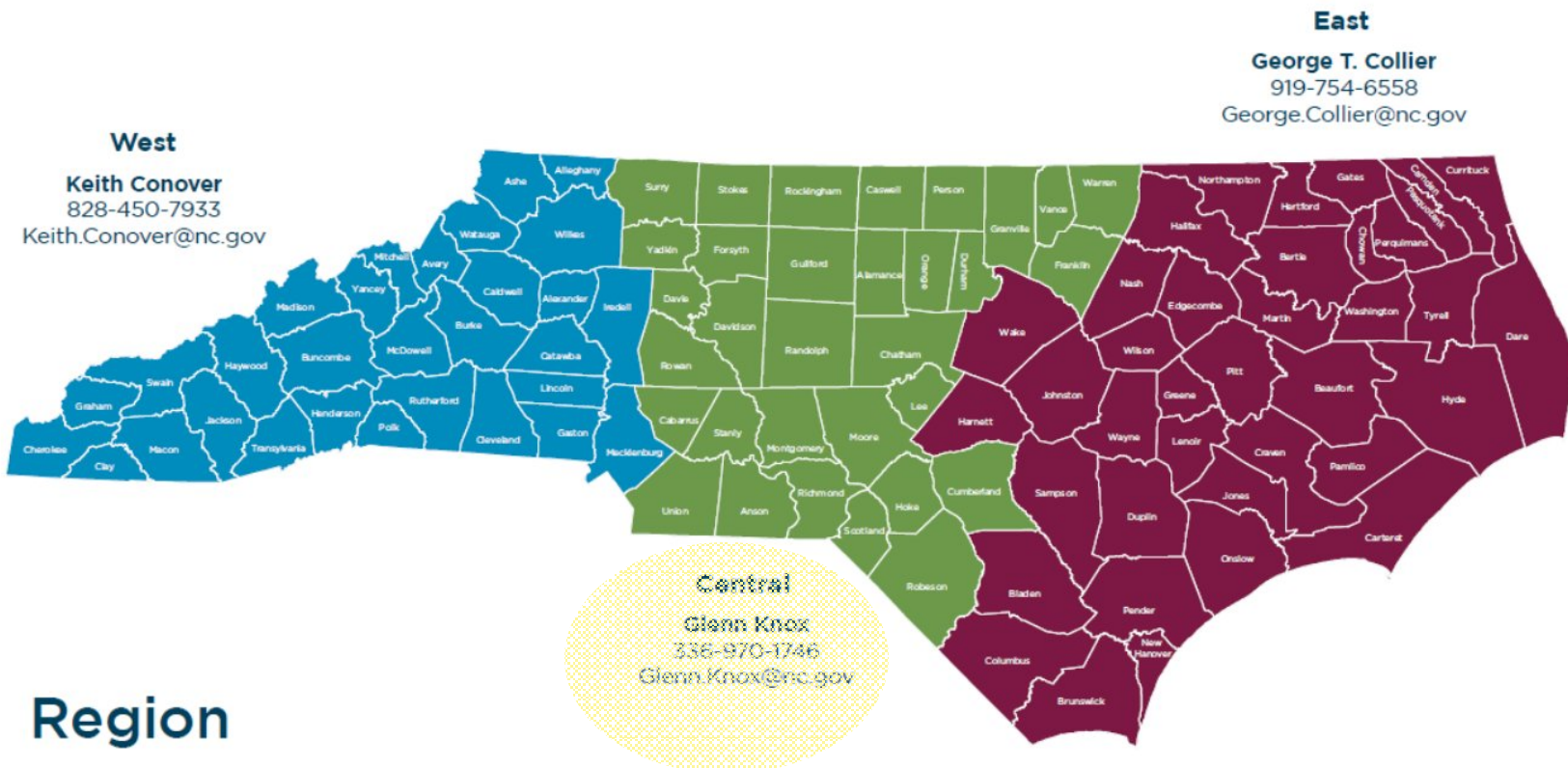
Leverage assets & reduce barriers to attract providers



### funding opportunities

To identify potential broadband funding opportunities

# Broadband For Chatham – Technical Assistance



## Region





# Broadband For Chatham – Technical Assistance

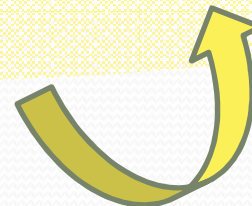
## Technical Assistance Program

High-speed internet, or broadband, is universally recognized as an essential asset to attract and retain businesses, prepare a digitally ready workforce, and improve government efficiency. However, significant challenges in broadband deployment and adoption remain for many in North Carolina's cities and counties.

To address these local challenges, NC Broadband's Technical Assistance Program provides communities with an on-the-ground technical support team to work with communities across the state to provide needed broadband expertise. Specifically, the Technical Assistant Team partners with willing communities to develop local objectives and plans in order to do the following:

- Understand current broadband availability
- Locate unserved and underserved businesses and residents
- Identify assets relevant to broadband deployment
- Build partnerships with broadband service providers; and
- Identify opportunities to leverage assets, reduce barriers and help make the business case

*This service is provided through State and federal funding at no cost to the counties.*



# Broadband For Chatham – Next Step

September 23 @ 9AM

Chatham Broadband Team  
meets with Glenn Knox to  
begin using planning  
services.



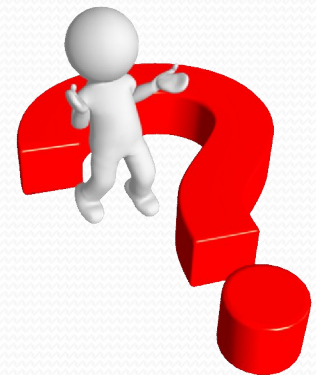


# Broadband For Chatham

The Chatham Broadband Team is committed to finding the directions that will



Thank you for your time today!





# Chatham County, NC

## Text File

File Number: 16-1830

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**Agenda Date:** 9/19/2016

**Version:** 2

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

**Agenda Number:**

### Affordable Rental Housing Task Force

Action Requested: Appoint a Chatham Commissioner to the Chatham Affordable Rental Housing Task Force

Introduction & Background: In accord with the Board of Commissioner's goal to provide affordable rental housing in Chatham County, the county has contracted with Triangle J Council of Governments (TJCOG) to support this goal. County staff has collaborated with the town managers and TJCOG to develop a model for a time-limited task force to address affordable rental, with a focus on the towns. The recommendation includes creating a task force composed of a Chair, who is a community leader, and one elected official from the county and each town to serve as members. Committee membership will be extended to a Chatham County Commissioner, Goldston Board Member, Pittsboro Board Member, Siler City Board Member, and Cary Town Council Member. Dennis Streets, the director of the Council on Aging has agreed to serve as chair. Pittsboro, Siler City, and Goldston are expected to make appointments this month. The invitation has just been extended to Cary, so it may take more time for them to consider participation and appoint a representative.

It also recommended that the committee be established as a time-limited task force. The comprehensive land plan, which is well underway and is expected to be complete next spring, will include findings from the affordable housing element in the plan. Once comprehensive plan is complete, a recommendation for a permanent affordable housing committee will be made, with membership reflecting the goals of the plan.

Discussion & Analysis:

Budgetary Impact:

Recommendation: Motion to appoint a Chatham County Commissioner to the Chatham Affordable Rental Housing Task Force.

**NORTH CAROLINA**

**AGREEMENT FOR SERVICES**

**CHATHAM COUNTY**

**THIS AGREEMENT FOR SERVICES (this "Agreement")**, made and entered into this \_\_\_\_ **day of June, 2016** by and between Chatham County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the "County"), and **Triangle J Council of Governments**, (hereinafter referred to as "Contractor").

**WHEREAS**, Contractor, has agreed to provide services in a professional manner in accordance with the standards of Contractor's industry and as hereinafter set forth; and

**WHEREAS**, the County wishes to enter into an Agreement with Contractor to provide the services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference.

**NOW THEREFORE**, in consideration of the mutual agreements described below, the parties agree as follows:

1. **Term of Agreement**: The initial term of this Agreement shall commence on **July 1, 2016** and shall end on or before **June 30, 2017**.
2. **Scope of Service**: The Contractor shall provide to the County the Services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1, which is incorporated herein and made an integral part of the Agreement.
3. **Compensation**: As compensation for the services to be provided by Contractor, the County shall pay the Contractor the amount **\$43,600** payable within thirty (30) days from receipt of invoice, or as otherwise set forth in Appendix 1.
4. **Insurance**: Contractor shall maintain insurance policies at all times with minimum limits as follows:

**Coverage**

Worker's Compensation  
Statutory Limits

**General/Professional Liability**

\$100,000 bodily injury per person (BI)  
\$500,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD)

**Automobile Liability**

\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD) or

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. **Confidentiality**: All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement.

Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than the County or its designated legal counsel, accountants or practice management consultants any information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. Status of Parties: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

7. Assignment and Subcontracting: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

8. Binding Effect: This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.

9. Notices: Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: Renee Paschal  
Post Office Box 1809  
Pittsboro, North Carolina 27312

Triangle J Council of Governments  
Attn: Lee Worsley  
4307 Emperor Blvd. Suite 110  
Durham, North Carolina 27703

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. Governing Law: This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

11. Modifications: This Agreement may be amended or modified by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

12. Entire Agreement: This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Agreement.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

14. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by the Contractor under this Agreement are determined to be unsatisfactory or unacceptable, as determined by the County Manager, this Agreement may be



terminated by the County for default. Grounds for termination for default shall include, but not be limited to:

- (a) Failure to respond to all reasonable requests from the County to provide services covered by this Agreement.
  - (b) Failure to maintain equipment in accordance with the requirements of t this Agreement and with all laws.
  - (c) Failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference.
  - (d) Lack of proper insurance as required under this Agreement.
  - (e) Charging rates or fees in excess of those provided in this Agreement.
  - (f) Inefficient, or unsafe practices in providing services.
  - (g) Other actions which impact unfavorably on the faithful performance of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provisions of this Agreement. In the event of such termination the County shall pay the Contractor those costs directly attributable to services received by the County in compliance with the Agreement prior termination. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

15. Annual Appropriations and Funding. This Agreement is subject to the annual appropriation of funds by the Chatham County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

16. Hold Harmless: Contractor agrees to indemnify and hold harmless the County, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising out of the provision of service under this Agreement.

17. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

(The remainder of this page intentionally left blank)

18. E-Verify: Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

19. Iran Divestment Act: Contractor hereby certifies that Contractor, an all subcontractors, are not on the Iran Divestment List (the "List") created by the North Carolina State Treasurer pursuant to N.C.G.S § 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

20. Requirement to Recycle Certain Electronic Equipment: If applicable, Contractor's failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference, shall be grounds for immediate termination of this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in their official capacities with legal authority to do so.

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Vicki McConnell, Finance Director

**Chatham County:**

By: \_\_\_\_\_  
Renee Paschal, County Manager

**Contractor**

By: \_\_\_\_\_  
Lee Worsley, Executive Director  
Triangle J Council of Governments  
4307 Emperor Blvd. Suite 110  
Durham, North Carolina 27703  
Phone: 919.558.9395  
Email: lworsley@tjcog.org

# APPENDIX 1

## SCOPE OF SERVICES: CHATHAM COUNTY HOUSING PROJECT

<b>Activity Category</b>	<b>Staffing 10% - Romeyn 25% - Planner</b>	<b>Estimated TJCOG Payroll Hours</b>	<b>Cost</b>
<b>1: Committee Governance Models, Committee Facilitation &amp; Engagement</b>			
Provide information on committee structures and governance models used for similar efforts in other communities. Facilitate up to 5 meetings/year of a housing committee (develop agenda, meeting prep, meeting attendance, prepare summary); manage project finances, files and communications	Aspen Romeyn; Housing Planner	170	\$9,500
<b>2: Affordable Housing Challenges &amp; Opportunities</b>			
Clarify and communicate the nature of the affordable housing challenge, including the different types of people who are housing cost-burdened (from workers to special needs populations) and the spectrum of housing types that might address different needs. Inventory and map existing affordable housing and affordable housing opportunity sites.	Aspen Romeyn; Housing Planner	70	\$3,800
<b>3: Developer &amp; Practitioner Engagement</b>			
Convene a developer focus group on market conditions related to housing production. Develop one or more illustrative housing project proformas to help people understand the need for and role of gap funding where market conditions challenge the delivery of affordable housing. Provide a forum for affordable housing practitioners to informally share ideas and challenges.	John Hodges-Copple; Aspen Romeyn	80	\$4,300
<b>4: Strategy Toolbox</b>			
Create a tool box of housing best practices based on committee guidance. Include practices used elsewhere in North Carolina and innovative practices from other places that fit the Chatham County context. Structure the toolbox around the different types of cost-burdened populations identified in Activity Category #2.	Aspen Romeyn; Housing Planner	220	\$14,500
<b>5: Affordable Housing &amp; Community Concerns</b>			
Synthesize research on the relationship between affordable housing and up to 2 community concerns, such as public safety and property values.	Housing Planner	40	\$2,500
Direct Expenses (telecommunications travel, publications, etc.)			\$1,200
Contract Consultant direct cost			\$9,000
Contingency @ 5% of total costs			\$2,300
Project Totals		620	\$47,100
Member Assessment allocation by Chatham County, Pittsboro & Siler City			-\$3,500
Final net cost to Chatham County local governments			<b>\$43,600</b>

### Notes:

1. Above assumes initial 12 month effort beginning on July 1, 2016 and extending through June 30, 2017; the project could be re-structured to begin a month earlier with an additional initial kick-off meeting, or extend for longer than a 12-month period.
2. The proposal does not include the cost to review the Affordable Housing Element of the Chatham Park Development Plan. This activity could be added after additional discussion with local government staff.

# Chatham County Housing Project

## Housing Committee

The Housing Committee will be a time-limited task force with a focus on affordable rental housing. After this task force concludes its work, there will likely be an opportunity to look at the affordable housing element of the Chatham County Comprehensive Plan, and then form an ongoing task force that looks at housing issues comprehensively throughout the county.

### Committee Framework

**Charge:** Use research, data, and expertise available to:

- Identify affordable rental housing challenges that are present in Chatham County and its municipalities.
- Engage with developers, landlords, and community groups to better understand market conditions and potential incentives.
- Compile short-, medium-, and long-term strategies and best practices that will address affordable rental housing challenges in the Chatham County housing market.

**Time-frame:** Time-limited for up to one year, roughly from September 2016 to June 2017.

**Product:** A series of affordable rental housing strategies with a recommended implementation plan.

**Committee Members:** The committee will have up to 6 members, with a community leader as chair and elected officials representing the jurisdictions within the county.

Chair – Dennis Streets, Executive Director of Chatham County Council on Aging

Chatham County Commissioner -

Goldston Commissioner -

Pittsboro Commissioner -

Siler City Commissioner -

Cary Town Council Member - (Participation under consideration)

**Expectations of Committee Members:** The committee members will be expected to review documents in advance of the meeting and be prepared to discuss them in order to efficiently make collaborative decisions. They are expected to be informed of the needs and opportunities in their jurisdiction, and be prepared to help with implementation. We anticipate this will be a time commitment consisting of two hour meetings, plus preparation, every two months for up to one year.

**Staff:** It is crucial that one or more county or town staff members be assigned as committee liaison to coordinate meeting logistics, gather information, submit regular progress reports to town and county leaders, and lead implementation of adopted strategies.

### Meeting Framework

The committee should meet six times over the period of September 2016 to June 2017 to review information and work on meeting the committee charge. The first two or three meetings can be monthly, as the committee defines issues and gathers information. The strategy-based meetings can occur every two months. The assigned county or town staff member should be the point person for these meetings, with TJCOG staff providing key



TRIANGLE J COUNCIL OF GOVERNMENTS



information and helping to facilitate the discussion and decision-making. A suggested framework for the meetings is as follows:

- Meeting 1: Define common language around what “affordable housing” means, identify problems and priorities specific to rental housing in the county and towns. Triangle J staff will present information on affordable rental housing challenges and opportunities. Identify knowledge gaps within the committee, and determine what information would be useful to discuss at future meetings. Review and finalize the mission and charge of the committee.
- Meeting 2: Define success - what would solving these issues look like? Identify key outcomes and goals. In between meetings 1 and 2, Triangle J staff will convene a focus group of developers, practitioners, and landlords to informally share ideas and challenges. This feedback will be incorporated into the discussion of key outcomes and goals.
- Meetings 3-5: Focus on one or two of the identified issues at each meeting. For each, clarify the issue, consider best practices and strategies (including through presentations from experts), discuss what would work in Chatham County, and draft recommendations to address that issue. Triangle J staff will compile these recommendations into a strategy toolbox to inform future planning and implementation.
- Meeting 6: Review all recommendations, refine strategies, endorse summary of goals and strategy toolbox, determine implementation plan.

Contact Triangle J project staff with any questions:

Aspen Romeyn, Planner II – 919-558-9319 | [aromeyn@tjcog.org](mailto:aromeyn@tjcog.org)

Julia Katz, Planner II – 919-558-2700 | [jkatz@tjcog.org](mailto:jkatz@tjcog.org)



TRIANGLE J COUNCIL OF GOVERNMENTS



# Chatham County, NC

## Text File

File Number: 16-1827

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

Vote on a request to approve the final policy for the Chatham County Agriculture & Conference Center

Introduction & Background: The Chatham County Agriculture and Conference Center(CCACC) leadership team has presented key portions of the policy to the Commissioners on two occasions, the last being a budget worksession in May 2016. The policy has now been finalized and is ready for Commissioner approval. The major updates to the policy include clarifying provisions for insurance, the alcohol policy, and qualifications for catering services. An inclement weather clause has also been added.

As the CCACC becomes fully operational, amendments to the policy may be necessary and will be presented to the Board of Commissioners at that time.

Discussion & Analysis:

Budgetary Impact:

Recommendation:

Vote on a request to approve the final policy for the Chatham County Agriculture & Conference Center

## Chatham County Agriculture & Conference Center (CCACC) Rental Policy

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Key meeting and exhibit space:

**Exhibit Hall** – 6,000 square feet; one large room, can be divided into 1/2 or 1/4 sections

**Whole Room** – 380 (seated with round or rectangle tables), 800 chairs

**Front Half Room** – 200 (seated with round or rectangle tables), 400 chairs

**Quarter Section** – 90 (seated with round or rectangle tables), 150 chairs

**Four Meeting Rooms** -- 32 (seated with round or rectangle tables), 47 chairs per room

**Pre-function Lobby Area** – Reception items, food stations, booths and/or registration

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### Group Designations

1. NC Cooperative Extension, Soil & Water Conservation, NC Forest Service, USDA Farm Service Agency, Natural Resources Conservation Service, and Central Carolina Community College. No charge and may be reserved 13 months in advance.
2. Internal county departments. No charge (excludes catering) with 30-day maximum advance reservation; more than 60 days ahead, the regular fee schedule applies.
3. Chatham County nonprofit organizations (with a valid 501c3, 501c6, and/or county-funded organizations) may rent the venue at nonprofit rates. Venue rental is subject to availability and can be reserved a maximum of 60 days in advance; more than 60 days ahead, the regular fee schedule applies.
4. Private groups. Regular fee schedule applies and may be reserved 12 months in advance.

### General Information



1. The venue is available for rental (based on calendar availability via calander software) with a signed contract and deposit. Proof of liability insurance and alcohol permits are required when alcohol is served.
2. Rental contracts will be entered into with adults only, 18 or older, and 21 or older when beer/wine/liquor is served.
3. CCACC is tobacco-free.
4. In the event that event host/guests need to adhere items to the walls and or fixtures, blue painter's tape may be used with prior consent of the Event Coordinator. Unapproved items will be removed and destroyed.
5. For Special event application (applicable for outdoor events only):  
<http://www.chathamnc.org/Index.aspx?page=1307>
6. CCACC offers a list of approved caterers for your convenience. All contracts for food and beverage provisions are made by the client directly with the approved caterer. CCACC maintains all rights for coffee breaks. All food and/or beverages served, offered and/or sold in any part of CCACC's premises must be provided and served by an approved caterer.
9. Event Hosts are encouraged to use Chatham County vendors (florists; special event companies, tents, transportation, lighting, etc.). All vendors must have a valid license and/or proper permits to operate, all in good standing with Chatham County.
10. Event Coordinator/CCACC staff reserves the right to enter any and all areas to enforce the rules and limit the number of people in the area.
11. Noise Ordinance: The Town of Pittsboro's noise ordinance must be followed by all CCACC guests: See [Appendix I](#)
12. Event Coordinator will provide tours and walk-throughs by appointment only.
13. All events are subject to policies listed in the event contract which must be executed in \_\_\_\_\_days prior to the event.

All policies and procedures related to room rentals are subject to change without notice.

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## **Alcohol**

Beer, wine, and liquor is permitted.

All aspects related to alcoholic beverage distribution and consumption at planned events must be in compliance with the rules and regulations of the North Carolina Alcoholic Beverage Control Commission, and the North Carolina General Statutes.

### **REQUIREMENTS:**

The CCACC Event Coordinator will review all requests for events that include alcoholic beverages, inform the event contact if approved, and address specific issues/concerns that may arise.

- Only approved caterers with a valid and current ABC Off-Premise Beer/Fortified Wine Permit are eligible to procure alcohol for Chatham County Agriculture & Conference Center (CCACC) events.
- Brown bagging, cash bars, or the distribution of “drink” tickets are not permitted within or on the CCACC premises. Beer kegs are prohibited unless special permission is given by the Event Coordinator (some exclusions apply for nonprofit and political organizations obtaining applicable ABC permits).
- When a dinner or meal function does not immediately follow a reception/social, the client must coordinate with the caterer to serve heavy hors d’oeuvres including at least two hot hors d’oeuvres.
- The serving of alcohol is limited to two hours with no alcohol being served prior to 5:00 p.m. on weekdays and 3:00 p.m. on weekends.
- To serve liquor and fortified wine, the Event Host MUST obtain a Limited Special Occasions Permit, a copy of which must be presented to the Event Coordinator at least one week prior to the scheduled event. The Event Coordinator will be responsible for posting a special occasion permit within the room serving alcohol.

Alcoholic beverages shall be served and consumed only in the area where the alcohol permit is posted.

- Alcoholic beverages cannot be served to anyone under 21 years of age; the caterer, and ultimately the Event Host, shall responsible for verifying the age of any individual served.
- The caterer providing service for a dinner function may serve alcohol if requested by the Event Host. Permission to serve beyond the two-hour limit can be requested with review and approval by the Event Coordinator.
- Event Host must coordinate with the caterer to have bottled or ice water available anytime alcohol is served.
- An additional deposit of \$500 will be held for events where alcohol is served. Requests to serve alcohol must be approved by the Event Coordinator prior to your event. If no prior approval is given, the applicants may forfeit their deposit.
- The Event Host must hire off duty Chatham County deputies to provide security at the event. Additional requirements may apply depending on the type of event. Failure to comply with regulations will result in close of the event and forfeiture of the security deposit. The legal age to consume alcohol is 21. The Event Host is responsible for any underage drinking during their event. For more information, contact the ABC Commission, 919-779-0700 or is <http://abc.nc.gov>.

### **Audiovisual**

A/V requirements must be stated prior to contract signing. An A/V technician is available by request with a minimum of 14 days' notice for any event at a rate of \$40 per hour. An A/V technician is required with the rental of all enhanced A/V equipment. Wi-Fi is complimentary with venue rental.

### **Cancellation/Refund**

- Ninety (90) days or more notice – \$60 cancellation fee will be charged
- Between 30 and 60 days – 50% of room reservation cost
- Less than 30 days – 100% charge/no refund



- No-show – 100% charge/no refund/also retain deposit

**CCACC retains the right to cancel any rental contract at any time for the following reasons:**

1. Misrepresentation of the event, lack of insurance, or deposit check returned by bank.
2. Threats of violence or actual violence to any CCACC employee or subcontractor by Event Host, Event Host's representatives, guests or subcontractors.
3. Threats of damage or actual damage to CCACC facilities by Event Host's representatives, guests, or subcontractors,
4. Failure to abide by the terms and conditions of this rental contract.

Cancellation by Chatham County for any of the above mentioned reasons will result in the loss of the entire rental amount.

### **Catering and Cleaning**

- Event Host agrees to remove all items belonging to the Event Host at the conclusion of the event (including outside decorations). CCACC is not responsible for any items remaining at the conclusion of the event that belong to the Event Host, caterer, or the Event Host's guests.
- Event Host and/or caterer agree to leave facility and grounds in the condition in which they were found when the doors were opened for set-up.
- All decorations, food and drink container products, and all trash must be collected in plastic bags. For all events serving food, the Event Host and/or caterer shall collect all trash generated from the event on the night of the event and place it in the dumpster on-site.

- Caterers must leave all food preparation and serving areas neat and clean, including, but not limited to, the kitchen and all other surfaces used which have food or spillages, including all floors.
- Chatham County/CCACC will hold the deposit and apply it toward cost for labor, supplies, and/or equipment needed or expended should CCACC find that further cleaning, removals, or repairs are required to return the area to its original condition. Any excess damages will be billed to Event Host.
- The Event Host is fully responsible for all arrangements and any contract entered into with any caterer of the event. CCACC's catering policy allows food service from any caterer that is in compliance with the CCACC Catering Statement of Work and has contracted with CCACC as an approved caterer.

### **Deposits**

A signed contract and deposit equal to 100% of total estimated cost of rental is required before meeting space reservations can be confirmed. We reserve the right to cancel any booking request that is not confirmed with a full deposit. A refundable security/cleaning deposit up to \$500 (\$1,000 when alcohol is served) will be required for all events, except internal county departments, Forestry, FSA, Chatham County Schools, and CCCC.

### **Fire Safety**

CCACC is subject to fire protection safety codes and to inspection by the Fire Marshal. No pyrotechnic devices, smoke/fog machines or open flames are permitted. All fire aisles and exits must be kept clear of equipment and people. Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected. If they are not corrected, the event will be cancelled without refund to the Event Host.

### **Insurance**

- Event Host/caterer is required to maintain a \$1,000,000 liability insurance policy (general liability coverage, for bodily injury and property damage claims, including

contractual and personal injury liability coverage). Umbrella or excess liability insurance may be used to meet a portion of the of liability requirements.

- Upon request, Event Host will provide to Chatham County duly executed certificates of insurance evidencing this coverage, together with satisfactory evidence of the payment of the premium thereon. Each certificate shall specify that the policy cannot be cancelled without providing Chatham County at least 30 days prior written notice, that Chatham County is named as an additional insured, and that the insurer waives any subrogation rights against Chatham County.
- Vendors and Contractors: All vendors and contractors providing services at CCACC must carry adequate liability insurance. Any approved food vendor must be licensed with the Chatham County Health Department. No homemade items may be sold or served at this facility. If requested, contractors must be able to provide verification of license and/or liability insurance. The Event Host/caterer has the full responsibility for obtaining any and all licenses/permits necessary for providing any alcoholic beverage at the event. The Event Host and caterer jointly assume all liability associated with the consumption of alcohol and each agrees to defend, indemnify, and hold harmless Chatham County and all associated personnel from and against any and all claims, demands, suits, judgments or other liability of any nature whatsoever resulting from the presence, serving, and/or consumption of alcoholic beverages during the event.
- Each policy required under this agreement shall contain a severability of interest clause and will provide that Event Host's coverage shall be primary to any other insurance available to or maintained by Chatham County.

## **OSHA**

CCACC is committed to providing a safe, clean environment for patrons and staff. All individuals are expected to conduct their event in a manner which respects the rights of all users. OSHA regulations are observed at our facility and we mandate the same high standards for all of our contractors and service providers.

## **Payment**

CCACC accepts payment via certified or cashier's check or credit cards: VISA, MasterCard, and Discover. Cash is not accepted.

### **Rental Time**

- NOTE: Rental time begins when the first service person arrives and ends when the last service person leaves. Be sure to leave adequate time for your service personnel to clean up at the end of the event.
- The exhibit hall/meeting rooms are available for rental from 7:00 a.m. – 9:00 p.m. daily.
- Extended hours are available on Friday and Saturday from 7:00 a.m. until midnight.
- Customized room set-ups and/or lighting may be available at additional cost. Please contact the Event Coordinator for a cost estimate and/or make arrangements for custom lighting or room set-ups.
- A/V and other equipment are available for rent with your room.
- CCACC may determine that additional staff is necessary for your event (depending on the type of event, services required, number of anticipated attendees, and whether alcohol will be served). Rates for additional staff are listed on under Additional Charges. Events open to the general public may also require additional staff.
- CCACC will not assume any responsibility for injury or accidents due to the activities conducted by Event Host's guests, or injury or accidents caused by materials provided by Event Host(s). All renters must follow the Code of Conduct.
- Rooms must be vacated by the time indicated on the contract. Overtime charges will apply for rooms not vacated by the pre-arranged time, including extra charges if event participants remain on-site after CCACC's regularly scheduled closing time.
- All event deliveries must be received by Event Host. Deliveries and pick up of equipment, supplies, or materials outside of the scheduled event time must be arranged in advance with the Event Coordinator. Extra fees may apply for delivery, pick-up, and/or storage of materials outside of scheduled event times.



- The use of confetti, glitter, and other related/similar items at weddings or celebrations is prohibited.
- If advertising/promoting your event, all photos of CCACC or use of CCACC logo must be approved by CCACC Event Coordinator.
- Event Host(s) will be billed for damage caused by the use of unauthorized pens and markers on whiteboards and items inside the meeting rooms.
- Event Hosts should bring their own supplies (with the exception of markers for the write-on, wipe-off boards). CCACC will not be able to provide such items (i.e. batteries, scissors, paper, tape, etc.) unless explicitly arranged in advance. The only approved tape is blue painter's tape.
- Each area of use rents separately per contract terms. Additional items/spaces may be available for rental.

### Security

- If alcohol is served (beer, wine, and/or liquor), Event Host must contract for security for duration of the event. Contact Chatham County Sheriff's Office for off-duty officers.
- All events are subject to required/waived security at the discretion of the Chatham County Sheriff.

### Services

- Wi-Fi – Free
- Business center – copier and fax – available on-site for a fee.
- A/V – Available on-site for a fee.
- Catering – Available through approved caterers only.
- Valet – Available through approved vendors.

## Reservations/Rental Space

- A minimum thirty-day (30) reservation is encouraged on all rentals. Reservations are accepted for recurring events up to one year in advance, excluding internal and nonprofit use.
- Reservations are confirmed upon receipt of applicable deposit and signed contract.

### Room Rental Fees:

Rates	Peak	Off Peak	Non-Profit
Exhibit Hall: 5933 sq ft	\$1600	\$1200	\$650
Hall A: 3,060 sq ft	\$850	\$675	\$550
Hall B: 1410 sq ft	\$450	\$350	\$325
Hall C: 1410 sq ft	\$450	\$350	\$325
Lobby: 1934 sq ft Limitations apply	\$550	\$400	\$325
Meeting Rooms 1,2,3,4 500 sq ft	\$275	\$250	\$225
Catering Kitchen	\$100 per hour	\$100 per hour	\$100 per hour
East Garden	TBD	TBD	TBD
Outdoor Vendor Space	\$50 per hour	\$50 per hour	\$50 per hour

Additional charges:

- Additional set-up and cleaning: \$50/hour
- A/V use (if technician required to be on-site): \$40/hour

## Appendix I

### CHAPTER

### 17 NOISES

#### **Article designated noise control code.**

This article shall be known as the "Noise Control Code for the Town of Pittsboro". It shall be unlawful for any person to create or assist in creating, permit, continue or permit the continuance of any unreasonably loud or disturbing noises in the Town of Pittsboro.

Noises of such disturbing character, intensity, or duration as to be detrimental to the quality of life, or health of any individual are prohibited.

## ARTICLE I

### **Terminology and standards**

**17-101**     Terminology. All terminology used in this article not defined below shall be in conformance with applicable publications of the American National Standards Institute (ANSI) or its Successor body .

17-            A-weighted sound level: The sound pressure level in decibels as  
101.1        measured on a sound level meter using the A-weighting network. The level so read is designated dB(A).

17-            Decibel (dB): A unit for describing the amplitude of sound, equal to  
101.2        twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micronewtons per square meter.

17-            Emergency work: Any work performed for the purposes of preventing  
101.3        or alleviating physical trauma or property damage threatened or caused by an existing or imminent peril.

17-            Nuisance noise levels: Noise levels which do not exceed the noise  
101.4        thresholds but create an irritating impact sufficient to disturb an individual's sleep pattern or the peace and quiet of a residential neighborhood.



## CHAPTER

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## ARTICLE I

### **Terminology and standards**

17-101      17- 101.3

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<u>Term</u>	with applicable publications of the American National Standards Institute (ANSI) or its Successor body.
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be in	Nuisance noise levels: Noise levels which do not exceed the noise
conf	thresholds but create an irritating impact sufficient to disturb an
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17-102

Outdoor or amplified sound: Any sound using amplifying equipment whose sound is outside or whose source is inside and the sound propagates to the outside through open doors or windows or other openings in the building.

Sound amplifying equipment: Any device for the amplification of the human voice, music or any other sound, including juke boxes, stereos and radios.

Sound Level: The weighted sound pressure level obtained by the use of a sound level meter and frequency weighting network, such as A, B, or C as specified in American National Standards Institute Specifications for the sound level meters (ANSI S1.4-1971, or the latest approved version thereof). If the frequency weighting employed is not indicated, the A-weighting shall apply.

Sound level meter: An instrument which includes a microphone, amplifier, RMS detector, integrator or time average, output meter, and weighting network used to measure sound pressure levels.

Sound pressure level: Twenty (20) times the logarithm to the base ten (10) of the ratio of the RMS sound pressure to the reference pressure of twenty (20) microneutons per square meter.

Standards. Standards, instrumentation, personnel, measurement procedures and reporting procedures to be used in the measurement of sound as provided for in this section shall be those as specific herein:

Sound level measurement shall be made with a sound level meter using the "A" weighting scale, set on "slow" response.

Sound level meters shall be of at least Type Three meeting



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d by the manufacturer. Persons using the sound level meters shall be trained in sound level measurement and the operation of sound level measurement.

The Town Manager or his designee shall issue a general order adopting standards and procedures for sound level measurements and enforcement consistent with this article.

1702

## ARTICLE II

### Maximum permitted sound levels.

17-       The use of sound amplifying equipment is limited to the conditions  
201       specified in this section.

17-       No person or group of persons shall operate or cause to be operated  
202       any source of sound in such a manner as to create a sound level  
      which at its peak exceed the limits set forth herein below when  
      measured beyond the property line from which the sound originates.

17-       A live musical group or individual using sound amplifying equipment  
203       may operate out of doors only if the business manager or an authorized  
      agent of that business manager has been granted a permit. This permit  
      may be secured after it is signed by an authorized agent of the musical  
      group and by a representative of the individual organization or the  
      group retaining  
      the services of the musical group and on whose premises the amplifying  
      equipment is to be used.

The following are established as maximum sound levels:

17-       17-204.1       Nighttime sound levels (after 11:00 p.m. until 8:00  
204       a.m.) may not exceed fifty (50) dB (A) except as  
      noted in (4.3) below.

17-204.2       Daytime/evening sound levels (between 8:00 a.m. and

1 (60) dB(A) except as noted in (4.3) below.

1

17 -204.3 Daytime/evening sound levels in excess of sixty (60)  
0 dBA(A) will be permitted upon issuance of a permit  
0 and allow sound levels exceeding those set above as  
follows:

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Thursday evening

(5:00p.m. - 11:00p.m. Thursday) 70dB(A)

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Friday evening

(5:00p.m. - Midnight Friday) 70dB(A)

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Saturday

(10:00 a.m. - Midnight Saturday) 70dB(A)

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17 – 204.4      Except as otherwise allowed by section 17-307 and section 17-401, a permit to exceed sound levels may only be issued during the days and times listed in section 17-204.3, to a maximum level of seventy (70) dB(A). No outside- amplified sound will be allowed unless a permit has been issued, subject to the exemptions set out in section (NUMBER).

### ARTICLE III

#### **Noises prohibited nuisances.**

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urbing, unusual, frightening or unnecessary noise, particularly during nighttime, which prevents or unreasonably interferes with neighboring residents' reasonable use of their properties. Such noise may include, but is not limited to, the following:

Yelling, shouting, whistling or singing. Yelling shouting, whistling or singing on the public streets or private property at nighttime.

Loading Operations. Noise resulting from loading, unloading, opening or otherwise handling boxes, crates, containers, garbage cans, or other similar objects during nighttime.

Repair of motor vehicles. Noise resulting from the repair, rebuilding or testing of any motor vehicle during nighttime.

Radio, phonograph, television, or musical instrument. Noise resulting from the playing of any radio, phonograph, musical instrument, television, or any such device, particularly during nighttime.

Nuisance noise which does not exceed the noise threshold but creates an irritating impact sufficient to disturb an individual's sleep pattern or the peace of a residential neighborhood.

Specific Prohibitions. The following acts are prohibited and shall be considered nuisance acts:

I7 – 306.1     Horns and signaling devices. The intentional sounding of any horn or signaling device of a motor vehicle on any street or public place continuously or intermittently, except as a danger or emergency warning.

- 17-306.2 Motor vehicles. Operating or permitting the operation of any motor vehicle or motorcycle not equipped with a effectively prevent loud or explosive noises therefrom.
- 17-306.3 Exterior loud speakers. Operating or permitting the operation of any mechanical devices, or without a permit to do so, in a fixed or movable position exterior to any building, or mounted in/on any therefrom is in excess of the maximum decibel level as described in section 17A-204.
- 17-306.4 Power equipment. Operating or permitting the operation of any power saw, sander, drill, grinder, leaf blower, lawn mower, or other garden equipment, or tools of a similar nature, outdoors during nighttime.
- 17-306.5 Explosives. The use of firing explosives, firearms, fireworks, or similar devices which create impulsive
- 17-306.6 Security alarms. The sounding of a security alarm, for more than twenty (20) minutes after being notified by law enforcement personnel
- 17-307 The are exempt from the provisions of this article:
- 17-307.1 Sound emanating from regular scheduled outdoor events with a permit.
- 17-307.2 Construction operations from 7:00 a.m. to 6:00 p.m. on weekdays and between the hours of 9:00 a.m. and 5:00 p.m. on Saturdays; such work is prohibited on Sunday for building permits have been issued, or construction operations not requiring permits due to ownership of project by an agency of government; provided all equipment is operated in accord with the specifications and with all standard mufflers and noise reducing equipment in use, and in proper

condition. Any exceptions to this provision must comply with 17-400, which described the process, the procedure

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- 17-307.3 Noise resulting from safety signals, warning devices and emergency pressure relief valves.
- 17-307.4 Noises resulting from any authorized emergency vehicle when responding to any emergency call or acting in time of emergency.
- 17-307.5 Any other noise resulting from activities of a temporary duration permitted by law and for which a license or permit therefore has been granted by the Town in accordance with the above. Regulations of noises emanating from operations under permit shall be according to conditions and limits stated on the permit and contained above.
- 17-307.6 Unamplified and amplified sound at street fairs conducted by or for the Town of Pittsboro.
- 17-307.7 All noises coming from the normal operations of properly equipped watercraft.
- 17-307.8 All noises coming from the normal operation of motor vehicles properly equipped with the manufacture's standard mufflers and noise-reducing equipment.
- 17-307.9 Noise from lawful fireworks and noisemakers on federal holidays.



- 17 – 307.10 Noises resulting from lawn mowers, agricultural equipment, and landscape maintenance equipment used between the hours of 7:00 a.m. and 9:00 p.m. on weekdays, and between 8 a.m. and 9 p.m. on weekends, when operated with all manufactures standard mufflers and noise-reducing equipment in use and in operating condition.
- 17 – 307.11 Noise resulting from sound amplification equipment used in conjunction with telecommunications systems on business properties to notify employees of incoming phone calls, providing that this system be used only between the hours of 7:00 a.m. and 10 p.m., and that any speakers attached to the system be oriented toward the interior of the property.

17 – 307.12 Noises resulting from emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster, or to restore public utilities, or to protect persons or property from an imminent danger.

17 – 307.13 Noises resulting from the provision of government services. 17 – 307.14 Noise resulting from the provision of sanitation services.

#### ARTICLE IV

##### **Permit to exceed limits**

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dB(A) only during the hours specified in section 17-204, and only if a permit to exceed the limit for the time and place of the activity has been previously issued by the Town Manager.

Application or permit. Any person or group of persons desiring a permit shall apply as provided herein, and shall provide all information required.

Timeliness of application. The business manager or authorized agent or any person or group of persons desiring a permit for a live musical group or individuals to perform out of doors using sound amplifying equipment must make application forty-eight (48) hours prior to the activity for which the permit is requested.

Action by Town Manager. The Town Manager or his designee will act upon all requests for permits.

Consideration by Town Manager. In considering and acting on all permits pursuant to this article, the Town Manager or his designee, shall consider, but shall not be limited to the following, in issuing or denying such permit: The timeliness of the application; the time of the event; other activities in the vicinity of the location proposed; the frequency of the application; the effect of the activity on the residential areas of the Town; impact on surrounding areas; previous experience with the applicant; and previous violations, if any, of the application.

- 17 - Nighttime Offenses / Subsequent Offenses: If a second violation  
502 occurs within sixty (60) days of the first offense or if an offense occurs during nighttime, an oral order to cease or abate need not be issued prior to issuing a citation for violation of any portion of this article.
- 17- Civil Penalty: If the order to cease or abate the noise is not complied  
503 with, or if a second violation occurs within sixty (60) days of the first offense or if an offense occurs during nighttime, a person or persons responsible for the violation may be subject to a civil penalty in the amount of one hundred and no/100ths dollars (\$100.00). Violators may be issued a written citation, which must be paid within five (5) days of the issued date and time. The town attorney, or his designee, is authorized to file a civil action on behalf of the town to collect any unpaid citations, and the police chief, or his designee, is authorized to verify and sign complaints on behalf of the town in such civil actions. A police officer or other employee duly authorized to enforce the noise control ordinance may issue a citation for violation of this ordinance.
- 17- Remedies: This Article may also be enforced through equitable remedies  
504 issued by a court of competent jurisdiction.
- 17 - 505 Criminal Penalty: In addition to, or in lieu of, such civil penalties or other remedies, violation of this article shall constitute a misdemeanor pursuant to N. C. Gen. Stat. 14-4 and N.C. Gen. Stat. 160-175, as amended, punishable for each violation by a fine of up to five hundred

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other duly authorized noise control officer may initiate the criminal  
process as provided by law.

Approved February 26, 2001.







Chatham County

Agriculture & Conference Center



# General Policy

CCACC Leadership Team

September 19, 2016



CCACC will be a county resource used to support agricultural programming and events, attract and retain business investment by hosting corporate events, foster tourism opportunities, and enhance county operations and programming, and serve as a community facility for social gatherings and events.



- Exhibit Hall – 6,000 square feet; one large room, can be divided into half or quarter sections
- Whole Room – 380 (table rounds), 800 chairs
- Front Half Room – 200 (table rounds), 400 chairs
- Quarter Section – 90 (table rounds), 150 chairs
- Four Break-out Rooms -32 (table rounds), 47chairs/(each)
- Pre-function Lobby Area – Reception items, food stations, booths and/or registration area





## Group Designations

- Building occupants and Chatham County Community College
  - First priority, Can reserve 13 months in advance
  - No fees
- Private groups
  - Second priority, Can reserve 12 months in advance
  - Full fees
- Nonprofits
  - Can reserve up to 60 days in advance
  - Fees are set to cover direct costs of providing room (setup, housekeeping, etc.)
  - Can reserve up to 12 months in advance & pay full fees
- All other county departments & Chatham County Schools
  - Can reserve up to 30 days in advance
  - No cost
  - Can reserve up to 12 months in advance & pay full fees



## Policy Highlights

- Catering process presented in May has been reviewed by staff and finalized.
- Catering Statement of Work ensures caterers are adhering to set standards
- Standards help guarantee quality control, limit liability, and provide consistency
- Aligned with Environmental Health Standards
- Requires caterers to carry 1 million dollar liability insurance



## Policy Highlights

- Alcohol Policy remains unchanged
- Must be served by approved caterers with valid ABC permit
- Alcohol served for no more than 2 hours
- Must be served after 5pm on weekdays and 3pm on weekends
- To serve liquor and fortified wine client must obtain limited special occasion permit
- Additional \$500 security deposit required
- Additional insurance required (1 million dollars)
- Must provide security for event



## Policy Highlights

- Insurance policy revised
- All clients must have \$1 million dollar liability policy
- Insurance requirement may be waived for low-risk activities
- If alcohol served must have additional \$1 million liquor liability policy
- Must list Chatham County as additional insured



## Policy Highlights

- Inclement weather clause added
- If property is rendered unsuitable for conduct of activity due to inclement weather, CCACC and client are released from obligation. (Force Majeure)
- Force Majeure means fire, earthquake, hurricane, flood, act of God, strikes, work or labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of Chatham County
- Client released from contract obligations and entitled to refund
- Adherence to Town's noise ordinance added





# Chatham County, NC

## Text File

File Number: 16-1836

Agenda Date: 9/19/2016

Version: 1

Status: Work Session

In Control: Planning

File Type: Agenda Item

Vote on a request to approve Chatham County Comprehensive Transportation Plan (CTP) Adoption

Chatham County Comprehensive Transportation Plan (CTP) Adoption

**Action Requested:**

Review and Adoption of the Comprehensive Transportation Plan.

**Introduction & Background:**

As a joint effort between Chatham County, the municipalities of Goldston, Pittsboro, and Siler City, the Triangle Area Rural Planning Organization (TARPO), and the North Carolina Department of Transportation (NCDOT), a draft Comprehensive Transportation Plan has been developed for Chatham County. The CTP is a long range planning document that will assist local government and its representatives in making transportation decisions over the next 25-30 years.

The County's Transportation Advisory Committee (TAC) served as a steering committee for this project over the past five years. Public input meetings were held simultaneously with the countywide comprehensive plan's public input meetings: June 21st at Horton Middle School in Pittsboro, June 22nd at the Earl B Fitts Community Center in Siler City (separate meeting from the comprehensive plan), and June 23rd at JS Waters Elementary School in Goldston. On August 23rd 2016, the TAC recommended final adoption of the CTP to the Chatham County Board of Commissioners.

CTP draft maps, supporting maps, public comment, and report can also be found at the following [website](#)

[https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study\\_id=Chatham%20County](https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study_id=Chatham%20County) for review.

Pittsboro has temporarily been removed from the CTP process as they re-evaluate the impacts of Chatham Park. NCDOT and the TAC are aware of this change and recommend moving forward without Pittsboro. Once the update to Pittsboro's plan is complete it will be incorporated into the countywide CTP as an amendment. After mutual adoption from Siler City, Goldston, and NC Board of Transportation, as well as TARPO endorsement, the CTP report will be finalized, printed, and distributed.

**Discussion & Analysis:**

NCDOT Staff from the Transportation Planning Branch and County Planning

Department Staff will be available to answer any questions regarding the CTP.

**Recommendation:**

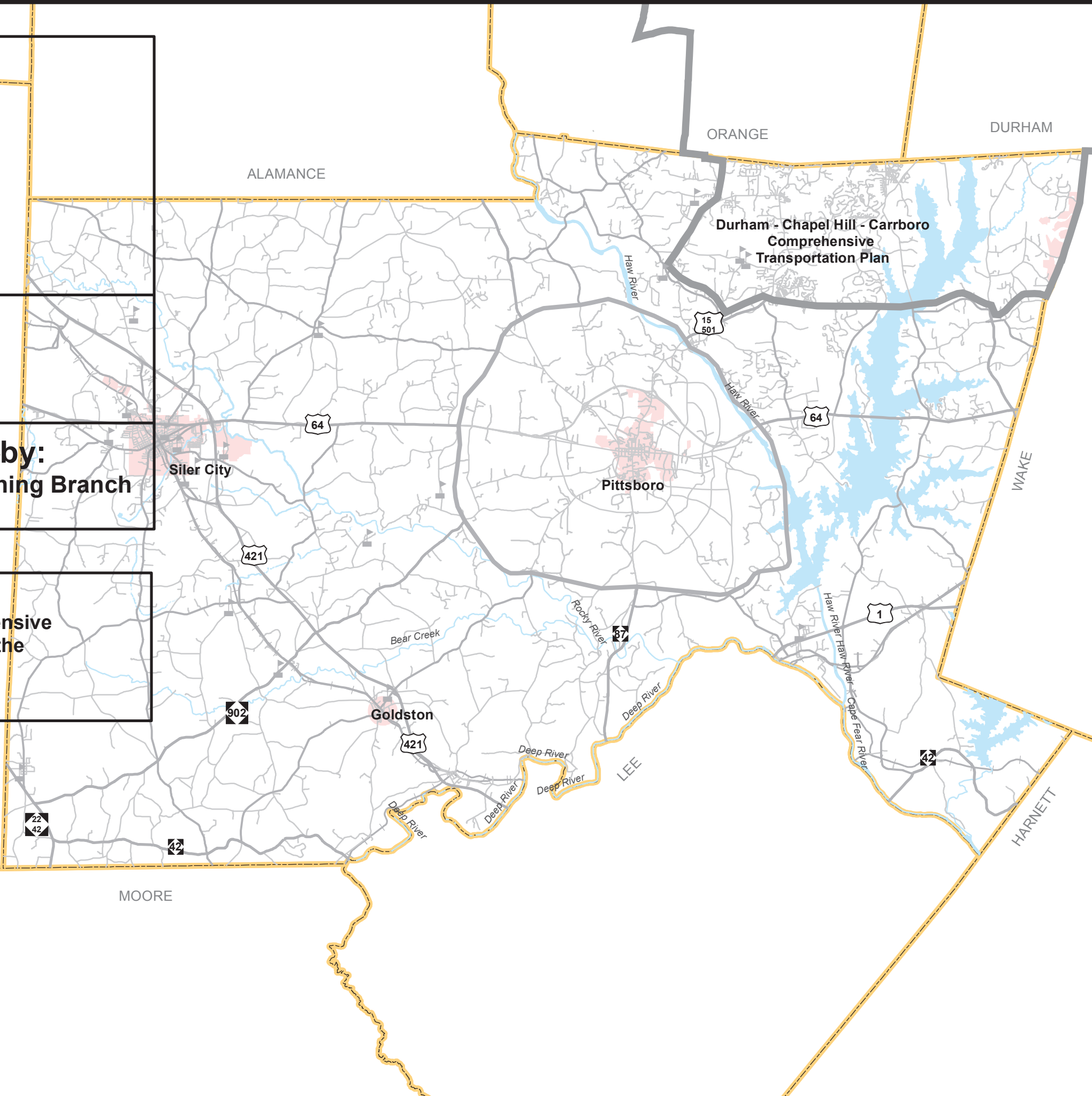
1. Recommend adoption of the Resolution Adopting the Comprehensive Transportation Plan For Chatham County, North Carolina.

**Adopted by:**  
Siler City  
Date:  
Goldston  
Date:  
Chatham County  
Date:  
NCDOT  
Date:

**Endorsed by:**  
TARPO  
Date:

**Recommended by:**  
Transportation Planning Branch  
Date:

**NOTES:**  
See Pittsboro Comprehensive Transportation Plan for the Pittsboro Area



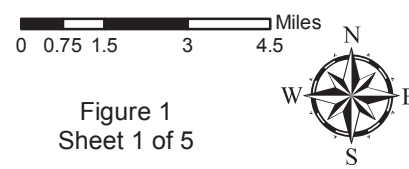
Chatham County  
North Carolina  
Comprehensive  
Transportation Plan  
DRAFT  
Plan date: June 27, 2016

- Sheet 1  
Sheet 2  
Sheet 3  
Sheet 4  
Sheet 5

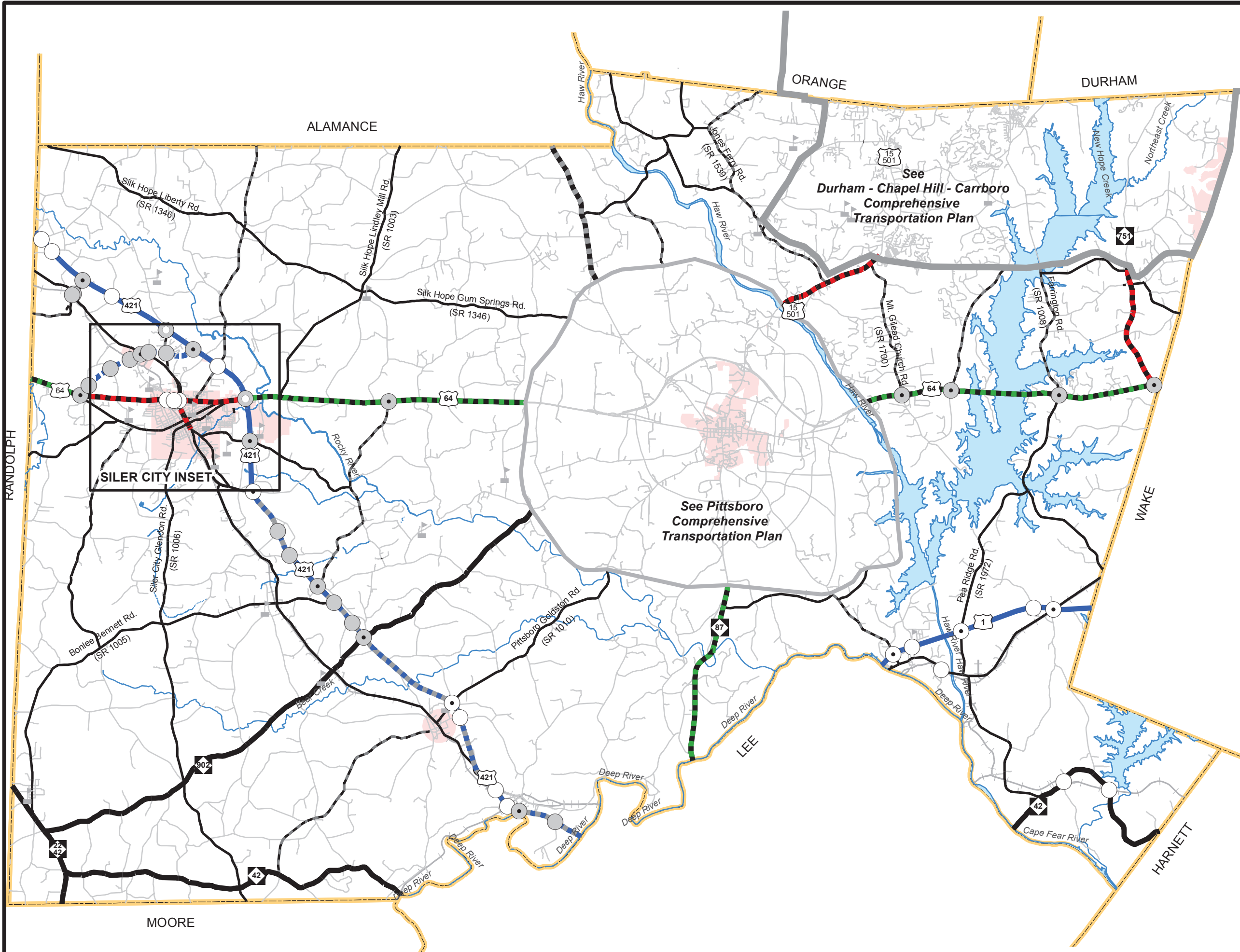
Adoption Sheet  
Highway Map  
Public Transportation and Rail Map  
Bicycle Map  
Pedestrian Map

**Legend**  

Schools  
 Roads  
 Railroad  
 Rivers and Streams  
 Water Bodies  
 Municipal Boundaries  
 Planning Area Boundary  
 MPO Boundary  
 County Boundaries







# Highway Map



## Chatham County

DRAFT

### Comprehensive Transportation Plan

WORKING COPY

Plan date: June 27, 2016

- Freeways
- Existing
  - Needs Improvement
  - Recommended

- Expressways
- Existing
  - Needs Improvement
  - Recommended

- Boulevards
- Existing
  - Needs Improvement
  - Recommended

- Other Major Thoroughfares
- Existing
  - Needs Improvement
  - Recommended

- Minor Thoroughfares
- Existing
  - Needs Improvement
  - Recommended

- Existing Interchange
- Proposed Interchange
- Interchange Needs Improvement
- Existing Grade Separation
- Proposed Grade Separation

0 0.5 1 2 3 Miles

Sheet 2 of 5



Base map date: August, 2012

Refer to CTP document for more details

# Highway Map Siler City Inset



## Chatham County

**DRAFT**

### Comprehensive Transportation Plan

WORKING COPY

Plan date: June 27, 2016

#### Freeways

- Existing
- Needs Improvement
- Recommended

#### Expressways

- Existing
- Needs Improvement
- Recommended

#### Boulevards

- Existing
- Needs Improvement
- Recommended

#### Other Major Thoroughfares

- Existing
- Needs Improvement
- Recommended

#### Minor Thoroughfares

- Existing
- Needs Improvement
- Recommended

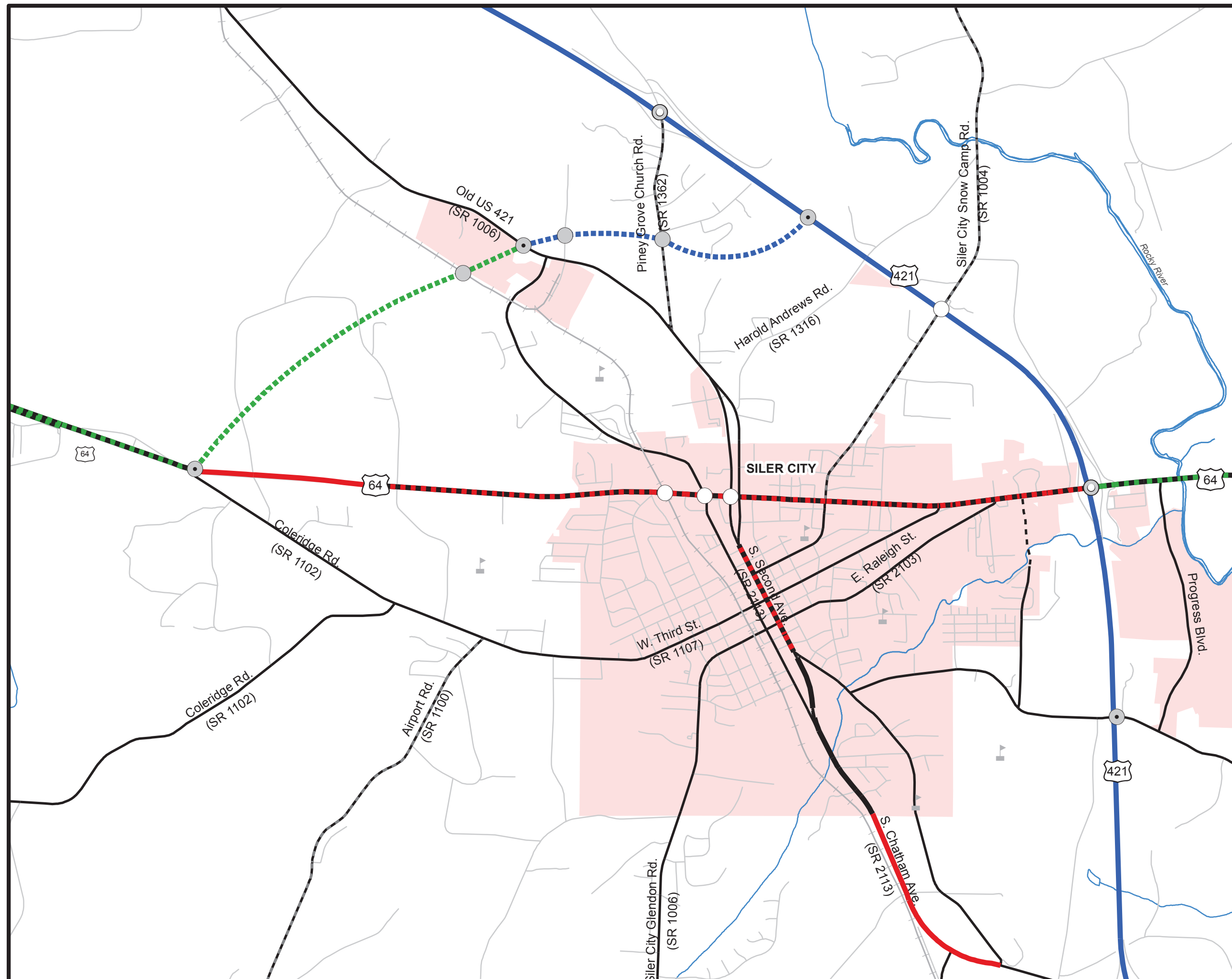
- Existing Interchange
- Proposed Interchange
- Interchange Needs Improvement
- Existing Grade Separation
- Proposed Grade Separation

0 0.1 0.2 0.4 0.6 Miles

Sheet 2A of 5

Base map date:

Refer to CTP document for more details





# Public Transportation and Rail Map



## Chatham County

**DRAFT**

## Comprehensive Transportation Plan

WORKING COPY

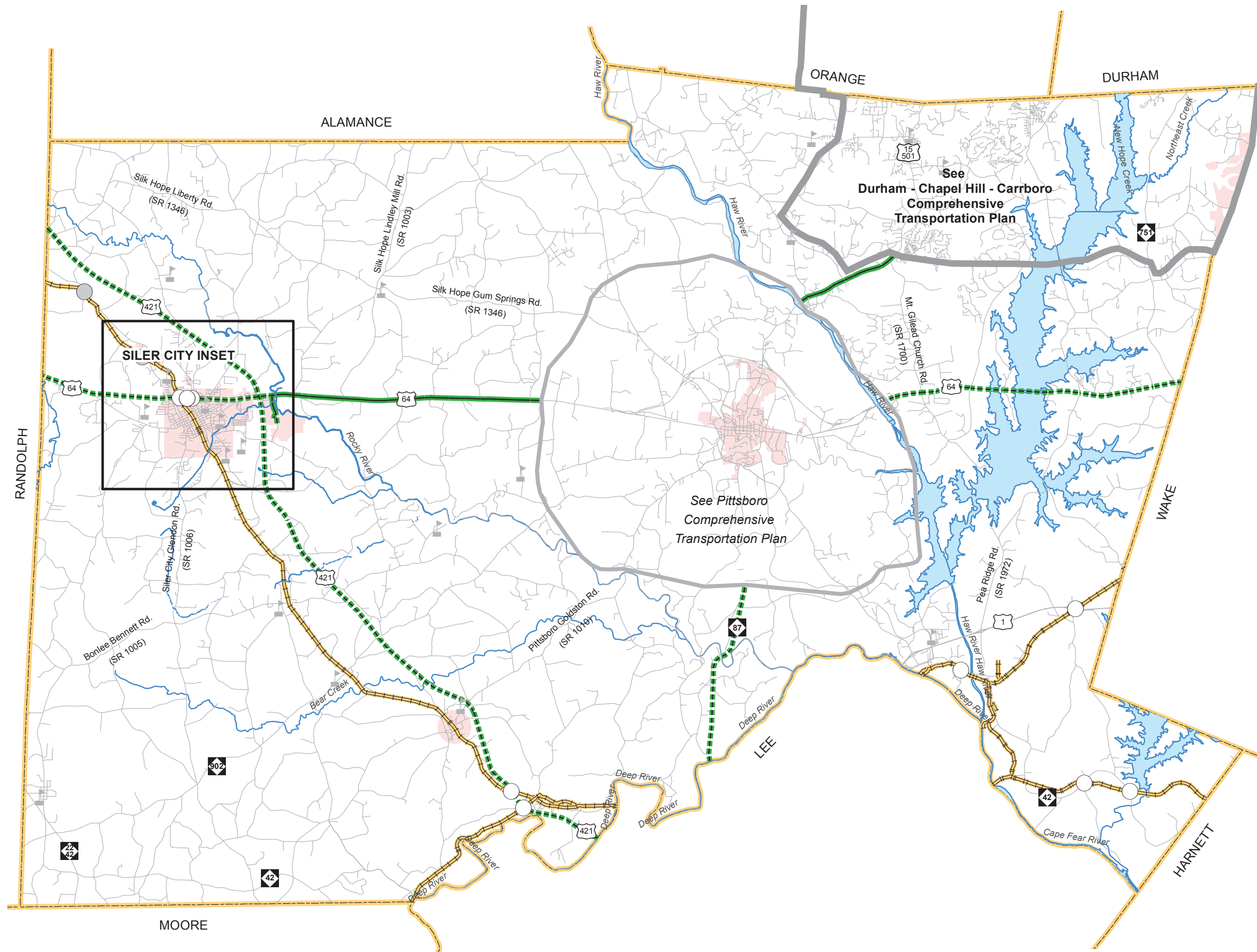
Plan date: June 27, 2016

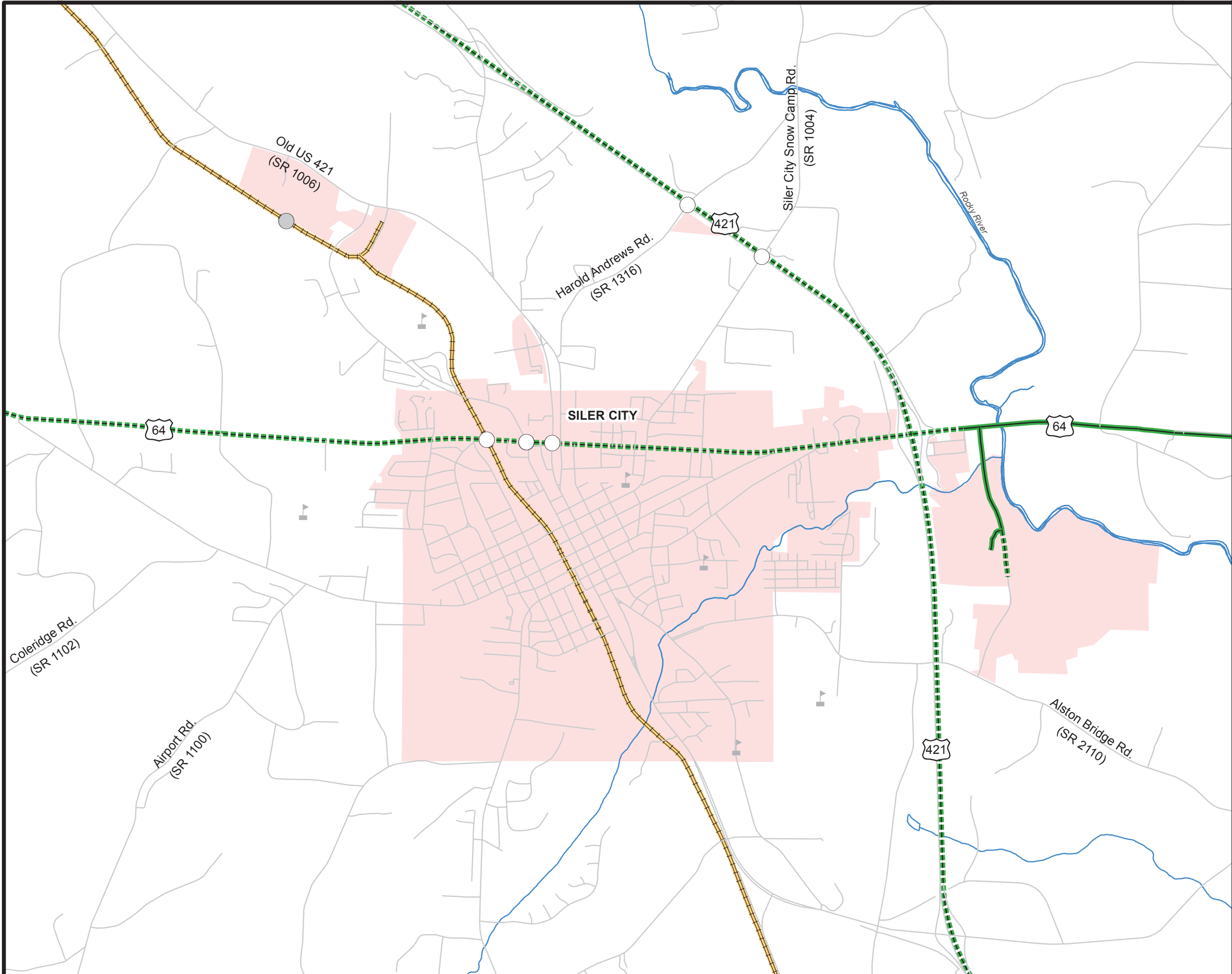
- Bus Routes**
  - Existing (Solid green line)
  - Needs Improvement (Dashed green line)
  - Recommended (Dotted green line)
- Fixed Guideway**
  - Existing (Solid blue line)
  - Needs Improvement (Dashed blue line)
  - Recommended (Dotted blue line)
- Operational Strategies**
  - Existing (Solid brown line)
  - Needs Improvement (Dashed brown line)
  - Recommended (Dotted brown line)
- Rail Corridor**
  - Active (Thick yellow line)
  - Inactive (Thin yellow line)
  - Recommended (Dashed yellow line)
- High Speed Rail Corridor**
  - Existing (Thick brown line)
  - Recommended (Dashed brown line)
- Rail Stops**
  - Existing (Solid blue hexagon)
  - Recommended (Dashed blue hexagon)
- Intermodal Connector**
  - Existing (Solid brown triangle)
  - Recommended (Dashed brown triangle)
- Park and Ride Lot**
  - Existing (Blue 'P' in a square)
  - Recommended (Black 'P' in a square)
- Grade Separation**
  - Existing (White circle)
  - Proposed (Gray circle)

0 0.5 1 2 3 Miles

Sheet 3 of 5  
Base map date: August 2012

Refer to CTP document for more details





**Public Transportation  
and Rail Map  
Siler City Inset**



**Chatham County**  
**DRAFT**  
**Comprehensive  
Transportation Plan**  
WORKING COPY

Plan date: June 27, 2016

- Bus Routes**
- Existing
  - Needs Improvement
  - Recommended

- Fixed Guideway**
- Existing
  - Needs Improvement
  - Recommended

- Operational Strategies**
- Existing
  - Needs Improvement
  - Recommended

- Rail Corridor**
- Active
  - Inactive
  - Recommended

- High Speed Rail Corridor**
- Existing
  - Recommended

- Rail Stops**
- Existing
  - Recommended

- Intermodal Connector**
- Existing
  - Recommended

- Park and Ride Lot**
- Existing
  - Recommended

- Existing Grade Separation
- Proposed Grade Separation

0 0.1 0.2 0.4 0.6 Miles











DRAFT

WORKING COPY

On-road

	Existing
	Needs Improvement
	Recommended

Off-road

	Existing
	Needs Improvement
	Recommended

**Multi-Use Paths**

Existing

Needs Improvement

Recommended

○ Existing Grade Separation  
● Proposed Grade Separation



Base map date: August, 2012

Refer to CTP document for more details

# Bicycle Map Siler City Inset



## Chatham County

**DRAFT**

### Comprehensive Transportation Plan

Working Copy

Plan date: August 24, 2016

#### On-road

- Existing
- Needs Improvement
- Recommended

#### Off-road

- Existing
- Needs Improvement
- Recommended

#### Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation

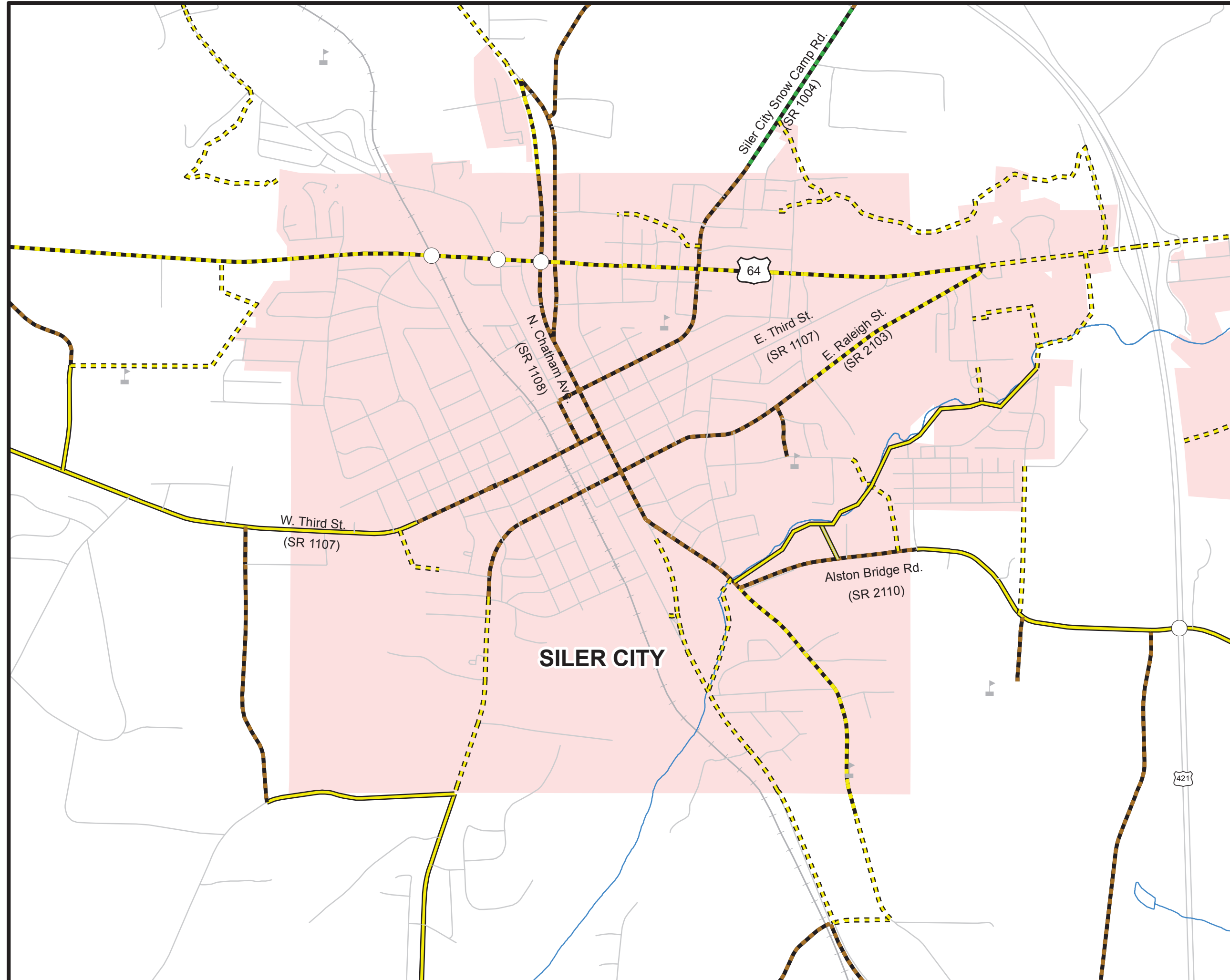
0 0.15 0.3 0.6 Miles

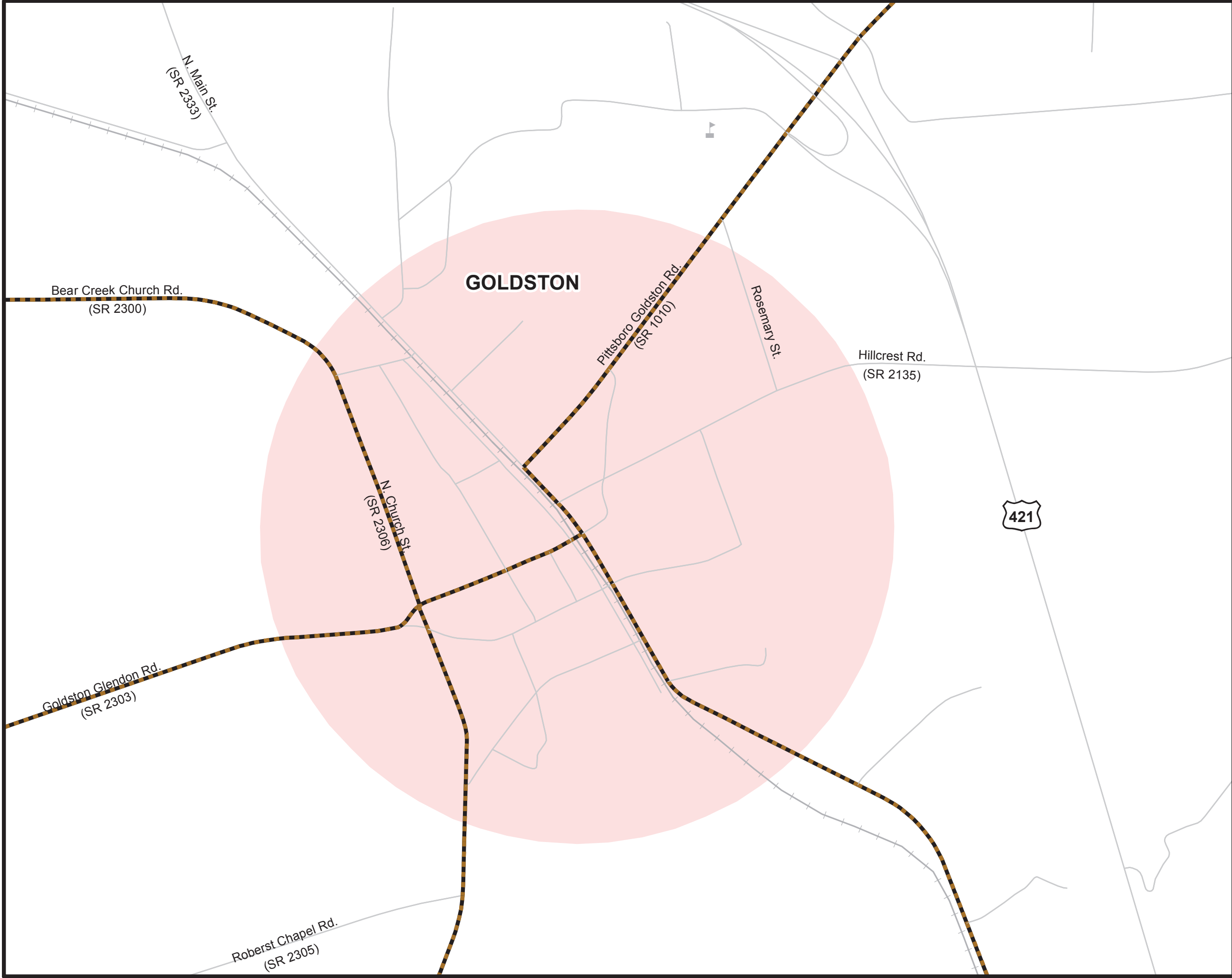
Sheet 5D of 5



Base map date:

Refer to CTP document for more details





**Bicycle Map  
Goldston Inset**



**Chatham County**

**DRAFT**

**Comprehensive  
Transportation Plan  
Working Copy**

Plan date: June 27, 2016

- On-road
- Existing
  - Needs Improvement
  - Recommended

- Off-road
- Existing
  - Needs Improvement
  - Recommended

- Multi-Use Paths
- Existing
  - Needs Improvement
  - Recommended

- Existing Grade Separation
- Proposed Grade Separation





# Pedestrian Map



## Chatham County DRAFT Comprehensive Transportation Plan

Working Copy

Plan date: June 27, 2016

### Sidewalks

- Existing
- Needs Improvement
- Recommended

### Off-road

- Existing
- Needs Improvement
- Recommended

### Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation

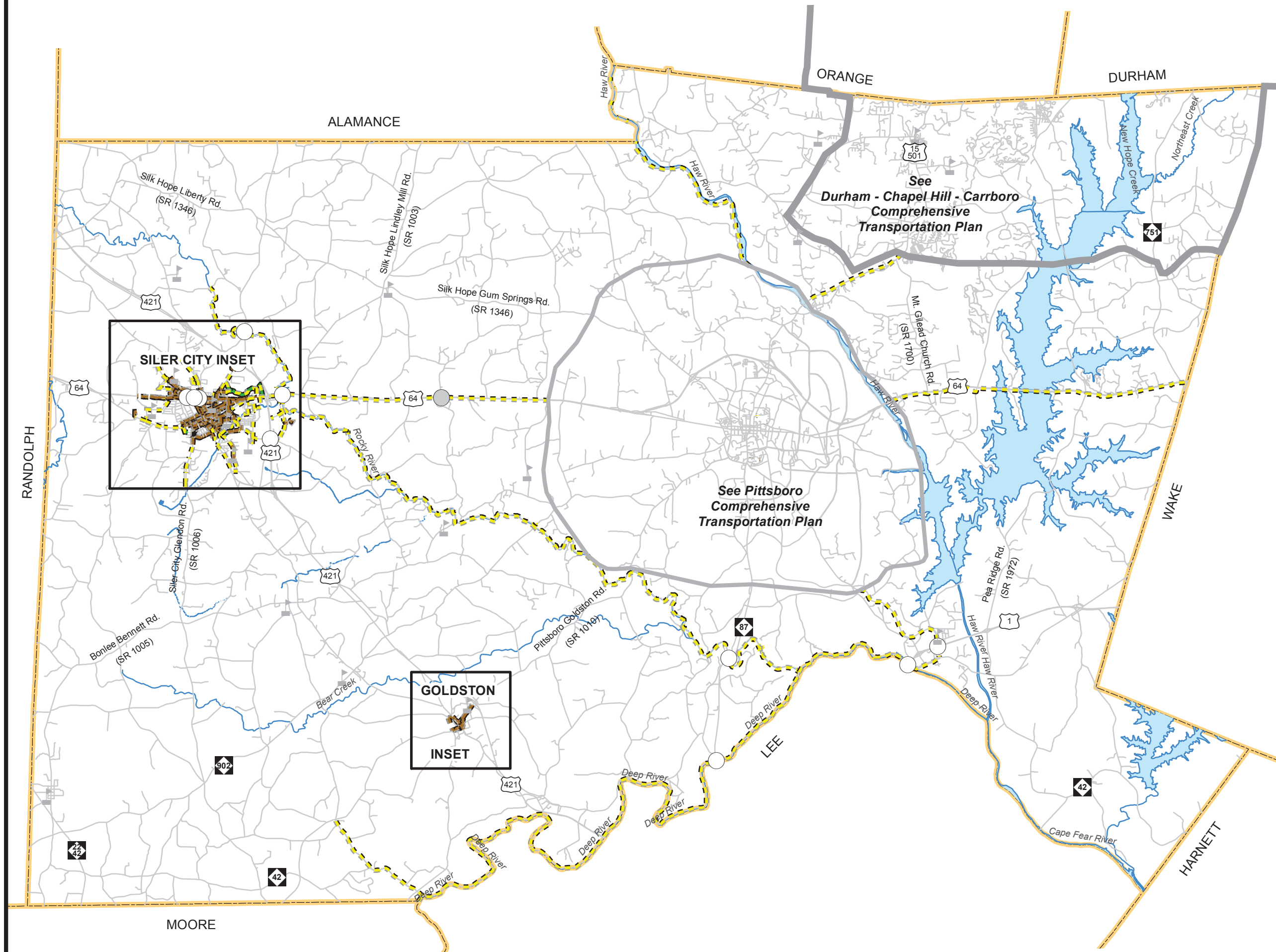
0 1 2 4 Miles

Sheet 5 of 5



Base map date:

Refer to CTP document for more details



**Pedestrian Map  
Siler City Inset**



**Chatham County**

**DRAFT**

**Comprehensive  
Transportation Plan**

Working Copy

Plan date: August 24, 2016

**Sidewalks**

- Existing
- Needs Improvement
- Recommended

**Off-road**

- Existing
- Needs Improvement
- Recommended

**Multi-Use Paths**

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation

0 0.125 0.25 0.5 Miles

Sheet 5D of 5

Base map date:  
Refer to CTP document for more details

**SILER CITY**

Siler City Snow Camp Rd.  
(SR 1004)

64

N. Chatham Ave.  
(SR 1108)

E. Third St.  
(SR 1107)

E. Raleigh St.  
(SR 2103)

W. Third St.  
(SR 1107)

Alston Bridge Rd.  
(SR 2110)



# Pedestrian Map Goldston Inset



## Chatham County **DRAFT**

### Comprehensive Transportation Plan

Working Copy

Plan date: June 27, 2016

#### Sidewalks

- Existing
- Needs Improvement
- Recommended

#### Off-road

- Existing
- Needs Improvement
- Recommended

#### Multi-Use Paths

- Existing
- Needs Improvement
- Recommended

- Existing Grade Separation
- Proposed Grade Separation

0 0.075 0.15 0.3 Miles



Base map date: August, 2012

Refer to CTP document for more details

## GOLDSTON

Bear Creek Church Rd.  
(SR 2300)

N. Main St.  
(SR 2333)

Pittsboro Goldston Rd.  
(SR 1010)

Rosemary St.

Hillcrest Rd.  
(SR 2135)

421

N. Church St.  
(SR 2306)

Goldston Glendon Rd.  
(SR 2303)

Goldston Glendon Rd.  
(SR 2303)

Roberst Chapel Rd.  
(SR 2305)





## CHATHAM COUNTY COMMISSIONERS

Jim Crawford, Chairman  
Diana Hales, Vice Chair  
Mike Cross  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Renee Paschal

P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

# Resolution of the Chatham County Board of Commissioners

## ADOPTING THE COMPREHENSIVE TRANSPORTATION PLAN FOR CHATHAM COUNTY, NORTH CAROLINA

The following resolution was offered by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and, upon being put to a vote, was carried \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WHEREAS, the Town of Siler City, Town of Goldston, Town of Pittsboro, Chatham County, Triangle Area Rural Planning Organization, and Transportation Planning Branch of the North Carolina Department of Transportation have actively worked to develop a transportation plan for Chatham County; and

WHEREAS, Chatham County and the Department of Transportation are directed by North Carolina General Statutes 136-66.2 to reach agreement for a transportation system that will serve present and anticipated volumes of traffic in and around the City and Towns; and

WHEREAS, it is recognized that the proper movement of traffic within and through Chatham County is a highly desirable element of the comprehensive plan for the orderly growth and development of the County; and

WHEREAS, Chatham County is directed by North Carolina General Statutes 136-66.2 to have a qualifying land development plan that can be a policy statement that expresses a jurisdiction's vision for the development of land within that jurisdiction;

WHEREAS, it is recognized that the vision described in the 2001 Chatham County Land Conservation and Development Plan is valid for the areas within Chatham County's planning jurisdiction, and will serve as a qualifying land development plan;

WHEREAS, after full study of the plan and the supporting documents presented, the Chatham County Commissioners feel it to be in the best interests of Chatham County to adopt a plan pursuant to General Statutes 136-66.2;

NOW THEREFORE, BE IT RESOLVED that the Chatham County Commissioners hereby adopt the portion of the Chatham County Comprehensive Transportation Plan dated August 27, 2015, that is within its planning jurisdiction and endorses the remainder of the plan. This plan

should serve as a guide in the development of the transportation system in Chatham County and the same is hereby recommended to the North Carolina Department of Transportation for its subsequent adoption.

Adopted, this the 19th day of September 2016.

---

James G. Crawford, Chairman  
Chatham County Board of Commissioners

ATTEST:

---

Lindsay K. Ray, Clerk to the Board  
Chatham County Board of Commissioners





# Chatham County, NC

## Text File

File Number: 16-1826

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** County Manager's Office

**File Type:** Agenda Item

Vote on a request to approve a contract between Chatham County and Chatham County Economic Development Corporation (EDC).

### Introduction & Background:

The EDC President and county staff have developed a contract for approval by the two entities. The purpose of the contract is to establish clear expectations between the county and EDC for the funding provided by the county. Staff consulted several models from throughout the state to develop the contract. The contract was presented and discussed at the August joint meeting between the boards. The county attorney has reviewed and made changes.

### Discussion & Analysis:

### Budgetary Impact:

### Recommendation:

Approve the contract as presented.

**NORTH CAROLINA**

**AGREEMENT**

**CHATHAM COUNTY**

**THIS AGREEMENT** (this “Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between Chatham County, a body politic and corporate of the State of North Carolina (the “County”), and the Chatham County Economic Development Corporation, a North Carolina non-profit corporation (“the EDC”);

**W I T N E S S E T H**

**WHEREAS**, the EDC, a 501(c)(3) nonprofit corporation , was created in 1997 to promote economic development within Chatham County and to provide other services incidental thereto; and

**WHEREAS**, each county in North Carolina is authorized to make appropriations for the purpose of aiding and encouraging economic development; and

**WHEREAS**, the County has determined that supporting and making appropriations to the EDC is an effective way to aid and encourage economic development in Chatham County; and

**WHEREAS**, the EDC has agreed to provide the core service and the marketing and recruitment services set out in this Agreement and to be bound by all of the terms and conditions hereof;

**NOW, THEREFORE**, for and in consideration of the premises, and the payments to be made to the EDC hereunder, and the services to be provided to and for the County, the County and the EDC agree as follows:

1. Term. The term of this Agreement commenced on the 1<sup>st</sup> day of July, 2016, and unless earlier terminated as herein provided, shall exist and continue until the 30<sup>th</sup> day of June, 2017.

2. Core Services. The EDC agrees to provide the following Core Services to promote economic developments in Chatham County:
- a. Coordinate its work with the County and municipal governments within Chatham County, as well as with regional and statewide economic development organizations, to identify and to assist in the recruitment, retention, and expansion of industrial and commercial projects;
  - b. Create and distribute printed promotional materials and Internet-based electronic information to support the EDC's efforts to promote recruitment of new companies to Chatham County and to encourage retention and expansion of companies located in Chatham County;
  - c. Maintain a countywide database of available development sites as well as commercial and industrial properties for sale or lease in order to provide its prospects prompt and accurate responses to property inquiries;
  - d. Provide semi-annual reports to the Chatham County Board of Commissioners, on or before the 31<sup>st</sup> day of December and the 30<sup>th</sup> day of June each County fiscal year. The report shall be in a format mutually agreed upon by the parties that highlights EDC goals and County goals for the current fiscal year period. The report will include any key accomplishments, any progress in efforts that support Board of Commissioner goals, and progress made towards other goals;
  - e. Coordinate with the County staff to provide information useful in positioning sites and buildings as suitably as possible;
  - f. Make persuasive presentations during prospect visits on the viability of all Chatham County properties that meet prospect criteria;

- g. Involve County and municipal representatives in presentations to prospects when appropriate;
- h. Follow-up with representatives and prospects;
- i. Work with County, municipal, and State industry representatives to develop a program to identify existing businesses in Chatham County planning to expand and work with companies to support expansion and retention efforts;
- j. Meet regularly with the Economic Development Partnership of North Carolina (EDPNC) representatives responsible for national and international recruitment;
- k. Prepare materials for prospect requests for County and municipal officials as needed;
- l. Make joint existing industry calls and coordinate with County and State programs with similar objectives as they relate to Chatham County businesses;
- m. Establish and maintain relationships and participate with the EDPNC and other regional economic groups in connection with economic development in order to hear their perspective and recommendations and to discuss projects with them that may affect Chatham County;
- n. Make a presentation to the EDPNC staff, at least once per year, updating and highlighting events and development opportunities in Chatham County;
- o. Develop and maintain relationships with other economic development allies, such as businesses that are financially contributing to Chatham County, and others who benefit from economic development activities;
- p. Coordinate with the Central Carolina Community College, Chatham County Schools, and other local education and training institutions in the area of Workforce

Development, and provide information from local businesses about the supply and quality of available labor and specific needs for improvement;

- q. Respond to referrals from participating local governments; and
- r. Continue to implement the EDC Strategic Action Plan that specifically describes the requirements and strategies necessary for achieving the most successful economic development program possible.

3. Marketing and Recruitment Services. In addition to the foregoing Core Services, the EDC shall provide Marketing and Recruitment Services to continue to implement a marketing strategy that provides for program analysis and measurement and shall make contacts to increase saturation in desired target industries by performing the following:

- a. Continue to implement and refine the EDC marketing strategy that capitalizes on opportunities for targeted advertising and the development of collateral marketing materials as available funding permits;
- b. Use targeted industry list (automotive equipment, advanced manufacturing agriculture, food and beverage processing, corporate services, healthcare, and research and development) to guide activities and expenditures;
- c. Operate and maintain a comprehensive website showcasing available County properties. Develop a new strategy to drive potential prospects to the website through search engines, existing collateral and affiliate websites, and serve website visitors with targeted content for target businesses interested in Chatham County;
- d. Capture prospect data such as contact information, reasons for relocating, special interests, and company statistics;
- e. Promote existing enterprise and small business development by providing direct assistance, and through the Central Carolina Community College Small Business



- Center, by providing advice on business plans for aspiring business owners, and by referrals to the staffs of impacted municipalities responsible for small businesses;
- f. Promote the local creative class by supporting the Chatham Arts Council and its program of work;
  - g. Develop new businesses by using a targeted industry list, and make regular economic development business contacts. Contacts will be generated through the EDC's participation in the EDPNC and the Research Triangle Regional Partnership sponsored business recruitment trips/site consultant visits, and site consultant events when possible;
  - h. Assist new and developing businesses when possible with regard to their obtaining financing and making businesses, large and small, aware of all applicable incentive programs available from the County, municipalities, and the State;
  - i. Market existing industrial and office buildings located within business districts and municipal areas and major development sites and business parks, and use any applicable individualized plans developed by the municipalities as guidelines for redevelopment; and
  - j. Continue the comprehensive marketing efforts as outlined in the CAM Marketing Plan to attract and secure a large industrial manufacturer to the Chatham-Siler City Advanced Manufacturing Site (CAM) Site.
4. Relationship of Parties. The County and the EDC agree that the EDC is an independent contractor and shall not represent itself as an officer, agent, or employee of the County for any purpose. The EDC has, or will secure at its own expense, all personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the County. The EDC agrees that all personnel engaged in work under this Agreement shall be fully qualified and shall be authorized or permitted under

State and local law to perform the services under this Agreement. The EDC further agrees that it will obey all State and Federal statutes, rules and regulations, which are applicable to provisions of the services called for herein.

5. Materials. EDC agrees that all publications, materials, computer databases, site, and building inventories, or other information or materials produced as part of its program, excluding information of a confidential nature, regarding real estate and business identities, including custom photography, may be used by the County or municipalities without additional compensation to EDC.
6. Office Space. The County shall provide the EDC office space and utilities in the County's Performance Building located at 964 East Street, Pittsboro, NC 27312 as an in-kind contribution during the term of this Agreement.
7. Payment. For and in consideration of the economic development services to be provided by the EDC under this Agreement, the County agrees to appropriate and pay to the EDC the sum of Three Hundred Fifteen Thousand Four Hundred Eighty-Four dollars (\$315,484) to be remitted in four (4) equal installments, the first two (2) of which shall be due and payable on or before the execution of this Agreement, the third of which shall be due and payable on January 2, 2017, and the fourth of which shall be due and payable on April 1, 2017. The EDC acknowledges that the use of County funds is limited to efforts to advance economic development in Chatham County.
8. Financial Record Keeping. EDC, at EDC's sole expense, will account to the satisfaction of the County's Finance Director for all funds received from the County under this Agreement and all expenditures made with such funds.

Such accounting will be in a form prescribed by the County's Finance Director, and will include a report of all funds (including the management letter, if issued) prepared by a person or firm approved by the Finance Director (except that any Certified Public Accountant or any Certified Public Accounting firm licensed to practice in North Carolina will be deemed

approved by the Finance Director). The EDC shall also provide the Finance Director with an annual financial statement on or before November 15. The financial statement will be in the form of an Independent Accountant's Review Report (the "Review Report") summarizing the financial position of the EDC in a format approved by the County's Finance Director. Furthermore, the EDC agrees that the Review is a public record and will make it available to the public upon request. The EDC will provide such other information, records, or documentation as the Finance Director may request. Non-compliance with this section will be deemed a material breach of this Agreement.

EDC will submit the management letter and annual financial statements to:

CHATHAM COUNTY  
ATTN: FINANCE DIRECTOR  
P.O. BOX 1809  
PITTSBORO, NC 27312

Additionally, the EDC will allow the County's Finance Director access to the records and information required hereunder and will facilitate a review of the accounting and program operations as may be required. The County will have the right to do site visits within one (1) week of a request to do so.

The EDC shall retain financial and program records during the term of this Agreement, and for a minimum period of three (3) years following the expiration or earlier termination of this Agreement.

9. Default. A party shall be in default under this Agreement if it shall fail to comply with any term, provision, or covenant of this Agreement applicable to it, and shall not cure such failure within thirty (30) days after written notice thereof to the defaulting party; provided, however, that if the default is of such a nature that it cannot reasonably be cured within such thirty (30) days, then the defaulting party shall not be deemed to be in default if such party begins to cure such default within such thirty (30) days cure period and thereafter diligently and in good faith pursues the same until completion, provided such cure does not take longer than

sixty (60) days. If the default is not remedied within the applicable cure period the non-defaulting party may terminate this Agreement at any time thereafter.

10. Notice. All notices or other communications required or permitted by this Agreement will be in writing and delivered via personal delivery, a recognized national overnight delivery service, or by certified mail, return receipt requested, to the following addresses:

COUNTY: CHATHAM COUNTY  
ATTN: COUNTY MANAGER  
P.O. BOX 1809  
PITTSBORO, NC 27312

EDC:  
CHATHAM ECONOMIC DEVELOPMENT CORPORATION  
ATTN: PRESIDENT  
P.O. BOX 1627  
PITTSBORO, NC 27312

11. Insurance and Liability. The EDC agrees to procure and maintain in full force and effect during the term of this Agreement, at its own cost, the following coverage:

- (a) Worker's compensation insurance as required by the State of North Carolina.
- (b) Automobile liability insurance with one million dollars (\$1,000,000) combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000) for any occurrence.
- (c) Professional Errors and Omissions (malpractice) liability insurance with limits of one million dollars (\$1,000,000) per occurrence or per claim.
- (d) Business Owners insurance with two million dollars (\$2,000,000) per occurrence or per claim.

The EDC shall procure and maintain, and shall cause any subcontractors of the EDC to procure and maintain, the minimum insurance coverage listed herein. The EDC insurance policies required in 11 (b), (c), and (d) shall name the County as an additional insured. Such coverage shall be procured and maintained with forms and insurers reasonably acceptable to the County. All coverage shall be continuously maintained to cover liabilities, claims, demands and other obligation assumed by the EDC. In the case of a claims made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

A Certificate of Insurance shall be completed by the EDC's insurance agent(s) and provided to the County as evidence that the EDC's policies provide the required coverage, conditions, and minimum limits set forth herein. The insurance policies shall require that the County be provided not less than thirty (30) days written notice prior to a reduction in coverage, or any other material change in any policy or prior to a policy's being cancelled or terminated.

The County reserves the right to request and receive a certified copy of any policy and any endorsements thereto. The EDC agrees to execute any and all documents as are reasonably necessary to allow the County access to any and all insurance policies and endorsements pertaining to this Agreement.

The parties thereto understand and agree that County, its officers and its employees, notwithstanding the insurance coverage required hereunder, are relying on and do not waive or intend to waive any provision of the Agreement, or any other rights, immunities and protections or other defenses available to the County, its officers or its employees.

12. Indemnification. The EDC shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the County from and against any and all claims, liabilities, losses, damages, costs, or expenses, including without limitation reasonable attorney's fees, awards, fines, or judgments related in any way to an act or omission of the EDC.

13. Intellectual Property. If any claim based upon alleged infringement of rights of any patent, copyright, trademark, or trade name is asserted against the County by virtue of any act, omission, or the purchase of any goods or services, by the EDC the EDC shall indemnify and hold the



County harmless from all claims, demands, and legal obligations against the County related to such infringement.

14. Strict Compliance. The County may at any time insist upon strict compliance with the terms and conditions of this Agreement despite any previous course of dealing or course of performance, between the parties that may have been contrary to the terms of this Agreement.

15. Severability. In the event that any provision herein is deemed invalid or unenforceable, the other provisions will remain in full force and effect, and binding on both parties.

16. Survival. All obligations arising prior to the expiration or earlier termination of this Agreement, and all provisions of this Agreement allocating responsibility or liability between the County and the EDC shall survive the completion of the services and the expiration or earlier termination of the Agreement.

17. Governing Law. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement, is governed by the laws of the State of North Carolina. The parties agree and submit, for matters concerning this Agreement, to the exclusive jurisdiction of the General Courts of Justice of North Carolina. In addition, the parties agree that the exclusive venue for any legal proceeding will be Chatham County, North Carolina.

18. Assignment. No assignment of this Agreement or any of the rights, benefits or duties under this Agreement, is permitted except by the written agreement of both parties.

19. Entire Agreement. This Agreement represents the entire understanding and agreement between the parties. This Agreement supersedes all prior agreements, whether written or oral, that may exist between the parties. In addition, no subsequent amendment or modification to this Agreement or waiver of any provisions will be effective unless in writing and signed by both parties.

20. Public Records Requests. All requests made to the EDC for information shall be treated as a public record request and routed to the County Clerk to the Board, who will route the request to the County Attorney. The County Attorney will review the request for information disclosure to determine if disclosure is required based on North Carolina law.

**IN WITNESS WHEREOF**, the parties have expressed their agreement to these terms by causing this Agreement to be executed by their duly authorized officers or agents. This Agreement is effective as of the date first written above.

**CHATHAM COUNTY**

**ATTEST:**

\_\_\_\_\_  
James G. Crawford, Chair  
Chatham County Board of Commissioners

\_\_\_\_\_  
Lindsay K. Ray, Clerk  
Chatham County Board of Commissioners

**CHATHAM COUNTY**  
**ECONOMIC DEVELOPMENT CORP.**

**ATTEST:**

\_\_\_\_\_  
By: Kyle Touchstone

\_\_\_\_\_  
By: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

**PREAUDIT CERTIFICATE**

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Vicki McConnell, Finance Director



# Chatham County, NC

## Text File

**File Number: 16-1854**

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Work Session

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Closed session to discuss matters relating to property acquisition, economic development and attorney-client privilege.



# Chatham County, NC

## Text File

**File Number: 16-1857**

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Minutes

Vote on a request to approve the August 9, 2016 Joint Meeting minutes and the August 15, 2016 Work and Regular Session Minutes.



# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

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Tuesday, August 9, 2016

6:00 PM

Horton Middle School Multipurpose Room

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#### **CALL TO ORDER**

*Present from the Economic Development Corporation Board of Directors: Chair Chris Ehrenfeld, President Kyle Touchstone, Dan Sundberg, Drew Weniger, Greg Lewis, Mayor Cindy Perry, Mayor John Grimes, Linda Harris, and Twig Wood.*

*Chair Ehrenfeld welcomed everyone in attendance.*

**Present:** 5 - Chairman Jim Crawford, Vice Chair Diana Hales, Commissioner Mike Cross, Commissioner Karen Howard and Commissioner Walter Petty

#### **BOARD PRIORITIES**

##### **16-1806**

Receive update on the Chatham - Siler City Advanced Manufacturing Site.

**Attachments:** [EDC Joint Workshop Presentation.pptx](#)

*Mr. Touchstone gave a presentation with an update on the Chatham Siler City Advanced Manufacturing Site. (Presentation attached)*

*Commissioner Howard asked if the Golden Leaf money is available to more than one applicant. Mr. Touchstone stated the twenty-five million dollars would be split up over the three year period. There is sixteen million dollars available for the first year round of funding. More than one applicant can be approved. If the County is not approved in the first round it can apply again for the second and third rounds.*

*Mr. Sundberg asked how the Golden Leaf money could be used. Mr. Touchstone stated it can only be used for public infrastructure.*

##### **16-1807**

Discuss the Chatham County - Chatham Economic Development Corporation contract.

**Attachments:** [Third Draft Joint Workshop Draft 8-4-16.pptx](#)  
[Chatham County Contract Draft 7 26 16.docx](#)

*County Manager Renee Paschal and Mr. Touchstone presented a presentation on the contract. (Presentation attached)*

*Commissioner Hales asked how the EDC is linked to the Department of Commerce with the building database. Mr. Touchstone stated the EDC inputs the buildings with the State Department of Commerce. The EDC has access to the database through its website. The State is currently in discussions about a new, more sophisticated*



database that is GIS based. Mr. Touchstone has provided feedback to the State.

Commissioner Petty asked if there was another contract they used as a guide. Mr. Touchstone stated they worked with the County's Policy Analyst to come up with the contract but they had several examples.

#### 16-1808

Discuss changes to the Chatham Economic Development Corporation Bylaws.

**Attachments:**     [EDC Joint Workshop Presentation.pptx](#)  
                                 [BYLAWS - FINAL - Amended 5-10-16.pdf](#)

Chair Ehrenfeld asked Larry Hicks to give a brief history of the Chatham Economic Development Corporation. Mr. Hicks served on the EDC Board for eight years.

Mr. Touchstone gave a presentation on the bylaws. (Presentation attached)

Mr. Touchstone stated the recommendation is to form a work group to revise the EDC bylaws and bring them back to both boards for their input. After a legal review it would need a two thirds vote for adoption.

Chair Ehrenfeld stated the goal is to move through this process as quickly as possible.

Commissioner Cross asked what the necessity is to have two commissioners on the EDC Board.

Chair Ehrenfeld stated the two commissioners currently serving serve in an ex-officio capacity. He has had recommendations that the commissioners not serve on the board and instead have County staff serve. He believes the biggest issue is figuring out the nomination process. The nomination process has been done differently every time and has not followed what is stated in the bylaws.

Commissioner Cross stated the EDC Board should be apolitical and having commissioners on the board even as ex-officios, in his opinion does not give that appearance, especially if you have two members who happen to be from opposite parties. He would recommend removing the commissioners from the board.

Commissioner Hales asked if Commissioner Cross would feel the same way about the town mayors. Commissioner Cross stated he would not because they are not appointed members and can appoint someone in their place.

Chair Ehrenfeld stated they have discussed having the Town Manager instead of the mayor.

Commissioner Howard disagrees with Commissioner Cross. This particular board has gotten compliments on its ability to be apolitical. She believes the commissioners serve in a liaison role.

Commissioner Hales stated the EDC Board has started the selection process of finding candidates. Chair Ehrenfeld stated there are five positions up for reappointment and three new positions available. Commissioner Hales stated if the appointments are done by the Board of Commissioners those appointments should be done after an election cycle. Chair Ehrenfeld stated they do need to decide when they want the appointments to run. His personal opinion is that the person should be

*seated in the odd year between elections because newly elected commissioners are not familiar with what the EDC does. They would be able to make better recommendations after having served as a commissioner for a year.*

*Chair Ehrenfeld stated that whatever the EDC Board comes up with will be passed by the EDC Board first and will then be presented to the Board of Commissioners and the Commissioners will be asked to adopt the new bylaws.*

*Mr. Touchstone stated the commissioners have done a nice job of providing a diverse board. However, he also thinks there is room for some services and industries that are not represented.*

*Commissioner Petty stated he enjoys being a part of the EDC and the meetings, however he does not feel a need to be at the table. He suggested surveying other EDC's to find out how they staff their boards. He had a question as to what is the right number of board members. Commissioner Petty believes appointing the commissioners a year following an election is a good idea. He also believes the remaining members of the EDC needs to be decided by the EDC because they know who needs to be represented.*

*Mr. Sundberg stated he enjoyed having the commissioners on the Board and he would also like to have representatives from the towns.*

*Chair Ehrenfeld stated they would like to recommend a work group to include the County Manager, Mr. Touchstone, the Chair and Vice Chair of the EDC, and the Chair and Vice Chair of the Board of Commissioners.*

## **ADJOURNMENT**



# Chatham County, NC

## Meeting Minutes

### Board of Commissioners

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Monday, August 15, 2016

6:00 PM

Chatham Central High School Auditorium

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#### Work Session - 2:00 PM - Chatham Central High School Auditorium

**Present:** 5 - Chairman Jim Crawford, Vice Chair Diana Hales, Commissioner Mike Cross, Commissioner Karen Howard and Commissioner Walter Petty

#### **PUBLIC INPUT SESSION**

*No one signed up to speak.*

#### **BOARD PRIORITIES**

##### 16-1814

Presentation by Jennie Kristiansen, DSS Director on Community Child Protection Team (CCPT) Annual Report

**Attachments:** [CCPT Annual Report 2016](#)  
[Powerpoint Presentation CCPT Annual Report 2016](#)

*Jennie Kristiansen, Director of Social Services, gave a PowerPoint Presentation to the Board. (Presentation attached)*

*Kayley Taber, Managing Assistant District Attorney for Chatham County, was also present to support Ms. Kristiansen.*

*Vice Chair Hales asked about opioid use. Ms. Taber stated youth do have opioid addictions and they often end up in the criminal justice system.*

*Ms. Kristiansen stated the statistics in the presentation are based on the cases reviewed by the team, not a summary of all the cases in the county.*

*Ms. Taber stated most of her child victims are not able to pay for good mental health services. She believes children's mental health in the county can be improved.*

**This Agenda Item was received and filed**

##### 16-1811

Vote on a request to accept the StormReady Certification for Chatham County

*Nick Petro, Warning Coordination Meteorologist with the National Weather Service, presented the StormReady Certification to the Janet Scott, Director of Emergency*

*Operations.*

**A motion was made by Commissioner Petty, seconded by Commissioner Howard, to accept the StormReady Certification. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

#### [16-1819](#)

#### FY 2016-2017 Budget Critique

**Attachments:** [BudgetCalendar](#)  
[Heads Up](#)  
[All trends](#)  
[Financial Indicators](#)  
[Presentation on Progress on Current Year Goals](#)

*Lisa West, Budget Analyst, addressed the Board.*

*Ms. West asked for feedback about the retreat. Commissioner Howard stated she liked the format of the retreat.*

*Vice Chair Hales stated she liked the survey and she appreciates the Heads Up document. She does feel like it was an awful lot of information. Commissioner Howard suggested the Board may not need to go through all of the trends every year. Commissioner Petty appreciated all of the information and felt it was a good budget year. Chairman Crawford stated he likes the trends. He also liked having a facilitator.*

*Vice Chair Hales stated it might be a good idea to look at mental health this year at the retreat.*

*Ms. West asked if the Recommended Budget and CIP documents were effective. Chairman Crawford stated he believes the Board is pleased with the documents.*

*Ms. West asked if there were any comments on the budget calendar process. The Board agreed it is happy with the process.*

#### [16-1786](#)

#### Vote on Proposed Legislative Goals to Submit to the NC Association of County Commissioners

**Attachments:** [POSSIBLE LEGISLATIVE GOALS FOR SUBMISSION FINAL.pdf](#)

*Debra Henzey, Community Relations Director, addressed the Board. She suggested the Board find five or six goals to submit.*

*Chairman Crawford stated he feels the Jordan Lake Rules, broadband and mental health services are good goals.*

*Commissioner Howard asked if any other counties have similar goals. Ms. Henzey stated most counties don't go through this formal process; however the Town of Cary and Durham County do have interest in Jordan Lake. There will also be other counties interested in rural broadband.*

*Commissioner Cross suggested submitting all the goals instead of picking just three.*

*The Board discussed sending all of the goals to the North Carolina Association of County Commissioners and sending the first three goals on the list to the local Legislative Delegation.*

**A motion was made by Commissioner Howard, seconded by Vice Chair Hales, to send all of the goals to the NCACC and send the first three goals to the local Legislative Delegation. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

## **CLOSED SESSION**

[16-1817](#)

Closed Session to discuss matters relating to economic development, property acquisition, personnel and attorney/client privilege.

**A motion was made by Commissioner Howard, seconded by Vice Chair Hales, to approve going out of the Work Session and convening in Closed Session to discuss matters relating to economic development, personnel, property acquisition and attorney-client privilege. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

## **ADJOURNMENT**

### **End of Work Session**

**Regular Session - 6:00 PM - Chatham Central High School Auditorium**

## **INVOCATION and PLEDGE OF ALLEGIANCE**

*Commissioner Cross delivered the invocation after which the Chairman invited everyone present to stand and recite the Pledge of Allegiance.*

## **CALL TO ORDER**

*Chairman Crawford welcomed those in attendance and called the meeting to order at 6:05 PM.*

## **APPROVAL OF AGENDA and CONSENT AGENDA**

*Chairman Crawford stated Item 16-1760 will be removed from the agenda.*

*A Board discussion of changes to the Table of Permitted Uses will be added at the end of the agenda.*

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that the Agenda and Consent Agenda be approved as amended. The motion carried by the following vote:**



**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1809](#)

Vote on a request to approve the July 18, 2016 Work and Regular Session minutes.

**Attachments:** [Draft Minutes 07.18.2016.pdf](#)

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1792](#)

Vote on a request to adopt the proposed Northeast High School Project Ordinance

**Attachments:** [Project Ordinance Northeast High School](#)

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Ordinance, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1810](#)

Vote on a request to adopt the proposed Northeast Elementary School Project Ordinance

**Attachments:** [Project Ordinance Northeast Elementary School](#)

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Ordinance, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1793](#)

Vote on a request to approve recommendations for grants to recreation agencies.

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1815](#)

Vote on a request to approve an Interlocal Agreement with the Town of Goldston.

**Attachments:** [Goldston Mobile Home Ordinance and Interlocal Agreement.pdf](#)

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross,**

that this Contract, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

[16-1823](#)

Vote on a request to approve the FirstHealth Amendment to the EMS Agreement

**Attachments:** [Signed 3rd FH Amendment](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Contract, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

[16-1796](#)

Vote on a Request to Approve lowest bidder for Construction of Single Stream Recycling.

**Attachments:** [Chatham Recycling Station - Certified Bid Summary](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Agenda Item be approved. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

[16-1798](#)

Vote on a request to approve a competitive bid exemption for the purchase of Taser products under N.C.G.S. 143-129(e)(6).

**Attachments:** [NCGS 143-129-e-6](#)  
[Sole Source Letter - NC-TASER](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Agenda Item be approved. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

[16-1797](#)

Vote on a request to waive the competitive bid process, and award the piggyback bid for the purchase of one (1) new model VHD64B200 Volvo refuse truck for the Chatham County Solid Waste & Recycling Department from Advantage Truck Center in the amount of \$158,045.84.

**Attachments:** [BurkeCounty-BidTab-VolvoTruck](#)  
[BurkeCoSpec](#)  
[Burke County-2016 02 16 BOC Agenda Action Report](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Agenda Item be approved. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

[16-1816](#)

Vote on a request to adopt a Resolution for the Rejection of Surplus Property Offered by the Board of Education.

**Attachments:**     [rejection of BOE surplus property.doc](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that Resolution #2016-28 for the Rejection of Surplus Property Offered by the Board of Education, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1802](#)

Vote on a request to adopt a Resolution Proclaiming September 2016 as Senior Center Month.

**Attachments:**     [SeniorCenterMonth2016.doc](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that Resolution #2016-29 Proclaiming September 2016 as Senior Center Month, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1824](#)

Vote on a request to adopt a Resolution Expressing Support for the Designation of the Week of September 11-17, 2016 as Arts in Education Week.

**Attachments:**     [Arts in Education Week Resolution.doc](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that Resolution #2016-30 Expressing Support for the Designation of the Week of September 11-17, 2016 as Arts in Education Week, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1805](#)

Vote on a request to approve the Tax Releases and Refunds.

**Attachments:**     [July 2016 Corrected Receipts Report](#)  
                              [July 2016 NCVTS Pending Refund Report](#)

A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that the Tax Releases and Refunds, attached hereto and by reference made a part hereof, be approved. The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

16-1812

Vote on a request to accept a total of \$60,000 from Duke Energy and amend the budget for the purchase of a boat and laptops for the Emergency Operations Center

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

16-1818

Vote on a request to change the special meeting including the presentation of the Capital Improvements Program date from November 7, 2016 to November 14, 2016.

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Agenda Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

### **End of Consent Agenda**

## **PUBLIC HEARINGS**

16-1800

A legislative public hearing request from the Chatham County Alcoholic Beverage Control Board for a Rezoning of Parcels No. 11503 being all of 1.57 acres and No. 11505 being all of 1.46 acres totally 3.03 acres, located at the corner of Moncure Pittsboro Rd. and the US 1 off ramp, from R-5 and R-1 Residential zoning to NB Neighborhood Business.

**Attachments:**     [More Information from Planning Department Website](#)

*Angela Birchett, Zoning Administrator, reviewed the specifics of the request.*

*Patrick Bradshaw, attorney for the applicant, addressed the Board.*

*Walter Harris, Chairman of the ABC Board, addressed the Board.*

*The Chairman opened the public hearing.*

*No one signed up to speak.*

*The Chairman closed the public hearing.*

**This Agenda Item was referred to the Planning Board.**

16-1801

A quasi-judicial public hearing request from Robert Kapp for a Conditional Use Permit revision at American Self Storage located at 30 Mt. Gilead Church Rd., Parcel No. 17454, to remove three existing structures currently used for boat and RV storage to be replaced with two bi-level, climate controlled self-storage mini storage units.

**Attachments:**     [More Information from Planning Department Website](#)

*Angela Birchett reviewed the specifics of the request. Ms. Birchett showed on the map the buildings that are to be removed. She also showed the proposed site plan with the two bi-level, climate controlled self-storage buildings. When coming from the west headed east it will look like a one story building. When coming from the east headed west one will see the taller side of the buildings where the main access will be. Because this is a Conditional Use Permit revision they are not creating any more impervious surface. They went before the Appearance Commission which suggested some updating of the landscaping and the screening of the property. Mr. Kapp and Mr. Blakely are present for a presentation.*

*Taylor Blakley and Robert Kapp addressed the Board. They stated the proposal before the Board is removal of three structures and the installation of two new bi-level buildings. They are also installing a new fence system along Mt. Gilead Church Road and Hwy 64. The chain link fence will be removed and iron fence will be installed. They held a neighborhood meeting with surrounding property owners. The gentleman across Hwy 64 came as well as the people to the east that run the boat storage facility. One or two residential property owners also attended. One has some drainage issues and they told them they would work with them to try to resolve those issues. There is a stream going through the eastern part of the property and it is a buffered stream. The stream flows through one of the residential lots but they will work together on that issue.*

*Vice Chair Hales asked which way the stream is flowing. Mr. Kapp stated it flows under Highway 64. They are not changing the impervious area.*

*Vice Chair Hales asked about the buildings being bi-level. Mr. Kapp stated there is about a six feet change in elevation and it will be almost like a basement. There are not many external doors. It is internally accessed.*

*Vice Chair Hales asked about boat and RV storage. Mr. Kapp stated there would be very few spaces.*

*Vice Chair Hales asked how many RV and boat storage spaces they are removing. Mr. Kapp stated 52.*

*Commissioner Howard had a question about septic. Mr. Kapp stated the Appearance Commission was concerned what would happen when the trees were removed. The landscaping will be put back to the Appearance Commission's requirement or greater.*

*The Chairman opened the hearing.*

*No one signed up to speak.*

*The Chairman closed the hearing.*

**This Agenda Item was referred to the Planning Board.**

[16-1760](#)

Hold a public hearing to receive public comment on a proposed one-time incentive for a planned hotel in the Russet Run development of Pittsboro.



Attachments:     [Chatham County Incentive Policy](#)  
[Hotel Incentive Presentation Draft 8.5.16.pptx](#)

*This item was postponed.*

## **PUBLIC INPUT SESSION**

*Denise Dunn lives in Bear Creek. She asked the commissioners to pause zoning the unzoned parts of the county. She has heard the commissioners say they have been working on this for two years. The planning department told her the commissioners had been presented with other options that were turned down. She thought some community meetings would have been held. She has heard this is interim zoning but she does not see that. She asked the Board to wait until they see the Comprehensive Plan. If they have been working on it for two years why can't they wait six more months?*

*Mark Stinson believes in the option mentioned in the minority report. He believes a lot of people could get behind that option. They never said they were against zoning. They are against blanket zoning. People in his part of the county do not feel like they have been represented. This should not be a north Chatham or south Chatham issue. It should not be a political issue. It should be an issue to unite the county with options that work for everybody. He feels R1 would be appropriate where there is more density. If they had heard from the community they would not be getting this kind of resistance. This has probably been the most divisive thing he has seen in this county.*

*Jay Bakay held up guidelines for the Planning Department from the State of North Carolina. He held up guidelines for the commissioners to follow. He feels the commissioners are not following the guidelines. He does not support zoning.*

*Vickie Russell believes there are a lot of violations going on and she he wants to know why the commissioners are in a hurry. Why not let the people vote? If a commissioner has a personal interest in zoning they need to excuse themselves from the Board.*

*Laurie Bakay is not against zoning but there should be appropriate zoning in appropriate areas. She doesn't understand what the rush is. She wants to know why their opinions had no value. Companies will have a better opportunity to make money with the zoning.*

*Deborah Sparma moved here a year and a half ago. She loves the unzoned areas. She lives on three acres and she enjoys going to farms in her area. She believes no community input has been gathered in the last two years so how do people know their input will be considered with the comprehensive plan?*

*Marian Norton believes R1 is not fair to the businesses. It is not fair to people who work from home.*

*Bruce Davis lives on 16 acres with his wife. They support county-wide zoning. It will apply to their land and they support that change. Current agriculture land will not be affected. The businesses in these areas will continue to operate.*

*Peyton Holland thanked the Board for having the meeting in Chatham Central. He believes citizens feel like their voice doesn't matter. They want input into what their community looks like. Open Use Zoning is another option that would work. That*

would require them to get out and hear from the community. He always knew he could trust his neighbor growing up in Chatham County and he would like the Board to try to establish the trust back with the citizens.

Wesley Seawell believes the Planning Board is stacked to support zoning. People left angry after the last meeting. In the western part of the county they like their freedom. They want the Board to meet them half way with open use zoning.

Cindy Dameron wants the commissioners to go back and read their oath of office. Where in the oath does it say I will do what I want and not what the majority has asked of me. The commissioners posted the minority report from the Planning Board but did not post the original recommendation from the Planning Board not to zone the unzoned areas of the county. She is disappointed in all the commissioners for ignoring the minority and pursuing their own agendas.

Martha Girolami supports zoning the whole county. Zoning will allow the county to keep out or limit land use practices that will harm the county's air and water quality, scenic beauty and property values. Zoning will protect from bad neighbors. She encourages the Board to do more than just zone the areas R1 and R5 but that is a start.

Walt Lewis requested to have his item moved to the September meeting.

Mary Blondy lives in northern Chatham County in an area that borders Army Corps of Engineer land. Her homeowners association is asking that there be a new category called Watershed Protection District.

Nick Robinson is an attorney representing General Shale, Inc. and General Shale Brick, Inc. The Planning Board unanimously agreed to approve a re-zoning process with no fee to the business owner and the same process that was previously used in 2009. He requests if the Board decides to vote for county-wide zoning to also adopt a motion to allow existing businesses re-zoning as recommended by the Planning Board.

Sharon Garbutt supports county-wide zoning. All the counties around Chatham are zoned. Chatham has become the target for heavy industrial businesses. She believes they should start holding community meetings immediately after passing zoning.

Carl Pasoreck moved to Chatham County in June from New Jersey where he saw a lot of poor planning. He cautioned the commissioners and does not believe R1 is a good zoning option.

## **BOARD PRIORITIES**

### **16-1713**

Vote on a request to approve Chatham County Board of Commissioners to apply R-1 and R-5 Residential zoning to approximately 388 square miles of the county that are currently unzoned.

**Attachments:**     [More Information from Planning Department Website](#)  
[Zoning Unzoned Areas BOC 8-15-16](#)  
[Chatham County Planning Board Recommends Approval of the Countywide Zoning Initiative.pdf](#)  
[Minority Report1.pdf](#)

*Jason Sullivan, Planning Director, presented a PowerPoint presentation.  
(Presentation attached)*

*A member of the audience, Mr. Devito, asked how the county evaluates farm activity. What documentation would be required? Mr. Sullivan stated the bona fide farm exemption comes from the General Statute requirements. It is a statewide standard. The County can evaluate what a person says they are doing on their property and make a decision internally about whether or not it is a farm. There are also several documents that can be provided to substantiate whether or not a farm operation is occurring. Mr. Sullivan referenced Section Three of the Zoning Ordinance. They do not regulate farm animals through zoning.*

*Brian Bock, Planning Board Member, read the minority report. (Report attached). Mr. Bock asked the clerk to change 388 acres to 388 square miles in the minority report.*

*Dr. George Lucier, Chair of the Planning Board, presented the majority report.  
(Report attached)*

*Vice Chair Hales made a motion to apply R1 and R5 to 388 square miles in the county that are currently unzoned and apply R5 to the Army Corps land. Commissioner Howard seconded the motion.*

*Discussion followed.*

*Commissioner Petty stated he has lived here his whole life and has generational history here. He knows his neighbors. A lot of them are family. The Board heard from hundreds of people and he hasn't heard one issue that could not have been addressed with a compromise. He doesn't understand why they would vote for something so many people are against. People are not against zoning. They are not satisfied with the process that has been used to this point. He believes this zoning will hinder entrepreneurial development. He believes the Board should wait until the Comprehensive Land Use Plan is approved.*

*Vice Chair Hales stated there have been passionate speakers on the issue and some stated their property rights would be taken away and their property values would be affected. Those are false claims. Zoning is the primary land use planning tool available to local governments. Some are afraid farm operations will be jeopardized. That is also false. State law says local zoning regulations cannot be applied to agricultural activities. She stated all the counties surrounding Chatham County are zoned. What one does on their property impacts their neighbors and their rights to enjoy their property. Property rights are reciprocal. Chatham is vulnerable to every commercial or industrial use that is not going to be allowed in surrounding counties. Being unzoned is an economic liability.*

*Commissioner Cross would like to see the process slowed down and have community meetings.*

*Commissioner Howard believes that zoning is the best option. She supports the R1 and R5 recommendation.*

*Commissioner Petty wants to know how long it would take to implement open use zoning if they don't continue with zoning all the unzoned areas of the county. Mr. Sullivan stated it would take a little over a year. Commissioner Petty asked how long it would take zoning the entire county to be effective. Mr. Sullivan stated it is effective upon adoption.*

*Chairman Crawford stated the Comprehensive Land Use Plan is the ultimate solution. He is happy with the turnout at this meeting and at many others. He feels the megasite is the most important reason for this zoning. He doesn't think anyone on the Board has anything to gain materially from zoning the county.*

*Mr. Bakay stated from the audience that the Board is supposed to have one representative from each district on the Planning Board. He stated this Board has not done that. Chairman Crawford stated they would have to ask Commissioner Petty why they don't have someone from his district. Commissioner Petty stated each commissioner had the opportunity to put someone on the Planning Board. Even though the people he chose were not from his district he knows they represented the district.*

**A motion was made by Vice Chair Hales, seconded by Commissioner Howard, to adopt an Ordinance Amending the Zoning Ordinance to apply R1 and R5 to 388 square miles in the county that are currently unzoned and apply R5 to the Army Corps land. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

**A motion was made by Vice Chair Hales, seconded by Commissioner Howard, that Resolution #2016-31 Adopting a Consistency Statement for the Approval of Zoning in Unzoned Areas of the County, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

*Chairman Crawford stated the process of re-zoning existing businesses is going to take some time. He believes there is consensus on the Board to follow the Planning Board's recommendation of grandfathering those businesses and that no fee be attached. Mr. Sullivan stated the Planning Board's recommendation is to look at the existing businesses, consider for the appropriate zoning, allow for the rezoning with no fee and follow the same process from 2009. He told the Board it can wait and reconsider this at a later date to give time to inventory the businesses. Staff can look at the inventory of businesses and bring it back to the Board to decide if it wants to move forward at that point.*

*Commissioner Petty asked if a business makes a request to be rezoned does it have to be approved by the Board of Commissioners or the Planning Board. Mr. Sullivan stated if an individual property owner wants to start the process then they will have to apply and pay the fee. It will go through a formal public hearing process. If Staff takes an inventory of the businesses and brings it back to the Board and it wants to continue with rezoning the properties there is no application or fee but they will have to go through a formal approval process. There will be a public hearing, notices will have to go to adjoining property owners then Planning Board review. Commissioner Petty asked if they would be done as a group or as individual businesses. Mr. Sullivan stated each individual business will be handled as a separate zoning but the Board can do the bulk of them as a group.*

*Commissioner Petty asked why the Board would not start the process tonight. Mr.*

*Sullivan stated the Board may want to consider a couple of things. Staff is going to do the evaluation of the businesses and determine whether or not they are consistent. Occurring at the same time is the work on the Comprehensive Land Use Plan. If the Board starts the process and wants to offer all the businesses the option to rezone to match their use then there is going to be the expectation moving forward that the Board will approve it. The rezonings won't be completed by the time the Comprehensive Land Use Plan is adopted in April of 2017. The plan may have recommendations that are inconsistent with rezoning all these businesses to match the use.*

*Commissioner Petty stated the Board will in fact be choosing those businesses that will be allowed to rezone. Just because they make a request to be rezoned doesn't mean they will get rezoned. Mr. Sullivan stated that is correct. Commissioner Petty believes he understands this to mean those businesses that are non-conforming will be rezoned to where they are conforming. If the Board has to approve each one of them, that means some may not be approved at their request. Mr. Sullivan stated the final decision of any rezoning is left to the Board of Commissioners.*

*Chairman Crawford asked if the Board could deal with 3M, Martin Marietta and General Shale as individual cases. Mr. Sullivan stated if the Board wanted to deal with specific industries or properties staff can start that process.*

*There was consensus on the Board for staff to contact General Shale, 3M and Martin Marietta.*

#### [16-1714](#)

Vote on a request to approve the Chatham County Board of Commissioners to repeal the Chatham County Lighting Ordinance. The purpose of this Ordinance is to provide outdoor lighting regulations for the unzoned portions of the County.

**Attachments:** [More Information from Planning Department Website](#)

*Jason Sullivan, Planning Director, reviewed the specifics of the request.*

**A motion was made by Commissioner Cross, seconded by Vice Chair Hales, that Ordinance Repealing the Lighting Ordinance, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

#### [16-1715](#)

Vote on a request to approve Chatham County Board of Commissioners to amend Sections 7.2, Definitions; 10.13, Table of Permitted Uses; and 17.8, Standards for Sexually Oriented Businesses (new section) to add standards for Sexually Oriented Businesses.

**Attachments:** [More Information from Planning Department Website](#)

*Jason Sullivan, Planning Director reviewed the specifics of the request.*

**A motion was made by Vice Chair Hales, seconded by Commissioner Howard, to adopt an Ordinance Amending the Zoning Ordinance, attached hereto and by reference made a part hereof, to include standards for Sexually Oriented Businesses, as recommended by the Planning Board, with one revision to**



change Section 17.8(A)(a)(ii) to read “Residential zoning district or any residential land use including any open space established as part of the residential subdivision approval process.” The motion carried by the following vote:

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

**A motion was made by Commissioner Howard, seconded by Commissioner Petty, that Resolution #2016-32 Adopting a Consistency Statement for the Approval of a Text Amendment to the Zoning Ordinance, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1624](#)

Vote on a request to approve Walt Lewis for The Extra Garage Self Storage Center IV, to consist of two structures for enclosed building storage facility for dry boat storage and RV storage, located off Beaver Creek Road, parcel #'s 88772 and 17696.

**Attachments:** [More information from the Planning Department website](#)

*The Board agreed to postpone the item until the September 19, 2016 Board of Commissioners meeting.*

[16-1723](#)

Vote on a request to approve Apex Nurseries, Inc. dba Winter Custom Yachts for a conditional use permit revision to change the care-taker/security living unit and add the use of landscaping and grading business and general and professional offices. Property location is 2271 Holland's Chapel Rd., Parcel No. 64272, located on approximately 11.54 acres.

**Attachments:** [More Information from Planning Department Website](#)

*Angela Birchett, Zoning Administrator, reviewed the specifics of the request.*

**A motion was made by Commissioner Cross, seconded by Commissioner Petty, that Resolution #2016-33 Approving a Conditional Use Permit Revision Request for Apex Nurseries dba Winter Custom Yachts, attached hereto and by reference made a part hereof, be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross, Commissioner Howard and Commissioner Petty

[16-1790](#)

Vote on a request to adopt the Revised Stormwater Ordinance to comply with Session Law 2015-246

**Attachments:** [Final Stormwater Ordinance Final Revision 07-18-2016](#)  
[Final Stormwater Ordinance redline Revision 07-18-2016](#)  
[SL 2015-246](#)

**A motion was made by Vice Chair Hales, seconded by Commissioner Cross, that this Ordinance be adopted. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

[16-1856](#)

Discussion by the Chatham County Board of Commissioners to amend Section 10.13, Table of Permitted Uses, of the Zoning Ordinance to revise multiple uses in the Light and Heavy Industrial zoning district that are currently permitted by right to conditional use permits.

**A motion was made by Commissioner Howard, seconded by Vice Chair Hales, to set a public hearing for September 19, 2016 at 6:00 PM. The motion carried by the following vote:**

**Aye:** 5 - Chairman Crawford, Vice Chair Hales, Commissioner Cross,  
Commissioner Howard and Commissioner Petty

### **MANAGER' S REPORTS**

*The Manager had no reports.*

### **COMMISSIONERS' REPORTS**

*The Board agreed that Commissioner Howard will serve as the alternate to the MPO.*

### **ADJOURNMENT**



# Chatham County, NC

## Text File

File Number: 16-1839

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

Vote on a request to approve Fiscal Year 2016-2017 Budget Amendments

Action Requested: Vote to approve budget amendments as proposed by staff

Introduction & Background: During the fiscal year, the budget must be amended as changing conditions warrant. The fiscal year 2016-2017 budget ordinance authorizes the County Manager to transfer funds within a department without limitation. The Manager may also transfer amounts of up to \$5,000 between departments of the same fund and transfer amounts up to \$50,000 from contingency with a memorandum report of such transfers to the Board. Resolution #2000-43 allows the Finance Officer to transfer amounts from the vehicle replacement fund for the purchase of vehicles approved for replacement in accordance with the fleet management replacement criteria. The Board must approve all other transfers.

Discussion & Analysis: The attached proposed amendments are carry forward amendments for special/restricted funds or previously approved incomplete purchases at fiscal year-end. These amendments must be approved by the Board of Commissioners for fiscal year 2017.

The amount of prior year approved purchase order funds being carried forward to the current fiscal year totals \$369,571 for the General Fund, \$166,074 for the Emergency Telephone 911 Fund, and \$69,547 for the Utility Fund. The amount of restricted funds in the General Fund being carried forward from the prior year totals \$457,507. The amount of funds transferred from contingency total \$22,350.

Budgetary Impact: The proposed amendments increase the General Fund by \$827,078, the E911 Fund by \$166,074, and the Utility Fund by \$69,547, all with an increase to appropriated fund balance.

Recommendation: Vote to approve budget amendments as proposed by staff.

## FY 2017 Budget Amendments

## General Fund

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
General	MIS	Appropriated Fund Balance	1,413		FY 2016 Rollover Purchase Order
General	MIS	Maintenance - Equipment		1,413	Strategic Connections Inc
General	MIS	Appropriated Fund Balance	6,968		FY 2016 Rollover Purchase Order
General	MIS	Capital Outlay - Equipment		6,968	Strategic Connections Inc
General	General	Appropriated Fund Balance	3,190		FY 2016 Rollover Purchase Order
General	General	Contracted Services		3,190	McKim & Creed
General	Facilities	Appropriated Fund Balance	32,556		FY 2016 Rollover Purchase Order
General	Facilities	Capital Outlay - Vehicles		32,556	Capital Ford Inc
General	Facilities	Appropriated Fund Balance	9,750		FY 2016 Rollover Purchase Order
General	Facilities	Professional Ser - Architect		9,750	CRA Associates Inc
General	Jail	Appropriated Fund Balance	4,509		FY 2016 Rollover Purchase Order
General	Jail	Capital Outlay - Equipment		4,509	William J Honeycutt II
General	Central Permit	Appropriated Fund Balance	16,830		FY 2016 Rollover Purchase Order
General	Central Permit	Maintenance - Software		16,830	Harris Computer Systems
General	Telecommunications	Appropriated Fund Balance	23,450		FY 2016 Rollover Purchase Order
General	Telecommunications	Contracted Services		23,450	AECOM Technical Services Inc
General	Planning	Appropriated Fund Balance	247,280		FY 2016 Rollover Purchase Order
General	Planning	Contracted Services		247,280	Landdesign Inc
General	Planning	Appropriated Fund Balance	1,273		FY 2016 Rollover Purchase Order
General	Planning	Contracted Services		1,273	VHB Engineering NC PC
General	Environmental Health	Appropriated Fund Balance	21,695		FY 2016 Rollover Purchase Order
General	Environmental Health	Capital Outlay - Vehicles		21,695	Ilderton Dodge Inc
General	Environmental Health	Appropriated Fund Balance	657		FY 2016 Rollover Purchase Order
General	Environmental Health	Maintenance - Vehicles		657	Bank of America
General	Library	Appropriated Fund Balance	6,920		FY 2016 Rollover Amendment
General	Library	Donation Expenditures		6,920	Library Donations
General	Library	Appropriated Fund Balance	31,705		FY 2016 Rollover Amendment
General	Library	Library Materials-Donated		31,705	Friends Library Materials
General	Library	Appropriated Fund Balance	4,621		FY 2016 Rollover Amendment
General	Library	Library Materials-Donated		4,621	Johnson Trust Materials
General	Library	Appropriated Fund Balance	24,855		FY 2016 Rollover Amendment
General	Library	Library Materials-Donated		24,855	Friends Collection Development Materials
General	Library	Appropriated Fund Balance	100,257		FY 2016 Rollover Amendment
General	Library	Alston Funds		100,257	Alston Funds
General	Soil & Water	Appropriated Fund Balance	920		FY 2016 Rollover Amendment
General	Soil & Water	Donation Expenditures		920	Soil & Water Donations
General	Soil & Water	Appropriated Fund Balance	5,895		FY 2016 Rollover Amendment
General	Soil & Water	USDA-TSP		5,895	USDA-TSP Funds
General	Sheriff	Appropriated Fund Balance	11,109		FY 2016 Rollover Amendment
General	Sheriff	Youth Services		11,109	Youth Services Donations
General	Sheriff	Appropriated Fund Balance	45,428		FY 2016 Rollover Amendment
General	Sheriff	Special Projects		45,428	Civil Processing Fees
General	Sheriff	Appropriated Fund Balance	99,554		FY 2016 Rollover Amendment
General	Sheriff	Special Projects		99,554	Concealed Weapon Fees
General	Health	Appropriated Fund Balance	1,133		FY 2016 Rollover Amendment
General	Health	CCHIP-Contracted Services		1,133	CCHIP Funds
General	Health	Appropriated Fund Balance	77		FY 2016 Rollover Amendment
General	Health	Saving Babies Campaign		77	Saving Babies Funds
General	Health	Appropriated Fund Balance	18,402		FY 2016 Rollover Amendment
General	Health	Donation Expenditures		18,402	Animal Control Donations
General	Health	Appropriated Fund Balance	8,928		FY 2016 Rollover Amendment
General	Health	Donation Expenditures		8,928	Animal Control Specific Purchase Donations
General	Health	Appropriated Fund Balance	9,607		FY 2016 Rollover Amendment
General	Health	I Care Spay/Neuter		9,607	I Care Spay/Neuter Program
General	Health	Appropriated Fund Balance	4,813		FY 2016 Rollover Amendment
General	Health	NC Help Prev Diabetes		4,813	NC Help Prev Diabetes Grant
General	Health	Appropriated Fund Balance	18,340		FY 2016 Rollover Amendment
General	Health	UNC Diabetes		18,340	UNC Diabetes Grant
General	Health	Appropriated Fund Balance	588		FY 2016 Rollover Amendment
General	Health	Diabetes Self Management		588	Diabetes Self Management
General	Health	Appropriated Fund Balance	1,500		FY 2016 Rollover Amendment
General	Health	NC Community		1,500	NC Community Guide Mentorship
General	Emergency Operations	Appropriated Fund Balance	51,528		FY 2016 Rollover Amendment
General	Emergency Operations	Progress Energy Funds		51,528	Progress Energy Funds
General	Social Services	Appropriated Fund Balance	11,327		FY 2016 Rollover Amendment
General	Social Services	Adoption Funds		11,327	Special Adoption Funds

Total General Fund Budget Increase (Decrease):

827,078	827,078
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FY17 General Appropriated Fund Balance:

5,937,834

Additional Appropriation with Amendments:

827,078

FY17 Total General Appropriated Fund Balance:

6,764,912

**FY 2017 Budget Amendments**

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
E911 Telephone	E911 Telephone	Appropriated Fund Balance	166,074		Mobile Communications
E911 Telephone	E911 Telephone	Capital Outlay-Equipment		166,074	FY 2016 Rollover Purchase Order

<b>Total E911 Fund Budget Increase (Decrease):</b>	<b>166,074</b>	<b>166,074</b>
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<b>FY17 E911 Appropriated Fund Balance:</b>	<b>-</b>
<b>Additional Appropriation with Amendments:</b>	<b>166,074</b>
<b>FY17 Total E911 Appropriated Fund Balance:</b>	<b>166,074</b>

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
Utility	Distribution	Appropriated Fund Balance	69,547		Asheville Ford & Knapheide Truck Equipment
Utility	Distribution	Capital Outlay-Equipment		69,547	FY 2016 Rollover Purchase Order

<b>Total Utility Fund Budget Increase (Decrease):</b>	<b>69,547</b>	<b>69,547</b>
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<b>FY17 Utility Appropriated Fund Balance:</b>	<b>542,078</b>
<b>Additional Appropriation with Amendments:</b>	<b>69,547</b>
<b>FY17 Total Utility Appropriated Fund Balance:</b>	<b>611,625</b>



**FY2017 Contingency Transfers**

<u>Fund</u>	<u>Department/Division</u>	<u>Account Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Description</u>
General	General Services	Contingency		(20,000)	Hispanic Liaison
General	Non Profit	Allocations - Hispanics Liais		20,000	
General	General Services	Contingency		(900)	Council on Aging Computer Replacement
General	Council on Aging	Computer Supplies		900	
General	General Services	Contingency		(1,450)	Climate Change Membership Dues
General	General Services	Dues and Subscriptions		1,450	

<b>Total Transfers from Contingency:</b>				<b><u>22,350</u></b>	
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# Chatham County, NC

## Text File

File Number: 16-1820

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Agenda Item

Vote on a request to approve the FY 2017-2018 Budget Calendar

Staff has prepared a calendar for the FY 2017-2018 budget process, which is attached. Commissioners voted on August 15 to move the special meeting for presentation of the recommended CIP from November 7 to November 14.

Staff is requesting approval of the budget calendar.

A second attachment outlines the proposed evaluation criteria that staff will use to rank CIP and expansion requests. These criteria have been used consistently for 16 years and are unchanged. The attachment outlines the criteria and gives a description and example of each one.

Staff is requesting approval of the calendar and the evaluation criteria.

## Chatham County FY 2017-2018 Budget Calendar

Deadline	Actions
2 September 2016	<ul style="list-style-type: none"> <li>Capital Improvements Program (CIP) forms distributed to agencies</li> </ul>
7 October 2016	<ul style="list-style-type: none"> <li>Forms due from agencies and departments for new/changed CIP projects</li> </ul>
14 November 2016	<ul style="list-style-type: none"> <li>Manager submits recommended CIP to the Board of Commissioners at a special meeting</li> <li>Heads Up document due from departments</li> </ul>
21 November 2016	<ul style="list-style-type: none"> <li>Hold public hearing on the proposed CIP</li> </ul>
22 November 2016	<ul style="list-style-type: none"> <li>Work session on the proposed CIP</li> </ul>
19 December 2016	<ul style="list-style-type: none"> <li>Board adopts CIP</li> </ul>
28 December 2016	<ul style="list-style-type: none"> <li>Budget summit materials (trends, financial indicators, performance team recommendations, and departmental "Heads Up" document) submitted to Board of Commissioners</li> <li>Work plan and new position forms distributed to departments</li> </ul>
Weeks of January 9 and 16, 2017	<ul style="list-style-type: none"> <li>Budget Retreat: Board of Commissioners sets goals and guidelines for FY 2017-2018 budget</li> </ul>
30 January 2017	<ul style="list-style-type: none"> <li>Requests for new positions and work plans (with goals, objectives, and performance targets) due from departments</li> <li>Remaining budget forms distributed to departments/agencies</li> </ul>
3 March 2017	<ul style="list-style-type: none"> <li>Budgets due from departments and agencies (except schools)</li> </ul>
18 April 2017	<ul style="list-style-type: none"> <li>Budget due from schools</li> </ul>
1 May 2017	<ul style="list-style-type: none"> <li>Budget submitted to Board of Commissioners and public at a special meeting</li> </ul>
May 15 and 16, 2017	<ul style="list-style-type: none"> <li>Public hearings held in Pittsboro and Siler City</li> </ul>
Late May and early June, 2017	<ul style="list-style-type: none"> <li>Board of Commissioners holds 2-3 budget work sessions</li> </ul>
By 30 June 2017	<ul style="list-style-type: none"> <li>Board of Commissioners adopts budget (legal deadline)</li> </ul>

## Evaluation Criteria

The proposed budget criteria are used by staff to rank "expansion" requests or requests for new funding. The proposed criteria have been used consistently for the past ten years. The proposed criteria, a short description, and an example follow:

- **Goals and Objectives:** Does a request meet the stated priorities of the Commissioners? Requests which meet one or more of the Commissioners' stated priorities are given priority.
- **Safety:** Does a request eliminate, prevent, or reduce an eminent safety hazard? A hazard should be thought of as a serious condition that will result in injury or death to citizens or employees or significant property damage to citizen-owned or County-owned property. Example: purchasing a backup generator for the dispatch system.
- **Mandate:** Does a request help the County provide a new or existing mandated service. The request itself could also be mandated. Example: complying with HIPPA regulations.
- **Timing/Linkages:** How crucial is the request's timing? Factors that impact timing include whether the request is currently underway, how close it is to completion, whether it is related to another request, and whether it has any special timing concerns. Requests that have crucial timing issues are given priority. Example: electricity for a new facility.
- **Economic Impact:** Does a request enhance economic development in the County in such a way as to protect the environment? Factors include adding to the property tax base, sales tax base, and job market. Example: infrastructure for a new industry.
- **Efficiencies:** Does the request save the County money (i.e., total costs, including those of the project, are lower) over time? The request can do this by saving operating or capital expenses. Example: investing in technology to decrease man hours.
- **Maintain Current Service Levels:** Is the request necessary for the County to continue providing the services at the same quality and quantity it is currently? Example: the cost of a contract (such as property insurance) increases.
- **Improve Access:** Does the request give customers, residents, etc. better access to current services or information? Example: improvements to the county's website to allow for more internet browsers to function properly.
- **Service Improvement:** Does a request improve the quality of existing services, in the categories of public safety, public health, quality of life, internal departments, etc.? Requests which address public safety and health are given priority. Example: additional public health nurse to increase the number of students that can be seen at the Adolescent Health Center.
- **Service Additions:** Does the request increase the quantity of service provided in the categories of public safety, public health, quality of life, internal departments, etc.? Requests which address public safety and health are given priority. Example: additional public health nurse to start a school health program.
- **Operating Budget Impact:** What is the net cost of the request? Requests with lower or negative (savings) net costs are given priority.
- **Community Support/Impact:** To what degree is the project consistent with long-range plans, has community support, and or has widespread impact/benefit. Requests that have demonstrated community support and affect more people are given priority. Example: petitions for water lines.
- **Financing:** What funding sources, besides the county's general fund, are available to pay for this? Example: a position funded through grants.



# Chatham County, NC

## Text File

File Number: 16-1838

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Vote on a request to approve Annual Settlement and Order of Collection

Action Requested: Vote on a request to approve Annual Settlement and Order of Collection.

Introduction & Background: After July 1 and before being charged with taxes for the current fiscal year, the Tax Collector shall make full settlement with the governing body of the taxing unit for all taxes in the Tax Collector's hands for the collection of the preceding fiscal year. According to G.S. 105-321, each year the Board of Commissioners shall adopt and enter into the minutes, an order directing the Tax Collector to collect the taxes charged in the tax records and receipts. The Order of Collection shall have the force and effect of a judgment and execution against the taxpayers real and personal property, and shall be drawn in form as provided.

Discussion & Analysis: Attached is a copy of the Tax Collector's annual settlement for all taxes collected for the fiscal year 2015-2016. Shown on the report are columns for All Taxes Charged. The reports include taxes for Chatham County and all special districts and all cities. Reports for each city are also provided. Attached is an Order of Collection to be issued to the Tax Collector by the Board of Commissioners. The law requires that this action be taken to authorize the Tax Collector to collect the taxes. Failure to approve the Order of Collection could result in having to void any forced action taken by the Tax Collector to collect delinquent taxes. The Order of Collection shall be a full and sufficient authority to direct, require, and enable the Tax Collector to levy on and sell any real or personal property, in accordance with the law.

Budgetary Impact: None.

Recommendation: Approve Annual Settlement and Order of Collection.



## Tax Collector's Annual Settlement

### July 1, 2015 Beginning Balances

Real & Personal Property	2,564,738.33
Public Utilities	0.00
Registered Vehicles	282,028.12
<b>Total</b>	<b>2,846,766.45</b>

### Charges

#### Original Bills

Real & Personal Property	71,122,018.05
Public Utilities	1,705,290.09
Registered Vehicles	
<b>Total</b>	<b>72,827,308.14</b>

#### Discoveries

2016 Real & Personal Property	207,482.50
2015 Real & Personal Property	684,580.23
Prior Years RE & PP	
Public Utilities	
2016 Registered Vehicles	41.91
2015 Registered Vehicles	24,687.59
Prior Years RMV	
<b>Total</b>	<b>916,792.23</b>

### Net Abatements

#### Current Tax Year

2016 Tax Year-RE & PP	38,867.46
2015 Real & Personal Property	627,270.74
Public Utilities	
2016 Tax Year-RMV	
2015 Registered Vehicles	1,957.95
<b>Total</b>	<b>668,096.15</b>

#### Prior Tax Years

Real & Personal Property	605,552.80
Public Utilities	

Registered Vehicles	2,545.66
<b>Total</b>	<b>608,098.46</b>

#### Total Net Abatements

**1,276,194.61**

#### Adjusted A/R Levy

Real & Personal Property	73,307,128.11
Public Utilities	1,705,290.09
Registered Vehicles	302,254.01
<b>Total</b>	<b>75,314,672.21</b>

### Collections

#### Current Tax Year

2016 Tax Year-RE & PP	45,144.05
2015 Real & Personal Property	70,289,300.91
Public Utilities	1,705,287.16
2016 Tax Year-RMV	
2015 Registered Vehicles	18,659.19
<b>Total</b>	<b>72,058,391.31</b>

#### Other Tax Years

Real & Personal Property	786,764.58
Public Utilities	
Registered Vehicles	10,755.62
<b>Total</b>	<b>797,520.20</b>
<b>Total Collections</b>	<b>72,855,911.51</b>

### Miscellaneous

Interest	332,571.04
DMV Interest - 3%	0.00
Advertisement	11,515.39
Over/Short	(64.11)
Refunds	902,028.82
Prepaid	(2,579.25)
Garnishment Fees	24,762.21
Copies & Maps	536.25
Returned Checks	41,650.99
Returned Check Fees	1,307.79
Foreclosure Costs	99,071.31
Debt Setoff Reimbursements	(44,463.11)
Occupancy Tax	101,131.07
Gross Receipts on Vehicles	23,057.54
Water Collections	283,350.56
	1,773,876.50
<b>Total Collections</b>	<b>74,629,788.01</b>

### June 30, 2016 Ending

#### Balances-Levy

Real & Personal Property	2,185,918.57
Public Utilities	2.93
Registered Vehicles	272,839.20
<b>Total</b>	<b>2,458,757.77</b>

#### Interest

#### Miscellaneous

#### Total Receivable

**2,458,757.77**

### Percentage of Collection

Real & Personal Property	98.60%
Public Utilities	100.00%
RE, PP & PU	98.63%
Registered Vehicles	81.53%
All groups	98.63%

I, Kep Kepley, Tax Collector for Chatham County present this as my annual settlement for fiscal year ending June 30, 2016.



August 5, 2016  
Date

State of North Carolina

County of Chatham

To the Tax Collector of Chatham County:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Assessor and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Chatham, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Jim Crawford  
Chairman, Board of Commissioners of  
Chatham County

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Lindsay Ray  
Clerk to the Board of Commissioners of Chatham County



# Chatham County, NC

## Text File

File Number: 16-1833

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Tax Office Assessor

**File Type:** Agenda Item

Vote on a request to approve the Tax Releases and Refunds.

Action Requested: Vote to approve Tax Releases and Refunds.

Introduction & Background: The attached listed taxpayers have requested a release or refund on their tax bills.

Discussion & Analysis: In accordance with G.S. 150-381, taxpayers may demand a release or refund on their tax bills if there is an error.

Recommendation: Vote to approve Tax Releases and Refunds.

DATE	9/02/16	BOARD REVIEW OF CORRECTED RECEIPTS REPORT										PAGE	1
TIME	9:29:20	CHATHAM CO TAX DEPARTMENT										PROG#	CL2182
USER	AMY	DEPOSIT DATES 8/01/2016 THROUGH 8/31/2016											
SKIP	NEGATIVE ABATEMENTS	OMIT	ABATE	CODES	ERROR BOER		CHGOF	PTC					
TAX	DEPOSIT												
YEAR	TAXPAYER NAME	DATE	RECEIPT	DIST	REAL	PERSONAL	M VEH	MV FEE	S WASTE	REASON	ABTCD		
=====													
2007	HUGHES JAMES BRIAN	8/25/2016	1218922	107		29.70				OUT OF ST PER DM MVDOS			
2007	KILLIAN JEFF	8/25/2016	1218895	107		79.35				NO FORWARDING AD MVDOS			
	** YEAR TOTALS **					109.05							
2008	HUGHES JAMES BRIAN	8/25/2016	1343998	107		28.16				OUT OF ST PER DM MVDOS			
2008	KILLIAN JEFF	8/25/2016	1343930	107		83.51				NO FORWARDING AD MVDOS			
	** YEAR TOTALS **					111.67							
2009	HUGHES JAMES BRIAN	8/25/2016	1468614	107		23.31				OUT OF ST PER DM MVDOS			
2009	KILLIAN JEFF	8/25/2016	1468553	107		76.71				NO FORWARDING AD MVDOS			
	** YEAR TOTALS **					100.02							
2010	HUGHES JAMES BRIAN	8/25/2016	1591884	107		21.71				OUT OF ST PER DM MVDOS			
2010	KILLIAN JEFF	8/25/2016	1591826	107		79.45				NO FORWARDING AD MVDOS			
	** YEAR TOTALS **					101.16							
2011	HUGHES JAMES BRIAN	8/25/2016	1783859	107		19.53				OUT OF ST PER DM MVDOS			
2011	KILLIAN JEFF	8/25/2016	1783802	107		79.45				NO FORWARDING AD MVDOS			
	** YEAR TOTALS **					98.98							
2012	HUGHES JAMES BRIAN	8/25/2016	1907822	107		18.12				OUT OF ST PER DM MVDOS			
2012	KILLIAN JEFF	8/25/2016	1907770	107		81.99				NO FORWARDING AD MVDOS			
2012	LANGSTON HAYWARD KEITH	8/25/2016	1898181	107		3.91				OUT OF ST 2010 P MVDOS			
	** YEAR TOTALS **					104.02							
2013	HUGHES JAMES BRIAN	8/25/2016	2043721	107		16.31				OUT OF ST PER DM MVDOS			
2013	KILLIAN JEFF	8/25/2016	2043674	107		73.80				NO FORWARDING AD MVDOS			
2013	LANGSTON HAYWARD KEITH	8/25/2016	2034668	107		3.52				OUT OF ST 2010 P MVDOS			
2013	SEGNERE CHRISTOPHER M	8/04/2016	2034428	107		46.07				SOLD PER W LIFE PPSLD			
	** YEAR TOTALS **					139.70							
2014	BARRINGER ROBERT LINN	8/10/2016	2137261	105		8.05				ROWAN CO PER DMV OCNTY			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122286	106					125.00	REMOVE FEE PER D SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122295	106					125.00	REMOVE FEE PER D SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122299	106					125.00	REMOVE FEE PER D SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122300	106					250.00	REMOVE FEE PER D SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122310	106					125.00	REMOVE PER D GAI SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122609	106					125.00	REMOVED PER D GA SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122618	106					125.00	REMOVE FEE PER D SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122623	106					125.00	REMOVED FEES PER SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122624	106					125.00	REMOVE PER D GAI SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122626	106					125.00	REMOVE PER D GAI SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122627	106					125.00	REMOVE PER D GAI SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122628	106					125.00	REMOVE FEE PER D SWFEE			

DATE	9/02/16	BOARD REVIEW OF CORRECTED RECEIPTS REPORT										PAGE	2	
TIME	9:29:20	CHATHAM CO TAX DEPARTMENT										PROG#	CL2182	
USER	AMY	DEPOSIT DATES 8/01/2016 THROUGH 8/31/2016												
SKIP	NEGATIVE ABATEMENTS	OMIT	ABATE	CODES	ERROR BOER CHGOF PTC									
TAX		DEPOSIT												
YEAR	TAXPAYER NAME	DATE	RECEIPT	DIST	REAL	PERSONAL	M VEH	MV FEE	S WASTE	REASON	ABTCD			
=====														
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122636	106					125.00	REMOVE FEE PER D	SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122641	106					125.00	REMOVE FEE PER D	SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122642	106					125.00	REMOVE FEE PER D	SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2122650	106					125.00	REMOVE FEE PER D	SWFEE			
2014	CHATHAM PARK INVESTORS LLC	8/10/2016	2143636	106					3765.00	REMOVE FEE PER D	SWFEE			
2014	HUGHES JAMES BRIAN	8/25/2016	2125064	107		14.67				OUT OF ST PER DM	MVDOS			
2014	KILLIAN JEFF	8/25/2016	2125018	107		73.80				NO FORWARDING AD	MVDOS			
2014	LANGSTON HAYWARD KEITH	8/25/2016	2116579	107		3.20				OUT OF ST 2010 P	MVDOS			
2014	SEGNERE CHRISTOPHER M	8/04/2016	2116357	107		45.61				SOLD PER W LFIE	PPSLD			
** YEAR TOTALS **						145.33			5890.00					
2015	AGUILA CESAREO	8/22/2016	2194348	101		26.54				PD 1500 IN 2012	PPVAL			
2015	BARRINGER ROBERT LINN	8/10/2016	2198904	105		7.40				ROWAN CO PER DMV	OCNTY			
2015	BRADLEY JOSEPH ALAN	8/12/2016	2194303	105		15.94				RELEASED TO WAKE	OCNTY			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2184716	106					125.00	REMOVE PER D GAI	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2184725	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2184729	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2184730	106					250.00	REMOVED FEES PER	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2184740	106					125.00	REMOVED PER D GA	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2184755	106					125.00	REMOVED PER D GA	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185022	106					125.00	REMOVE PER D GAI	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185031	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185036	106					125.00	REMOVED FEE PER	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185037	106					125.00	REMOVE PER D GAI	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185039	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185040	106					125.00	REMOVE PER D GAI	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185041	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185049	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185053	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185054	106					125.00	REMOVE FEE PER D	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2185061	106					125.00	REMOVED PER D GA	SWFEE			
2015	CHATHAM PARK INVESTORS LLC	8/10/2016	2205005	106					3765.00	REMOVE FEE PER D	SWFEE			
2015	HUGHES JAMES BRIAN	8/25/2016	2187254	107		13.48				OUT OF ST PER DM	MVDOS			
2015	KILLIAN JEFF	8/25/2016	2187211	107		75.35				NO FORWARDING AD	MVDOS			
2015	LANGSTON HAYWARD KEITH	8/25/2016	2179122	107		2.95				OUT OF ST 2010 P	MVDOS			
2015	MOORE THOMAS CHANCE	8/16/2016	2195109	103		35.29				SOLD IN 2014	PPSLD			
2015	MOORE THOMAS CHANCE	8/16/2016	2195110	103		3.46				SOLD IN 2014	PPSLD			
2015	SEGNERE CHRISTOPHER M	8/04/2016	2178915	107		41.94				SOLD PER W LIFE	PPSLD			
** YEAR TOTALS **						222.35			6015.00					
2016	A & K FARMS	8/17/2016	2246232	103		7.05				SOLD	PPSLD			
2016	A & K FARMS	8/17/2016	2246233	103		92.70				BUSH HOG SOLD	PPVAL			
2016	A & K FARMS	8/22/2016	2246234	103		26.31				BILLED IN ERROR	PPVAL			
2016	A & K FARMS	8/22/2016	2287746	103		85.35				SOLD OR DISPOSED	PPSLD			
2016	ABBOTT KEN R	8/29/2016	2230062	107		16.73				VALUE 3000	PPVAL			
2016	AGUILA CESAREO	8/22/2016	2256814	101		22.07				PD 1500 IN 2012	PPVAL			
2016	ALLEN TROY LEONARD	8/10/2016	2226278	101					125.00	REMOVE PER W MGM	SWFEE			
2016	ALLEN TROY LEONARD	8/10/2016	2226279	101					125.00	REMOVE PER W MGM	SWFEE			
2016	ALSTON SALLIE LIFE ESTATE	8/23/2016	2255118	106					125.00	WAIVE FEE PER W	SWFEE			

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SKIP	NEGATIVE ABATEMENTS	OMIT	ABATE CODES	ERROR BOER CHGOF PTC									
TAX		DEPOSIT											
YEAR	TAXPAYER NAME	DATE	RECEIPT	DIST	REAL	PERSONAL	M VEH	MV FEE	S WASTE	REASON	ABTCD		
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2016	ANTONIK MARK	8/16/2016	2274436	107		92.47				ON ACCT 1355770	DBLST		
2016	BALDERAS PEDRO NAVA	8/30/2016	2251932	202		10.13				ACCT 1304553 PER	REBIL		
2016	BARRINGER ROBERT LINN	8/10/2016	2261131	105		6.75				ROWAN CO PER DMV	OCNTY		
2016	BEAL TERRY EARL	8/03/2016	2259384	104					125.00	WAIVE FEE PER W	SWFEE		
2016	BEAN & BARREL LLC	8/15/2016	2269863	107		214.76				TRANS TO ACCT 13	PPSLD		
2016	BEAN & BARREL LLC	8/15/2016	2269864	107		64.08				SOLD TO ACCT 135	PPSLD		
2016	BEAN & BARREL LLC	8/15/2016	2269865	107		84.12				SOLD TO ACCT 135	PPSLD		
2016	BEAVERS JEFF	8/04/2016	2243330	103					102.00	PRIVATE HAULER	SWFEE		
2016	BEAVERS JEFF	8/04/2016	2243335	104					34.00	PRIVATE HAULER	SWFEE		
2016	BEAZER HOMES CORP	8/24/2016	2265947	107	2220.89				125.00	TRANSFER MISSED	OWNER		
2016	BEAZER HOMES INC	8/17/2016	2270952	107		741.88				SOLD IN 2015	PPSLD		
2016	BIETTE DOUG	8/01/2016	2261650	107		53.66				RELEASED TO PEND	OCNTY		
2016	BIETTE DOUG	8/01/2016	2261651	107		3.64				RELEASED TO PEND	OCNTY		
2016	BLEVINS LARRY	8/17/2016	2237546	101		2.17				MOVED OUT OF STA	MVDOS		
2016	BLEVINS LARRY	8/17/2016	2237547	101		18.53				MOVED OUT OF STA	MVDOS		
2016	BOYD MFG INC	8/16/2016	2268784	202		15.82			5.00	TRAILER STOLEN 2	PPVAL		
2016	BRADLEY JOSEPH ALAN	8/12/2016	2256766	105		14.61				RELEASED TO WAKE	OCNTY		
2016	BRADY JESSE DARRELL	8/29/2016	2287715	113		29.32				LISTED FOR 2016	OCNTY		
2016	BREWER COLEEN P ESTATE	8/15/2016	2273967	107						ADD FEES PER D G	SWFEE		
2016	CASEY MICHAEL PATRICK	8/01/2016	2268934	107		27.67				CRACKED/DOES NOT	PPVAL		
2016	CHATHAM CO BOARD OF EDUCATION	8/05/2016	2279818	201	3360.54					EXEMPT	EXEMP		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247495	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247504	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247508	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247509	106					250.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247519	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247534	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247789	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247798	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247803	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247804	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247806	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247807	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247808	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247814	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247818	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247819	106					125.00	REMOVE FEE PER D	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2247826	106					125.00	REMOVE PER D GAI	SWFEE		
2016	CHATHAM PARK INVESTORS LLC	8/10/2016	2266872	106					3765.00	REMOVE FEE PER D	SWFEE		
2016	CHAUDHRY GHAFRAN MOAZZAM	8/03/2016	2244302	202		133.79				VALUE PER BOS	PPVAL		
2016	CHIRICO JAMES MICHAEL JR	8/04/2016	2253657	107		91.91				SOLD IN 2015	PPSLD		
2016	CROSSFIT TRUE NORTH	8/12/2016	2266272	201		61.97				SOLD FEB 1 2015	PPSLD		
2016	EAST WEST REALTY	8/16/2016	2249327	201		16.87				CLOSED NO ASSETS	PPVAL		
2016	EAST WEST REALTY	8/16/2016	2249328	201		.59				CLOSED NO ASSETS	PPVAL		
2016	EASTER MARK CLAY	8/25/2016	2256499	103		79.60				MOVED OCNTY	OCNTY		
2016	EVANS PAUL R	8/17/2016	2241328	107		69.06				MOVED TO GA 7/1/	MVDOS		
2016	FITCH CREATIONS INC	8/02/2016	2281855	107	14053.91					WRONG VALUE PER	WVAL		
2016	FITCH CREATIONS INC	8/02/2016	2287519	107	14053.91					WRONG VALUE PER	WVAL		
2016	GE EQUIP SMALL TICKET LLC	8/12/2016	2267903	105		3.65				DOUBLE LIST W/13	DBLST		
2016	GREEN CHAD EMANUEL	8/30/2016	2228841	113		6.66				SOLD PER LISTING	PPSLD		
2016	GULLZAR RANDHIR SINGH	8/30/2016	2287828	202		12.31				PARK LIST UPDATE	NOLL		



YEAR	TAXPAYER NAME	DATE	RECEIPT	DIST	REAL	PERSONAL	M VEH	MV FEE	S WASTE	REASON	ABTCD
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2016	GULLZAR RANDHIR SINGH	8/30/2016	2287835	202		41.55				UPDATED PARK LIS	NOLL
2016	GULLZAR RANDHIR SINGH	8/30/2016	2287840	202		10.13				UPDATED PARK LIS	NOLL
2016	HARRINGTON ROBERT A	8/29/2016	2264649	203		46.86				SOLD IN 2015	PPSLD
2016	HARRIS WALTER	8/04/2016	2286550	107					125.00	WAIVE 1 FEE PER	SWFEE
2016	HATFIELD DORIS GLADYS BLACKWOO	8/19/2016	2254731	113					125.00	REMOVE FEE	SWFEE
2016	HAYNES JOHN WILLIAM	8/10/2016	2243697	105		3.80				SOLD PER 2016 LI	PPSLD
2016	HAYNES JOHN WILLIAM	8/10/2016	2243698	105		15.41				SOLD PER 2016 LI	PPSLD
2016	HEADLEY HARRY P	8/10/2016	2239040	112					34.00	PRIVATE HAULER	SWFEE
2016	HOPP JAMES R TRUSTEE	8/02/2016	2236169	108					125.00	REMOVE FEE PER D	SWFEE
2016	HUGHES JAMES BRIAN	8/25/2016	2249913	107		12.32				OUT OF ST PER DM	MVDOS
2016	JORDAN LAKE PROPERTIES LLC	8/04/2016	2267458	105		8.60				REMOVED LL	NOLL
2016	JORDAN LAKE PROPERTIES LLC	8/04/2016	2267459	105		9.23				REMOVED LL	NOLL
2016	JORDAN LAKE PROPERTIES LLC	8/04/2016	2267460	105		11.98				REMOVED LL	NOLL
2016	JORDAN LAKE PROPERTIES LLC	8/04/2016	2267461	105		11.51				REMOVED LL	NOLL
2016	JORDAN LAKE PROPERTIES LLC	8/04/2016	2267462	105		19.55				REMOVED LL	NOLL
2016	JORDAN LAKE PROPERTIES LLC	8/04/2016	2267463	105		11.25				REMOVED LL	NOLL
2016	KIDD EDWARD DWIGHT	8/02/2016	2273776	113		106.74				DOUBLE LIST W/13	DBLST
2016	KILLIAN JEFF	8/25/2016	2249873	107		76.58				NO FORWARDING AD	MVDOS
2016	KOLINSKI MATTHEW MICHAEL	8/05/2016	2273895	107		73.31				VALUE ADJUSTMENT	PPVAL
2016	LANGSTON HAYWARD KEITH	8/25/2016	2242138	107		2.67				OUT OF ST 2010 P	MVDOS
2016	LENTO DANIEL P	8/01/2016	2283629	110		27.74				TAGGED PER DMV	DBLST
2016	MARION SARAH	8/02/2016	2268006	107						ADD FEE PER D GA	SWFEE
2016	MARTINELLI SEAN MICHAEL	8/11/2016	2250886	109		25.98				OVER ASSESSMENT	PPVAL
2016	MATTINGLY JOSHUA B	8/10/2016	2239016	124		4.61				RELEASED TO RAND	OCNTY
2016	MCVEIGH RONALD	8/01/2016	2274290	107		242.77				NO YR / 1986	PPVAL
2016	MERONEY UNITED METHODIST	8/12/2016	2250724	103	116.47					APP ON FILE	EXEMP
2016	MILLER JAMES A	8/04/2016	2286559	107		17.68				REMOVE LLP	NOLL
2016	MILLIKEN WADE D	8/23/2016	2276330	106	329.00					RETURNED AUDIT	SCE
2016	O BRIEN TERRANCE C	8/16/2016	2251082	107		123.93				MOVED OUT OF ST	MVDOS
2016	O BRIEN TERRANCE C	8/16/2016	2251083	107		4.30				MOVED OUT OF ST	MVDOS
2016	ORTIZ LIZBETH BENITEZ	8/29/2016	2259411	202		12.31				ACCT 1304553 PER	REBIL
2016	PERRY ALMA LUCILLE HEIRS	8/23/2016	2271930	105						FEE NOT TAXED PE	SWFEE
2016	RIGGS GRESHAM LEE	8/12/2016	2273874	107		259.36				TRADED IN BOAT P	PPSLD
2016	ROBERSON DAVID	8/16/2016	2274265	107		79.06				ON ACCT 1356141	DBLST
2016	ROBERSON MICHAEL R	8/24/2016	2265265	106		1217.95				VALUE ADJUSTMENT	PPVAL
2016	SALAZAR-ORTIZ RICARDO	8/30/2016	2240237	202		41.55				PER PARK LIST AC	REBIL
2016	SARMIENTO MONICA ARCINIEGA	8/29/2016	2250079	101		374.75				ON SAME ACCT DBL	DBLST
2016	SEGNERE CHRISTOPHER M	8/04/2016	2241940	107		38.34				SOLD PER W LIFE	PPSLD
2016	SMITH PHILIP C	8/10/2016	2271493	107					34.00	PRIVATE HAULER-E	SWFEE
2016	ST LUKES UNITED CHURCH OF CHRI	8/25/2016	2287524	124	566.90					RETURNED AUDIT	EXEMP
2016	STEVENS PETER E	8/01/2016	2259719	107					34.00	PRIVATE HAULER/W	SWFEE
2016	STRAUGHN LESSIE S	8/03/2016	2253557	106	579.97					TRANSFER ERROR P	TRSFEE
2016	STRAUGHN LESSIE S	8/03/2016	2253558	106	579.97					TRANSFER ERROR P	TRSFEE
2016	TALBOTT JOSEPH KENDALL	8/04/2016	2235180	109		15.30				SOLD IN 2015 PER	PPSLD
2016	TRICAS JOHN FRANK	8/09/2016	2245761	107		2.21				SOLD PER BOS	PPSLD
2016	VANFOSSEN CHET	8/03/2016	2274384	107		74.41				ADJUST VALUE	PPVAL
2016	WAKE COUNTY BOARD OF EDUCATION	8/10/2016	2271547	203	24.03					EXEMPT	EXEMP
2016	WILDER RICHARD	8/01/2016	2233403	105		6.18				SOLD IN 2015	PPSLD

\*\* YEAR TOTALS \*\*

35885.595136.15

7258.00

\*\*\* FINAL TOTALS \*\*\*

35885.596268.43

19163.00



North Carolina Veh

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
BAYLES, STEVE THOMAS	BAYLES, STEVE THOMAS	BAYLES, SUE MOTE	725 JIM MOODY RD		SILER CITY, NC 27344	Proration	0030959704	YZF7034	AUTHORIZED	54352834	Refund Generated due to proration on Bill #0030959704-2015 2015-0000-00
BOLL, BRADFORD DODMAN	BOLL, BRADFORD DODMAN		1155 GREAT RIDGE PKWY		CHAPEL HILL, NC 27516	Proration	0001286062	AKB2239	AUTHORIZED	54140080	Refund Generated due to proration on Bill #0001286062-2015 2015-0000-00
BROWN, WILLIE F	BROWN, WILLIE F	KOPASKIE, MARY	8853 SPECRTUM CTR BLVD	APT 7208	SAN DIEGO, CA 92123	Proration	0031863059	PDA8805	AUTHORIZED	53298014	Refund Generated due to proration on Bill #0031863059-2015 2015-0000-00
CARBONE, GREGORY MICHAEL	CARBONE, GREGORY MICHAEL	CARBONE, TRACY ANN	527 DAVIS LOVE DR		CHAPEL HILL, NC 27517	Adjustment < \$100	0018813021	VZW2417	AUTHORIZED	54618772	Refund Generated due to adjustment on Bill #0018813021-2015 2015-0000-00
CARSON, ANNIE GREENE	CARSON, ANNIE GREENE		94 WHISPER LN		PITTSBORO, NC 27312	Proration	0021043321	HD65715	AUTHORIZED	53594222	Refund Generated due to proration on Bill #0021043321-2014 2014-0000-00



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Totalled	08/25/2016	8/25/2016 8:27:15 AM
ie	Vehicle Sold	08/22/2016	8/22/2016 9:48:28 AM
ie	Reg . Out of state	08/05/2016	8/11/2016 3:15:55 PM
ie	Mileage	08/30/2016	8/30/2016 10:34:59 AM
ie	Vehicle Sold	08/11/2016	8/11/2016 9:13:26 AM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$82.26)	\$0.00	(\$82.26)
03	Tax	(\$9.26)	\$0.00	(\$9.26)
			Refund	\$91.52
00	Tax	(\$14.24)	\$0.00	(\$14.24)
07	Tax	(\$2.36)	\$0.00	(\$2.36)
			Refund	\$16.60
00	Tax	(\$91.32)	\$0.00	(\$91.32)
07	Tax	(\$15.12)	\$0.00	(\$15.12)
			Refund	\$106.44
00	Tax	(\$63.17)	\$0.00	(\$63.17)
07	Tax	(\$10.46)	\$0.00	(\$10.46)
			Refund	\$73.63
00	Tax	(\$3.59)	\$0.00	(\$3.59)
07	Tax	(\$0.51)	\$0.00	(\$0.51)
			Refund	\$4.10



North Carolina Ver

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
CHATHAM LUMBER COMPANY INC	CHATHAM LUMBER COMPANY INC		PO BOX 174		BONLEE, NC 27213	Proration	0014480701	TRC5140	AUTHORIZED	53162882	Refund Generated due to proration on Bill #0014480701-2015 2015-0000-00
CHESTON, CHARLES MICHAEL	CHESTON, CHARLES MICHAEL		1055 SILK HOPE GUM SPRING	ROAD	PITTSBORO, NC 27312	Adjustment >= \$100	0022917704	CJK3992	AUTHORIZED	80638665	Refund Generated due to adjustment on Bill #0022917704-2014 2014-0000
CHEVALIER, ELTON AUBIN	CHEVALIER, ELTON AUBIN		104 SPRINGBROOK PL		CARY, NC 27518	Adjustment < \$100	0028266735	VYB3696	AUTHORIZED	80947035	Refund Generated due to adjustment on Bill #0028266735-2014 2014-0000
CHEVALIER, ELTON AUBIN	CHEVALIER, ELTON AUBIN		104 SPRINGBROOK PL		CARY, NC 27518	Adjustment < \$100	0031703523	PSA8265	AUTHORIZED	80947056	Refund Generated due to adjustment on Bill #0031703523-2015 2015-0000



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/03/2016	8/3/2016 8:16:34 AM
ie	Situs error	08/15/2016	8/29/2016 8:12:16 AM
ie	Situs error	08/18/2016	8/18/2016 10:32:32 AM
ie	Situs error	08/18/2016	8/18/2016 10:38:13 AM





North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$67.54)	\$0.00	(\$67.54)
03	Tax	(\$7.60)	\$0.00	(\$7.60)
			Refund	\$75.14
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$138.60)	\$0.00	(\$138.60)
06	Tax	\$37.04	\$0.00	\$37.04
			Refund	\$101.56
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$15.04)	\$0.00	(\$15.04)
07	Tax	\$3.05	\$0.00	\$3.05
			Refund	\$11.99
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$4.25)	(\$0.37)	(\$4.62)
07	Tax	\$1.01	\$0.09	\$1.10
			Refund	\$3.52



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
COCKMAN, ALLAYNA LOPOSSAY	COCKMAN, ALLAYNA LOPOSSAY		584 DEAN BEAVERS RD		BEAR CREEK, NC 27207	Proration	0023484552	S289D	AUTHORIZED	53905988	Refund Generated due to proration on Bill #0023484552-2015-0000-00
DAGOSTINO, REGINA LOUISE	DAGOSTINO, REGINA LOUISE		752 FINNBAR DR		CARY, NC 27519	Proration	0023902269	DCF6714	AUTHORIZED	79497486	Refund Generated due to proration on Bill #0023902269-2015-0000-00
DAVID LYNN GROVES REVOCABLE TRUST	DAVID LYNN GROVES REVOCABLE TRUST		260 CAROLINA MEADOWS VILL		CHAPEL HILL, NC 27517	Proration	0031854729	XYW8294	AUTHORIZED	54619166	Refund Generated due to proration on Bill #0031854729-2015-0000-00
DAVIS, DEBRA LYNNE	DAVIS, DEBRA LYNNE		398 DURHAM BAILEY LN		PITTSBORO, NC 27312	Proration	0014498198	4D8963	AUTHORIZED	53297710	Refund Generated due to proration on Bill #0014498198-2015-0000-00
DAVIS, DWIGHT G III	DAVIS, DWIGHT G III		931 CABIN CRK		PITTSBORO, NC 27312	Proration	0031131843	DEB2290	AUTHORIZED	53089974	Refund Generated due to proration on Bill #0031131843-2015-0000-00



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/17/2016	8/17/2016 8:18:53 AM
ie	Vehicle Sold	08/01/2016	8/11/2016 3:15:55 PM
ie	Vehicle Sold	08/30/2016	8/30/2016 2:16:08 PM
ie	Vehicle Sold	08/05/2016	8/5/2016 9:52:46 AM
ie	Vehicle Sold	08/02/2016	8/2/2016 1:51:11 PM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$6.65)	\$0.00	(\$6.65)
03	Tax	(\$0.75)	\$0.00	(\$0.75)
			Refund	\$7.40
00	Tax	(\$115.15)	\$0.00	(\$115.15)
23	Tax	(\$68.51)	\$0.00	(\$68.51)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$183.66
00	Tax	(\$54.26)	\$0.00	(\$54.26)
07	Tax	(\$8.98)	\$0.00	(\$8.98)
			Refund	\$63.24
00	Tax	(\$9.53)	\$0.00	(\$9.53)
06	Tax	(\$1.87)	\$0.00	(\$1.87)
			Refund	\$11.40
00	Tax	(\$28.78)	\$0.00	(\$28.78)
06	Tax	(\$5.67)	\$0.00	(\$5.67)
			Refund	\$34.45



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
DAVIS, STEPHEN ALBERT	DAVIS, STEPHEN ALBERT		2702 JAY SHAMBLEY RD		PITTSBORO, NC 27312	Proration	0029811151	DLY5228	AUTHORIZED	54530912	Refund Generated due to proration on Bill #0029811151-2015-0000-00
DIANE LINDA STROUT GROVESREVOCABLE TRUST	DIANE LINDA STROUT GROVESREVOCABLE TRUST		260 CAROLINA MEADOWS VILL		CHAPEL HILL, NC 27517	Proration	0031855058	YYK4219	AUTHORIZED	54619176	Refund Generated due to proration on Bill #0031855058-2015-0000-00
EARLY, CHARLES WORTH	EARLY, CHARLES WORTH		624 DAVIS LOVE DR		CHAPEL HILL, NC 27517	Proration	0024372445	CJF2360	AUTHORIZED	53465422	Refund Generated due to proration on Bill #0024372445-2015-0000-00
EDDINS, TAMMIE FOWLER	EDDINS, TAMMIE FOWLER		1350 CHATHAM CHURCH RD		MONCURE, NC 27559	Proration	0024876610	CJN7016	AUTHORIZED	54025144	Refund Generated due to proration on Bill #0024876610-2015-0000-00
FISHER, ROBERT THOMAS IV	FISHER, ROBERT THOMAS IV		8702 35TH AVE		COLLEGE PARK, MD 20740	Proration	0031632499	DKD9765	AUTHORIZED	53298024	Refund Generated due to proration on Bill #0031632499-2015-0000-00



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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/29/2016	8/29/2016 9:57:24 AM
ie	Vehicle Sold	08/30/2016	8/31/2016 2:06:35 PM
ie	Vehicle Sold	08/09/2016	8/11/2016 3:15:55 PM
ie	Vehicle Totalled	08/19/2016	8/19/2016 11:05:45 AM
ie	Reg . Out of state	08/05/2016	8/5/2016 12:46:36 PM





North Carolina Ver

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$40.14)	\$0.00	(\$40.14)
09	Tax	(\$4.42)	\$0.00	(\$4.42)
			Refund	\$44.56
00	Tax	(\$99.19)	\$0.00	(\$99.19)
07	Tax	(\$16.42)	\$0.00	(\$16.42)
			Refund	\$115.61
00	Tax	(\$135.22)	\$0.00	(\$135.22)
07	Tax	(\$22.39)	\$0.00	(\$22.39)
			Refund	\$157.61
00	Tax	(\$71.72)	\$0.00	(\$71.72)
06	Tax	(\$14.12)	\$0.00	(\$14.12)
			Refund	\$85.84
00	Tax	(\$42.50)	\$0.00	(\$42.50)
07	Tax	(\$7.04)	\$0.00	(\$7.04)
			Refund	\$49.54



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
GLOVER, HELEN PRICE	GLOVER, HELEN PRICE		1818 SNOW CAMP RD		SILER CITY, NC 27344	Proration	0014495601	ABF8444	AUTHORIZED	54716926	Refund Generated due to proration on Bill #0014495601-2015-0000-00
GUNTER, JOSEPH CALVIN	GUNTER, JOSEPH CALVIN	GUNTER, HEATH DAVIS	2624 JESSIE BRIDGES RD		SILER CITY, NC 27344	Adjustment < \$100	0033074564	CH46397	AUTHORIZED	53906260	Refund Generated due to adjustment on Bill #0033074564-2016-0000-00
HIBBERT, DAVID ALAN	HIBBERT, DAVID ALAN		201 SUMMERGATE CIR		CHAPEL HILL, NC 27516	Proration	0023009063	ZPA5386	AUTHORIZED	53964938	Refund Generated due to proration on Bill #0023009063-2015-0000-00
HUANG, SHAOXING	HUANG, SHAOXING	SU, XIUJUAN	921 QUEENSDALE DR		CARY, NC 27519	Proration	0008716660	YRH9904	AUTHORIZED	79839057	Refund Generated due to proration on Bill #0008716660-2015-0000-00
HUDSON, THOMAS COLE JR	HUDSON, THOMAS COLE JR	HUDSON, LISA JONES	PO BOX 641		PITTSBORO, NC 27312	Adjustment < \$100	0018807965	CBX1084	AUTHORIZED	54213856	Refund Generated due to adjustment on Bill #0018807965-2015-0000-00



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/31/2016	8/31/2016 11:56:15 AM
ie	Over Assessment	08/17/2016	8/17/2016 11:03:31 AM
ie	Vehicle Sold	08/18/2016	8/18/2016 2:53:51 PM
ie	Vehicle Sold	08/04/2016	8/4/2016 1:54:38 PM
ie	Mileage	08/23/2016	8/23/2016 9:50:53 AM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$32.47)	\$0.00	(\$32.47)
01	Tax	(\$4.70)	\$0.00	(\$4.70)
			Refund	\$37.17
00	Tax	(\$32.96)	\$0.00	(\$32.96)
09	Tax	(\$3.56)	\$0.00	(\$3.56)
			Refund	\$36.52
00	Tax	(\$24.98)	\$0.00	(\$24.98)
07	Tax	(\$4.14)	\$0.00	(\$4.14)
			Refund	\$29.12
00	Tax	(\$2.41)	\$0.00	(\$2.41)
23	Tax	(\$1.44)	\$0.00	(\$1.44)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$3.85
00	Tax	(\$7.78)	(\$0.39)	(\$8.17)
07	Tax	(\$1.29)	(\$0.06)	(\$1.35)
			Refund	\$9.52



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
HUDSON, THOMAS COLE JR	HUDSON, THOMAS COLE JR		PO BOX 641		PITTSBORO, NC 27312	Proration	0021747427	WYS3397	AUTHORIZED	54025598	Refund Generated due to proration on Bill #0021747427-2015-0000-00
JERCHOWER, BARBARA LYNN	JERCHOWER, BARBARA LYNN		824 FINNBAR DR		CARY, NC 27519	Proration	0001271798	YZV6036	AUTHORIZED	81037608	Refund Generated due to proration on Bill #0001271798-2015-0000-00
KLEIN, TERESA SCHALNAT	KLEIN, TERESA SCHALNAT	KLEIN, JAMES GREGORY	2515 BRIAR CHAPEL PKWY		CHAPEL HILL, NC 27516	Proration	0028627824	DLC6015	AUTHORIZED	53841486	Refund Generated due to proration on Bill #0028627824-2015-0000-00
KNOWLES, DONALD REID	KNOWLES, DONALD REID	KNOWLES, REBECCA BRANDON	2390 LAMONT NORWOOD RD		PITTSBORO, NC 27312	Adjustment < \$100	0018815511	YPA6708	AUTHORIZED	53089460	Refund Generated due to adjustment on Bill #0018815511-2015-0000-00
LAFFOON, JAMES CARROL	LAFFOON, JAMES CARROL	LAFFOON, CATHERINE CONGER	1568 CEDAR GROVE RD		PITTSBORO, NC 27312	Proration	0018818894	YYF9163	AUTHORIZED	53162964	Refund Generated due to proration on Bill #0018818894-2015-0000-00



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/19/2016	8/19/2016 4:38:31 PM
ie	Vehicle Sold	08/19/2016	8/19/2016 10:02:46 AM
ie	Vehicle Sold	08/16/2016	8/16/2016 11:43:35 AM
ie	Mileage	08/02/2016	8/2/2016 9:32:57 AM
ie	Vehicle Sold	08/03/2016	8/3/2016 9:19:44 AM





North Carolina Ver

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$47.71)	\$0.00	(\$47.71)
07	Tax	(\$7.90)	\$0.00	(\$7.90)
			Refund	\$55.61
00	Tax	(\$11.71)	\$0.00	(\$11.71)
23	Tax	(\$6.97)	\$0.00	(\$6.97)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$18.68
00	Tax	(\$10.13)	\$0.00	(\$10.13)
07	Tax	(\$1.68)	\$0.00	(\$1.68)
			Refund	\$11.81
00	Tax	(\$13.39)	\$0.00	(\$13.39)
07	Tax	(\$2.22)	\$0.00	(\$2.22)
			Refund	\$15.61
00	Tax	(\$58.60)	\$0.00	(\$58.60)
07	Tax	(\$9.71)	\$0.00	(\$9.71)
			Refund	\$68.31



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
LYONS, CASSIE LA SANDRA	LYONS, CASSIE LA SANDRA		41 ED CLAPP RD		SILER CITY, NC 27344	Proration	0031107526	ECD5012	AUTHORIZED	54024884	Refund Generated due to proration on Bill #0031107526-2015-0000-00
MCCLOE, SALLY MURTO	MCCLOE, SALLY MURTO		3075 STILLWATER CT		BETTENDORF, IA 52722	Proration	0020637195	ACB4229	AUTHORIZED	53089446	Refund Generated due to proration on Bill #0020637195-2015-0000-00
MCFARLANE, JEFFREY JAMES	MCFARLANE, JEFFREY JAMES		558 ROYAL SUNSET DR		DURHAM, NC 27713	Proration	0021848771	BED7882	AUTHORIZED	53298242	Refund Generated due to proration on Bill #0021848771-2015-0000-00
MEADS, ERICKA DAWN	MEADS, ERICKA DAWN		3379 W 3RD ST		STALEY, NC 27355	Proration	0025625285	CFK2609	AUTHORIZED	53089934	Refund Generated due to proration on Bill #0025625285-2015-0000-00
MIDDOUR, ROBERT CHARLES JR	MIDDOUR, ROBERT CHARLES JR		90 ABBEY RD		CHAPEL HILL, NC 27516	Proration	0018810533	YZV9340	AUTHORIZED	54717100	Refund Generated due to proration on Bill #0018810533-2015-0000-00



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/19/2016	8/19/2016 7:08:48 AM
ie	Reg . Out of state	08/02/2016	8/2/2016 9:16:34 AM
ie	Vehicle Sold	08/05/2016	8/5/2016 3:06:45 PM
ie	Vehicle Sold	08/02/2016	8/2/2016 1:19:27 PM
ie	Vehicle Sold	08/31/2016	8/31/2016 2:06:13 PM



North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$34.05)	\$0.00	(\$34.05)
09	Tax	(\$3.75)	\$0.00	(\$3.75)
			Refund	\$37.80
00	Tax	(\$23.46)	\$0.00	(\$23.46)
21	Tax	(\$16.34)	\$0.00	(\$16.34)
			Refund	\$39.80
00	Tax	(\$21.66)	\$0.00	(\$21.66)
12	Tax	(\$4.00)	\$0.00	(\$4.00)
			Refund	\$25.66
00	Tax	(\$31.72)	\$0.00	(\$31.72)
01	Tax	(\$4.59)	\$0.00	(\$4.59)
			Refund	\$36.31
00	Tax	(\$33.33)	\$0.00	(\$33.33)
07	Tax	(\$5.52)	\$0.00	(\$5.52)
			Refund	\$38.85



North Carolina Veh

NCVTS Pending

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
NORWOOD, JOHN HOWARD JR	NORWOOD, JOHN HOWARD JR	NORWOOD, JOHN HOWARD III	30 HARLEY FARMS HILL RD		PITTSBORO, NC 27312	Adjustment < \$100	0032980181	BMF4237	AUTHORIZED	80091630	Refund Generated due to adjustment on Bill #0032980181-2015-0000
PACIFICI, JESHUA ANTHONY	PACIFICI, JESHUA ANTHONY	FANELLI, JODY KAY	104 BELLEMONT RD		PITTSBORO, NC 27312	Proration	0024819300	CKZ1445	AUTHORIZED	54619074	Refund Generated due to proration on Bill #0024819300-2015-0000-00
POSSE, WILLIAM MANUEL	POSSE, WILLIAM MANUEL		427 E RIVER RD		MONCURE, NC 27559	Proration	0014498192	5L8212	AUTHORIZED	53906336	Refund Generated due to proration on Bill #0014498192-2015-0000-00
RIZKALLA, RAAFAT YOUSSEF	RIZKALLA, RAAFAT YOUSSEF		21 BUR OAK CT		PITTSBORO, NC 27312	Proration	0029095483	DEC2501	AUTHORIZED	53465184	Refund Generated due to proration on Bill #0029095483-2015-0000-00
RIZKALLA, RAAFAT YOUSSEF	RIZKALLA, RAAFAT YOUSSEF	ALCID, MERCEDITA MACALINTAL	21 BUR OAK CT		PITTSBORO, NC 27312	Proration	0014489885	VWF9189	AUTHORIZED	53465186	Refund Generated due to proration on Bill #0014489885-2015-0000-00



North Carolina Ver

NCVTS Pending

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	Refund Reason	Create Date	Authorization Date
ie	Situs error	08/08/2016	8/8/2016 4:00:34 PM
ie	Vehicle Sold	08/30/2016	8/30/2016 1:17:06 PM
ie	Vehicle Totalled	08/17/2016	8/17/2016 12:06:32 PM
ie	Vehicle Sold	08/09/2016	8/11/2016 3:15:55 PM
ie	Vehicle Sold	08/09/2016	8/9/2016 1:06:24 PM





North Carolina Ver

NCVTS Pending

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Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$53.95)	\$0.00	(\$53.95)
07	Tax	\$12.82	\$0.00	\$12.82
			Refund	\$41.13
00	Tax	(\$50.42)	\$0.00	(\$50.42)
21	Tax	(\$35.13)	\$0.00	(\$35.13)
			Refund	\$85.55
00	Tax	(\$14.92)	\$0.00	(\$14.92)
05	Tax	(\$3.00)	\$0.00	(\$3.00)
			Refund	\$17.92
00	Tax	(\$118.99)	\$0.00	(\$118.99)
06	Tax	(\$23.44)	\$0.00	(\$23.44)
			Refund	\$142.43
00	Tax	(\$25.37)	\$0.00	(\$25.37)
06	Tax	(\$4.99)	\$0.00	(\$4.99)
			Refund	\$30.36



North Carolina Veh

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
RUNYAN DISTRIBUTING INC	RUNYAN DISTRIBUTING INC		215 E DEER RUN		APEX, NC 27523	Adjustment < \$100	0033236688	EDK5551	AUTHORIZED	81321360	Refund Generated due to adjustment on Bill #0033236688-2016-0000
SANDERS, JOHN MCDANELL	SANDERS, JOHN MCDANELL		1130 FEARRINGTON POST		PITTSBORO, NC 27312	Proration	0021701964	AED3983	AUTHORIZED	54025500	Refund Generated due to proration on Bill #0021701964-2015-0000-00
SANDFORD, JOSEPH JR	SANDFORD, JOSEPH JR	SANDFORD, LOIS POLHEMUS	830 BLACKFRIARS LOOP		CARY, NC 27519	Proration	0023532493	BKW4810	AUTHORIZED	80638815	Refund Generated due to proration on Bill #0023532493-2015-0000-00
SCOTTON, JOHN CHARLIE	SCOTTON, JOHN CHARLIE		208 YALE LN		CHAPEL HILL, NC 27517	Proration	0014484525	XWT7550	AUTHORIZED	54618636	Refund Generated due to proration on Bill #0014484525-2015-0000-00
SHI, SAMUEL ROBERT IV	SHI, SAMUEL ROBERT IV		105 RIVERWOOD DR		MONCURE, NC 27559	Proration	0019670704	VF280B	AUTHORIZED	54530994	Refund Generated due to proration on Bill #0019670704-2015-0000-00



North Carolina Ver

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

	Refund Reason	Create Date	Authorization Date
ie	Situs error	08/23/2016	8/23/2016 2:20:33 PM
ie	Vehicle Sold	08/19/2016	8/19/2016 3:25:15 PM
ie	Vehicle Sold	08/15/2016	8/29/2016 8:12:25 AM
ie	Vehicle Sold	08/30/2016	8/30/2016 9:29:58 AM
ie	Vehicle Sold	08/29/2016	8/29/2016 10:41:27 AM



North Carolina Ver

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	\$0.00	\$0.00	\$0.00
21	Tax	(\$123.49)	\$0.00	(\$123.49)
07	Tax	\$29.36	\$0.00	\$29.36
			Refund	\$94.13
00	Tax	(\$27.11)	\$0.00	(\$27.11)
07	Tax	(\$4.49)	\$0.00	(\$4.49)
			Refund	\$31.60
00	Tax	(\$93.78)	\$0.00	(\$93.78)
23	Tax	(\$55.80)	\$0.00	(\$55.80)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$149.58
00	Tax	(\$5.17)	\$0.00	(\$5.17)
01	Tax	(\$0.75)	\$0.00	(\$0.75)
			Refund	\$5.92
00	Tax	(\$4.58)	\$0.00	(\$4.58)
05	Tax	(\$0.92)	\$0.00	(\$0.92)
			Refund	\$5.50

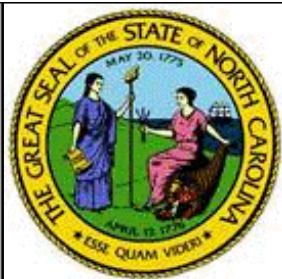


North Carolina Veh

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
SHOUP, JOHN GRANT	SHOUP, JOHN GRANT	SHOUP, NANCY MARGUERITE	311 ORBISON DR		CARY, NC 27519	Proration	0024658113	DDY9128	AUTHORIZED	80293257	Refund Generated due to proration on Bill #0024658113-2015 2015-0000-00
SISLEY, DEBORAH ANN	SISLEY, DEBORAH ANN		233 ELVERSON PL		CARY, NC 27519	Proration	0018812635	BCV1369	AUTHORIZED	81529725	Refund Generated due to proration on Bill #0018812635-2015 2015-0000-00
SMITH, NORMAN HOWARD	SMITH, NORMAN HOWARD		719 FHINNBAR DR		CARY, NC 27519	Proration	0028035385	ZXR9507	AUTHORIZED	79634157	Refund Generated due to proration on Bill #0028035385-2014 2014-0000-00
SPIVEY, KIMBERLY HOYLE	SPIVEY, KIMBERLY HOYLE		1418 CENTER CHURCH RD		PITTSBORO, NC 27312	Proration	0014489230	BKW9695	AUTHORIZED	53841888	Refund Generated due to proration on Bill #0014489230-2015 2015-0000-00



North Carolina Ver

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/10/2016	8/10/2016 8:27:57 AM
-			
ie	Vehicle Sold	08/25/2016	8/29/2016 8:12:25 AM
-			
ie	Vehicle Sold	08/02/2016	8/2/2016 9:11:37 AM
-			
ie	Vehicle Sold	08/16/2016	8/16/2016 2:01:52 PM
-			





North Carolina Ver

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$52.13)	\$0.00	(\$52.13)
23	Tax	(\$31.02)	\$0.00	(\$31.02)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$83.15
00	Tax	(\$68.80)	\$0.00	(\$68.80)
23	Tax	(\$40.94)	\$0.00	(\$40.94)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$109.74
00	Tax	(\$5.95)	\$0.00	(\$5.95)
23	Tax	(\$3.35)	\$0.00	(\$3.35)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$9.30
00	Tax	(\$3.65)	\$0.00	(\$3.65)
09	Tax	(\$0.40)	\$0.00	(\$0.40)
			Refund	\$4.05



North Carolina Veh

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
STACY, WILLIAM EDWARD SR	STACY, WILLIAM EDWARD SR	STACY, JACQUELINE LEPP	116 OCOEE FALLS DR		CHAPEL HILL, NC 27517	Proration	0001309392	WNA3269	AUTHORIZED	53090226	Refund Generated due to proration on Bill #0001309392-2015-0000-00
STOPA, FRANK STAN	STOPA, FRANK STAN	STOPA, PATRICIA ELLEN	128 LOOKOUT RDG		PITTSBORO, NC 27312	Proration	0019429480	NPM8700	AUTHORIZED	54422738	Refund Generated due to proration on Bill #0019429480-2015-0000-00
STROWD, ELVIN EMERSON	STROWD, ELVIN EMERSON	STROWD, ANNE WATSON	215 CAROLINA MDWS VILLA		CHAPEL HILL, NC 27517	Proration	0014500099	SWT2668	AUTHORIZED	53529202	Refund Generated due to proration on Bill #0014500099-2015-0000-00
WADE, MATTHEW NORWOOD	WADE, MATTHEW NORWOOD	WADE, REGINALD NORWOOD JR	1375 WINDY RIDGE RD		CHAPEL HILL, NC 27517	Proration	0031359565	PCH6020	AUTHORIZED	53089472	Refund Generated due to proration on Bill #0031359565-2015-0000-00
WAHL, GEORGE HENRY JR	WAHL, GEORGE HENRY JR	WAHL, MARY GRAY	29 CROSSWIND S ESTATES DR		PITTSBORO, NC 27312	Proration	0030423729	WPR8698	AUTHORIZED	53657060	Refund Generated due to proration on Bill #0030423729-2015-0000-00



North Carolina Ver

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Sold	08/02/2016	8/2/2016 4:25:47 PM
ie	Vehicle Sold	08/26/2016	8/26/2016 11:59:58 AM
ie	Vehicle Sold	08/10/2016	8/11/2016 3:15:55 PM
ie	Vehicle Sold	08/02/2016	8/2/2016 9:39:19 AM
ie	Vehicle Sold	08/12/2016	8/12/2016 11:16:09 AM



North Carolina Ver

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$36.05)	\$0.00	(\$36.05)
07	Tax	(\$5.97)	\$0.00	(\$5.97)
			Refund	\$42.02
00	Tax	(\$25.50)	\$0.00	(\$25.50)
06	Tax	(\$5.02)	\$0.00	(\$5.02)
			Refund	\$30.52
00	Tax	(\$86.98)	\$0.00	(\$86.98)
07	Tax	(\$14.41)	\$0.00	(\$14.41)
			Refund	\$101.39
00	Tax	(\$10.20)	\$0.00	(\$10.20)
07	Tax	(\$1.69)	\$0.00	(\$1.69)
			Refund	\$11.89
00	Tax	(\$34.42)	\$0.00	(\$34.42)
07	Tax	(\$5.70)	\$0.00	(\$5.70)
			Refund	\$40.12



North Carolina Veh

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description
WEBSTER, JEREMY STUART	WEBSTER, JEREMY STUART	WEBSTER, ASHLEY MARIE	2302 GOLDSTON CARBONTON	RD	GOLDSTON, NC 27252	Proration	0025368096	BBR1166	AUTHORIZED	54530794	Refund Generated due to proration on Bill #0025368096-2015-0000-00
WHITBECK, BEVERLY ANNE	WHITBECK, BEVERLY ANNE		605 ALLFORTH PL		CARY, NC 27519	Proration	0026521316	HD29566	AUTHORIZED	80091414	Refund Generated due to proration on Bill #0026521316-2014-0000-00
WILLIFORD, ASHLEY HARDING	WILLIFORD, ASHLEY HARDING		698 NEW HOPE CHURCH RD		APEX, NC 27523	Proration	0018805191	BD6924	AUTHORIZED	53465296	Refund Generated due to proration on Bill #0018805191-2015-0000-00
YON, MARY ALSTON	YON, MARY ALSTON		905 PHILLIP STREET		GARNER, NC 27529	Proration	0014490270	WWB1718	AUTHORIZED	53298224	Refund Generated due to proration on Bill #0014490270-2015-0000-00
YON, MARY ELIZABETH ALSTON	YON, MARY ELIZABETH ALSTON		905 PHILLIP STREET		GARNER, NC 27529	Proration	0025517674	TRC6235	AUTHORIZED	53298230	Refund Generated due to proration on Bill #0025517674-2015-0000-00



North Carolina Veh

NCVTS Pending

Report Date 9/2/2016 9:42:48 AM

	Refund Reason	Create Date	Authorization Date
ie	Vehicle Totalled	08/29/2016	8/31/2016 2:06:36 PM
ie	Vehicle Sold	08/08/2016	8/8/2016 2:43:39 PM
ie	Vehicle Sold	08/09/2016	8/9/2016 2:46:19 PM
ie	Vehicle Sold	08/05/2016	8/5/2016 2:47:54 PM
ie	Vehicle Sold	08/05/2016	8/11/2016 3:15:55 PM



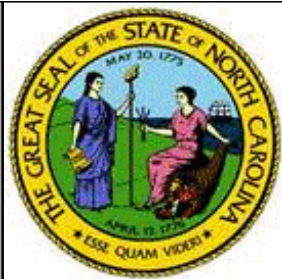


North Carolina Ver

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Report Date 9/2/2016 9:42:48 AM

Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
00	Tax	(\$105.12)	\$0.00	(\$105.12)
04	Tax	(\$13.52)	\$0.00	(\$13.52)
			Refund	\$118.64
00	Tax	(\$30.83)	\$0.00	(\$30.83)
23	Tax	(\$17.35)	\$0.00	(\$17.35)
23	Vehicle Fee	\$0.00	\$0.00	\$0.00
			Refund	\$48.18
00	Tax	(\$17.47)	\$0.00	(\$17.47)
07	Tax	(\$2.89)	\$0.00	(\$2.89)
			Refund	\$20.36
00	Tax	(\$38.71)	\$0.00	(\$38.71)
09	Tax	(\$4.27)	\$0.00	(\$4.27)
			Refund	\$42.98
00	Tax	(\$124.64)	\$0.00	(\$124.64)
09	Tax	(\$13.72)	\$0.00	(\$13.72)
			Refund	\$138.36
			Refund Total	\$3107.25

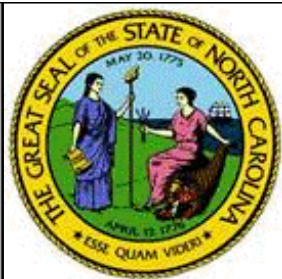


North Carolina Ver

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Report Date 9/2/2016 9:42:48 AM

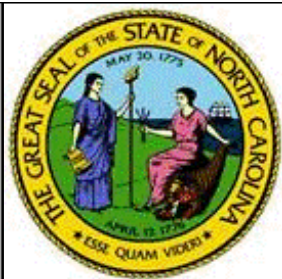
Tax Jurisdiction	District Type	Net Change
00	COUNTY	(\$2,292.80)
21	CITY	(\$387.17)
23	CITY	(\$225.38)
01	FIRE	(\$10.04)
03	FIRE	(\$17.61)
04	FIRE	(\$13.52)
05	FIRE	(\$3.92)
06	FIRE	(\$18.07)
07	FIRE	(\$104.62)
09	FIRE	(\$30.12)
12	FIRE	(\$4.00)
Total		(\$3,107.25)



North Carolina Ver

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Report Date 9/2/2016 9:42:48 AM

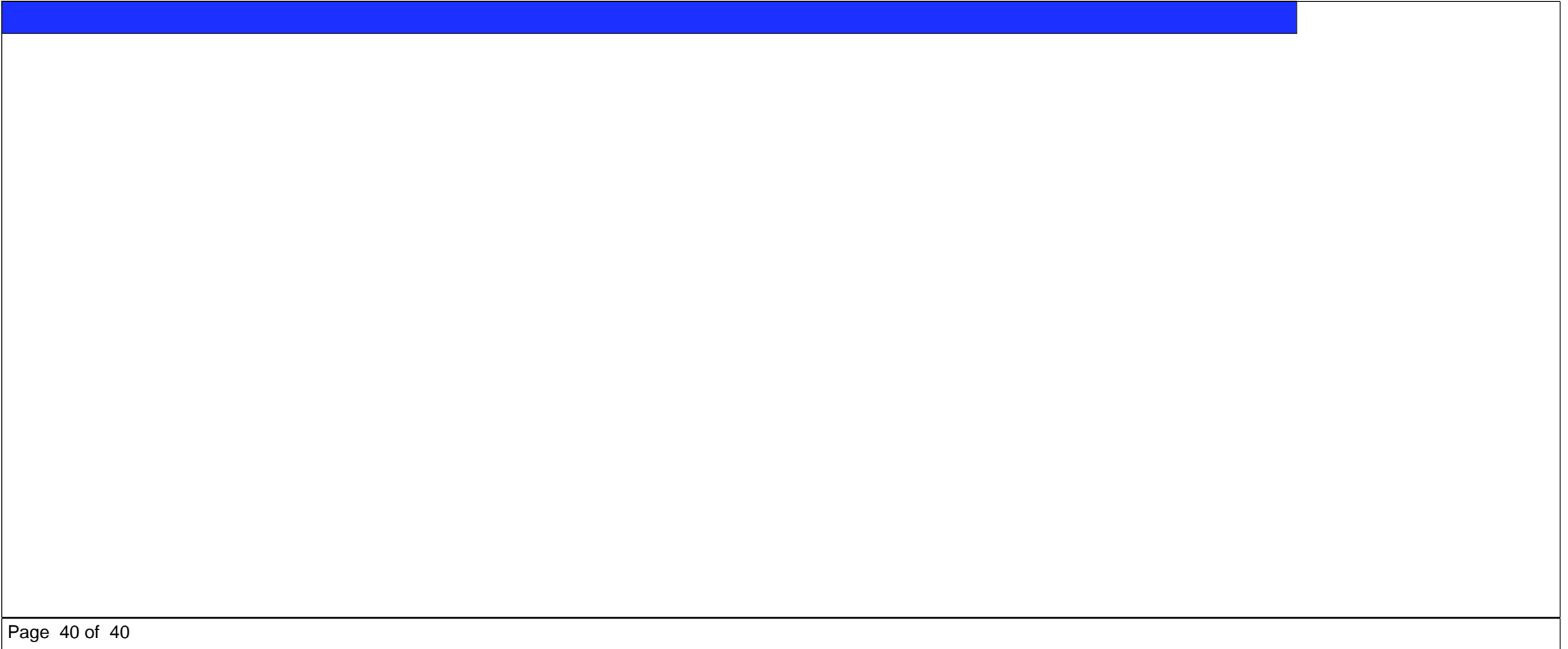


North Carolina Ver

**NCVTS Pending**

Report Date 9/2/2016 9:42:48 AM

Report Parameters





# Chatham County, NC

## Text File

File Number: 16-1843

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Agenda Item

**Agenda Number:**

Vote on a request to approve the Restated Agreement between the County and Pearson's Appraisal, Inc.

**Introduction & Background:**

At its March 16, 2015 meeting, the Board of Commissioner approved a contract with Pearson's Appraisal, Inc., (the "Contractor" ) to perform appraisals in connection with the County's 2017 Revaluation. The County and the Contractor entered into an Agreement (the "Original Agreement") under the terms of which Contractor agreed to provide the appraisal services. The appraisal services to be performed by the Contractor were the same services set forth in the "Scope of Work" shown on Appendix1 attached hereto.

The Parties have been unable to locate an executed copy of the Original Agreement and wish to execute this Restated Agreement containing the same terms and conditions as the Original Agreement, including the Scope of Work.

**Budgetary Impact:**  
Previously budgeted.

**Recommendation:**  
Approve the Agreement



NORTH CAROLINA

CHATHAM COUNTY

**AGREEMENT FOR SERVICES**

**THIS RESTATED AGREEMENT FOR SERVICES (this "Agreement")**, made and entered into this **19<sup>th</sup> day of September, 2016** by and between Chatham County, a body politic and corporate of the State of North Carolina, (hereinafter referred to as the "County"), and Pearson's Appraisal Inc., (hereinafter referred to as "Contractor");

**W I T N E S S E T H:**

**WHEREAS**, on or about the 16<sup>th</sup> day of March 2015, the County and Contractor entered into an Agreement (the "Original Agreement") under the terms of which Contractor agreed to perform certain appraisal services; and

**WHEREAS**, the appraisal services to be performed by the Contractor were the same services set forth in the "Scope of Work" shown on Appendix 1 attached hereto; and

**WHEREAS**, the Parties have been unable to locate an executed copy of the Original Agreement and wish to execute this Restated Agreement containing the same terms and conditions as the Original Agreement; and

**WHEREAS**, Contractor, has agreed to provide the appraisal services in a professional manner in accordance with the standards of Contractor's industry and as hereinafter set forth; and

**WHEREAS**, the County wishes to enter into this Agreement with Contractor to provide the services specified in Appendix 1, Scope of Work, attached hereto and incorporated herein by reference.

**NOW THEREFORE**, in consideration of the mutual agreements described below, the parties agree as follows:

1. **Term of Agreement:** The initial term of this Agreement commenced on **March 16, 2015** and shall end on or before **June 30, 2017**.
2. **Scope of Service:** The Contractor shall provide to the County the Services (the "Services") set forth in the "Scope of Work" attached hereto as Appendix 1, which is incorporated herein and made an integral part of the Agreement.
3. **Compensation:** As compensation for the services to be provided by Contractor, the County shall pay the Contractor the amount **\$613,142.00** payable within thirty (30) days from receipt of invoice, or as otherwise set forth in Appendix 1.
4. **Insurance:** Contractor shall maintain insurance policies at all times with minimum limits as follows:

**Coverage**

Worker's Compensation  
Statutory Limits

**General/Professional Liability**

\$100,000 bodily injury per person (BI)  
\$500,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD)

**Automobile Liability**

\$250,000 bodily injury per person (BI)  
\$100,000 property damage (PD) or

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina and shall be rated not less than "A" by A.M. Best and Company. Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to the commencement of operations. The certificates shall clearly indicate that Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve Contractor from any liability or obligations under this Agreement.

5. **Confidentiality:** All proprietary data and information, if any, furnished to Contractor by the County shall be regarded as confidential, shall remain the sole property of the County and shall be held in confidence and safekeeping by Contractor for the sole use of the County and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than the County or its designated legal counsel, accountants or practice management consultants any information about the County. Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

6. **Status of Parties:** Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between Contractor and the County. Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

7. **Assignment and Subcontracting:** Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by Contractor without prior written consent of the County, which consent may be withheld in the County's sole discretion.

8. **Binding Effect:** This Agreement shall be binding upon the parties hereto, their heirs, administrators, executors, successors and assigns, if such assignment has been approved by the County.

9. **Notices:** Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited in the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County  
Attn: County Manager  
Post Office Box 1809  
Pittsboro, North Carolina 27312

Pearson's Appraisal Service, Inc.  
Attn: Fred W. Pearson, Owner/Manager  
Post Office Box 36404  
Richmond, Virginia 23235

Either party may change its address for notices under this Agreement by giving written notice of such change to the other party in accordance with the terms of this paragraph.

10. **Governing Law:** This Agreement and the rights and obligations to the parties hereunder shall be construed and governed by the laws of the State of North Carolina and venue for any proceedings arising hereunder shall be in the state court of appropriate jurisdiction located in Chatham County, North Carolina.

11. **Modifications:** This Agreement may be amended or modified by the mutual written consent of the parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent, or other duly authorized official.

12. **Entire Agreement:** This Agreement contains the entire agreement between the parties pertaining to the subject matter of this Agreement. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this Agreement.

13. Waiver: A waiver of any provision of this Agreement must be in writing, designated as such, and signed by the party against whom enforcement of the waiver is sought. The waiver of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach thereof.

14. Termination: This Agreement may be terminated as follows:

- (i) Cause: If the services provided by the Contractor under this Agreement are determined to be unsatisfactory or unacceptable, as determined by the County Manager, this Agreement may be terminated by the County for default. Grounds for termination for default shall include, but not be limited to:
  - (a) Failure to respond to all reasonable requests from the County to provide services covered by this Agreement.
  - (b) Failure to maintain equipment in accordance with the requirements of the this Agreement and with all laws.
  - (c) Lack of proper insurance as required under this Agreement.
  - (d) Charging rates or fees in excess of those provided in this Agreement.
  - (e) Inefficient, or unsafe practices in providing services.
  - (f) Other actions which impact unfavorably on the faithful performance of this Agreement.
- (ii) Convenience: The County reserves the right to terminate this Agreement upon thirty (30) days written notice to Contractor for any reason deemed by the County to serve the public interest. This termination for convenience will not be made when termination is authorized under any other provisions of this Agreement. In the event of such termination the County shall pay the Contractor those costs directly attributable to services received by the County in compliance with the Agreement prior termination. Provided, however, that no costs will be paid to the Contractor which are recoverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, nor for any special, consequential or similar damage.

15. Annual Appropriations and Funding. This Agreement is subject to the annual appropriation of funds by the Chatham County Commissioners. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, the County shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment for all service satisfactorily provided under this Agreement up to and through the Contractor's receipt of notice of termination.

16. Hold Harmless: Contractor agrees to indemnify and hold harmless the County, its agents, servants and employees from any and all claims, actions, lawsuits, damages, judgments or liabilities of any kind whatsoever arising out of the provision of service under this Agreement.

17. County Policy: The County opposes discrimination on the basis of race and sex and requires all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under County contracts.

(The remainder of this page intentionally left blank)

18. E-Verify: Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

19. Iran Divestment Act: Contractor hereby certifies that Contractor, an all subcontractors, are not on the Iran Divestment List (the "List") created by the North Carolina State Treasurer pursuant to N.C.G.S § 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.

**IN WITNESS WHEREOF**, the parties have executed this Agreement in their official capacities with legal authority to do so.

**Chatham County:**

By: \_\_\_\_\_  
James G. Crawford, Chair

**Contractor**

By: Fred W. Pearson  
Fred W. Pearson, Owner/Manager  
Pearson's Appraisal Services, Inc.  
Post Office Box 36404  
Richmond, Virginia 23235  
Phone: 804-564-9393  
Email: pearsonfw@msn.com

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Vicki McConnell, Finance Director

APPENDIX 1

Chatham County Tax Office  
Attn: Frances Wilson  
12 East Street  
Pittsboro, NC 27312

Dear Members of the Selection Committee:

I am pleased to submit a proposal on behalf of Pearson's Appraisal Service, Inc. for real estate appraisal services associated with Chatham County's upcoming 2017 revaluation. Pearson's Appraisal Service, Inc. has been a leader in mass appraisal in North Carolina for over 30 years. To date, Pearson's has successfully completed over 175 turn-key projects and appraised over 2,000,000 properties in North Carolina. Our firm has completed more revaluations in North Carolina than any other appraisal company.

Our recent work in Chatham County and having performed numerous revaluations in the greater Triangle region, Pearson's has developed a strong understanding of your local real estate market. Over the course of our previous contracts, our company has developed strong working relationships with the government and people of Chatham County; particularly with Karen Jones and her professional staff of real estate appraisers and supporting personnel.

Pearson's proposes Emmett Curl to serve as our company Project Manager. As a licensed General real estate appraiser in North Carolina, I propose myself as the primary contact for commercial and industrial properties. Jeremy Proffitt will be primarily responsible for overseeing the valuation of residential and vacant properties. His current managerial duties in Mecklenburg County make him an ideal candidate for handling the majority of your overall parcel count. Mr. Proffitt has been instrumental in the development and successful implementation of our SLIDR system for on-site property reviews. All staff appraisers that will serve on this project will be certified by the Department of Revenue.

If you have any questions or concerns with any of the information outlined within the proposal please do not hesitate to contact me. I thank you for your time and consideration and look forward to the prospect of serving Chatham County with the performance and completion of appraisal services related to the 2017 revaluation.

Sincerely,



Fred Pearson  
Owner/ Manager  
Pearson's Appraisal Service, Inc.

APPENDIX 1

Chatham County Tax Office  
Attn: Frances Wilson  
12 East Street  
Pittsboro, NC 27312

Dear Members of the Selection Committee:

I am pleased to submit a proposal on behalf of Pearson's Appraisal Service, Inc. for real estate appraisal services associated with Chatham County's upcoming 2017 revaluation. Pearson's Appraisal Service, Inc. has been a leader in mass appraisal in North Carolina for over 30 years. To date, Pearson's has successfully completed over 175 turn-key projects and appraised over 2,000,000 properties in North Carolina. Our firm has completed more revaluations in North Carolina than any other appraisal company.

Our recent work in Chatham County and having performed numerous revaluations in the greater Triangle region, Pearson's has developed a strong understanding of your local real estate market. Over the course of our previous contracts, our company has developed strong working relationships with the government and people of Chatham County; particularly with Karen Jones and her professional staff of real estate appraisers and supporting personnel.

Pearson's proposes Emmett Curl to serve as our company Project Manager. As a licensed General real estate appraiser in North Carolina, I propose myself as the primary contact for commercial and industrial properties. Jeremy Proffitt will be primarily responsible for overseeing the valuation of residential and vacant properties. His current managerial duties in Mecklenburg County make him an ideal candidate for handling the majority of your overall parcel count. Mr. Proffitt has been instrumental in the development and successful implementation of our SLIDR system for on-site property reviews. All staff appraisers that will serve on this project will be certified by the Department of Revenue.

If you have any questions or concerns with any of the information outlined within the proposal please do not hesitate to contact me. I thank you for your time and consideration and look forward to the prospect of serving Chatham County with the performance and completion of appraisal services related to the 2017 revaluation.

Sincerely,



Fred Pearson  
Owner/ Manager  
Pearson's Appraisal Service, Inc.



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## **Company Profile**

Pearson's Appraisal Service, Inc. has been successfully providing appraisal services to North Carolina and Virginia municipalities for the past 35 years; performing equitable revaluations and assisting tax offices with a variety of appraisal services. With our large staff of professional appraisers, we are able to provide assurance to our clients that their revaluation project is completed in a timely manner by experienced personnel.

Our success in the field of appraising can be greatly attributed to our dedicated and competent appraisal staff. We currently staff over 35 employees, many specializing in specific roles in the reappraisal process.

Bob and Fred Pearson are well respected within the mass appraisal industry for their hands on approach and personal attention they give to each project, solution, and client. Fred W. Pearson is licensed as a North Carolina Certified General Appraiser and together with Robert Pearson, Jr. they incorporated their appraisal company in 1981 in the states of Virginia and North Carolina. Since our incorporation, we have completed over 175 turn-key appraisal projects and have appraised over two million parcels.

Our company's experience with the use of computer assisted mass appraisal systems continues to grow with the number of contracts Pearson's Appraisal Service is awarded. CAMA systems vary from one locality to another and likewise, our appraisers have become adept users of a number of computer systems. They also receive support from our IT staff which has years of industry specific experience.

Pearson's Appraisal Service strongly believes in providing high quality and comprehensive appraisal services. We strive to maintain at all times ethical and professional standards. Our managers and owners are active members of the International Association of Assessing Officers, the Virginia Association of Assessing Officers, the North Carolina Association of Assessing Officers, the Georgia Association of Assessors, and the Pennsylvania Association of Assessors. Our company is an Equal Opportunity Employer.

## Fee Proposal

### PER PARCEL PRICING FOR REVALUATION SERVICES

All Parcels	Per Parcel	Estimated Cost
Sales Analysis	\$1 / Parcel	\$43,000
Preparation of Tax Manual	\$1.25 / Parcel	\$53,750
Clerical & Data Entry for Residential & Commercial Parcels Through February 2017		County to perform this function
Photos of commercial and Residential Properties * Take photos of the majority of road accessible sketched buildings		Included in Visual Review
<b>Residential Parcels</b>		
Visual Review of Residential Parcels	\$10.25 / Parcel	\$420,250
Aerial Photography / Pictometry Review		County to perform this function
"Walk Around" review of residential parcels (Estimated to be 10% of residential parcels)		County to perform this function
<b>Commercial Parcels</b>		
Visual Review of Commercial Parcels	\$26.25 / Parcel	\$52,500
Aerial Photography / Pictometry Review		County to perform this function
Appeals and Hearings at Per Diem Rate Estimated 2 appraisers for 2 months (42 work days each) 1 commercial appraiser for 10 work days		\$43,642
<b>Estimated Total Cost</b>		<b>\$613,142</b>

Per Diem Pricing: \$517 per day per Project Manager & Commercial Appraisers  
\$458 per day per Residential and Farm Appraisers

## Summation of Project Responsibilities

Task	COUNTY	PAS	Additional Details
Clerical	X		Full-time office manager
Data Entry	X		
Property Record Cards	X		
Office Space	X		
Office Supplies	X		
Telephone/Internet	X		
Printing Expenses	X		
Computer Hardware	X		
Insurance		X	
Public Relations	X	X	
Property Field Visits		X	Visual review of all improved parcels
Residential Field Checks	X		Walk around review of parcels
Commercial Field Checks		X	
Digital Photos		X	Primary structures
Mobile Homes		X	Real estate only
New Construction	X		
Sales Ratio Study		X	Updated periodically
Construction Cost Analysis		X	
Income Approach		X	
Present Use Value	X		Pearson will appraise market value
Review Zoning		X	
Appraisal Manual		X	
Appraise all properties at Market Value		X	
Schedule of Values		X	
Informal Appeals	X	X	As needed basis (per diem)
Prepare Notices	X		
Postage	X		
BOE Appeals	X	X	As needed basis (per diem)
Clerical for BOE	X		
Court Appeals	X	X	As needed basis (per diem)
Provide CAMA Data Extracts	X	X	Nightly as requested to PAS
Progress Reports		X	Monthly

## **Project Timeline**

<b>Task</b>	<b>Time Frame</b>
Acquire Certificates of Insurance	March 2015
Meet with County staff & develop formal project timeline	Continual basis
Project commencement	February 2015
Software Training	
Acquire MLS data on sales and active listings	July 2015
Meet with local builders, bankers, realtors	August 2015
Review 2014/2015 sales	August 2015
Initial sales study completed	September 2015
Meet with County on sales study findings	September 2015
Update bldg. and land rates in CAMA	
Field work commences	October 2015
Draft of appraisal manual	May 2015
Rough draft of Schedule of Values	August 2016
Updated revisions to Schedule of Values	August 2016
Field work 100% complete	September 2016
Revised sales ratio study using updated field work data and most recent sales	October 2016
Run edit reports on data	October 2016
Final review of appraisals complete	September 2016
Review and data entry completed	September 2016
Revised sales ratio study using updated field work data and most recent sales	October 2016
Notices mailed	December 2016
Informal Appeals	December 2016
BOE hearings availability	As needed
Court appeals availability	As needed

## **Data Review Procedures**

PAS staff appraisers will conduct visits to collect and verify real property data based upon PAS and County guidelines. All personnel will be adequately trained regarding listing procedures. Appraisers will route improved property record cards and make corrections to them in the field. Field appraisers will work from well-marked company vehicles. Personnel and vehicle information will be made available upon request to the County's contract liaison and local law enforcement. All field personnel will wear photo ID badges.

PAS is pleased to present a revolutionary way to improve on the field collection and review process of your reappraisal project. The field visit phase of a revaluation is often the most costly and requires the greatest amount of resources. Based on our years of experience, we have concluded a large percentage of properties have not undergone physical changes since the last reappraisal. CAPS's strength is quickly processing these unchanged parcels to ensure ample time is spent on the parcels that have undergone changes. Building on our years of appraisal experience and today's industry technology, our IT professionals have developed CAPS which produces more consistent, accurate results in less time with less people; ultimately allowing for more time to focus on market analysis, appeals, and other important phases of your revaluation project.

CAPS gives mass appraisers access to technologies that were previously only available in the office. CAPS is a data collection and review that operates from a tablet computer platform. CAPS combines GIS mapping, GPS, high quality aerial photography, customized software and your existing tax data to give the appraiser the tools that produce higher quality reappraisal work. The appraiser utilizes GIS maps to determine property boundaries, structure situs, and other property characteristics. The appraiser will also be responsible for photographing all substantial structures. For sale, for rent, commercial tenant, and realtor information can also be collected and assigned to the corresponding parcel. The end result is a comprehensive profile compiled for each parcel that is unachievable by conventional industry methods. All of this information is stored digitally and will be accessible to data entry personnel as well as appraisers doing a final review. This data is downloaded nightly to our company's data servers to ensure all data is synched and backed up.

CAPS primarily operates from the shoulder of the road, minimizing the number of property "walk a rounds". Our software gives appraisers the ability to flag parcels requiring a traditional field visit. Changes that would require a more detailed review include items such as: major changes to sketch dimensions, discovery of unlisted buildings, and inaccessible improvements. All of the parcels requiring a more detailed review are logged in our database so that paper record cards can be printed for field reviews.



The County and Pearson's Appraisal Service may discuss the level of involvement of CAPS during the revaluation process. The County may prefer this method on residential properties and a traditional approach on commercial and Industrial properties.

## **Valuation Process and Methodology**

PAS will ensure all methodology used in determining market value for property types will be discussed with the County, included in the Schedules of Values, and implemented in Chatham County CAMA software.

PAS will adhere to all state legislation and IAAO guidelines in developing a valuation process. Open lines of communication between County and PAS are vital to the overall level of success of the valuation phase. Upon being awarded a contract, members of PAS will begin a thorough analysis of County's current valuation models and propose any changes deemed appropriate for a more equitable reappraisal. PAS will implement valuation schedules in consultation with the County, and will discuss changes to these schedules throughout the life of the project. A Schedule of Values will be developed by PAS using resources such as Marshall and Swift. Findings from these resources will then be tailored according to sales studies to accurately reflect County's local real estate market based on information from local builders, bankers, and Realtors.

### **Residential**

For residential properties the Sales Comparison method will be the primary approach. Using the sales approach, PAS will analyze sales based on price, location, condition, style, size, etc. to determine the market value for each type of property. The County's current valuation models will serve as a starting point and will be adjusted as necessary to reflect market value.

Data obtained from MLS listings will also be reviewed throughout the valuation process. Information obtained from these sources aid in the sales qualification by way of square footage verification, bedroom and bathroom counts, and finished upper story/basement dimensions.

### **Commercial**

The Income approach to value will be used on commercial and industrial properties in areas deemed appropriate by PAS and County. Any information will be saved and recorded for the county's future use. This information will be categorized into models (apartments, office, retail etc). The data will be analyzed for each use type and market capitalization rates will be generated. This market income data may be used uniformly against all properties that fit the model and use type. Economic rents will be formulated in areas with no actual market rent data.

PAS subscribes to Loopnet.com and Realtyrates.com to aid in commercial and industrial valuation. These resources provide crucial information such as properties for sale, asking rents, predominate local market capitalization rates and expenses, as well as overall changes in demand and vacancies by property class.

### **Land**

PAS has experience with all land valuation methods including acreage, front foot, square foot, and lot pricing. The Sales comparison approach will be the primary method of determining the market value of vacant parcels. Any existing property characteristics the county has on file will be utilized. Size, location, zoning, road frontage, and available utilities will all be considered when determining market value. Any vacant land sales will be analyzed by these characteristics to measure their overall impact on market value. Upon being awarded a contract, PAS will thoroughly review the county's existing land classifications and make recommendations where necessary to best reflect market value.

### **Markets/Neighborhoods**

PAS will review markets, neighborhoods, and subdivisions to accurately reflect market value for all parcels. Markets may influence land pricing methods, value schedules, and other important property criteria.

## **Quality Control Procedures**

PAS ensures accurate field data and property values by utilizing multiple methods of quality assurance. Listed below are a few of the measures we utilize to guarantee a successful project.

- **Sales Verification**
  - Before an accurate market analysis can be completed, all sales must be validated as arms-length transactions. PAS will comply with all state guidelines regarding sales qualification, as well as any additional requirements outlined by County and PAS. Market analysis is the basis from which all property in the County will be valued and must be diligently maintained to produce a fair and equitable revaluation.
- **Listing Standards**
  - One of the greatest challenges during a reappraisal project is the establishment of and adherence to listing standards of field work. PAS and County will outline all requested criteria to be verified and listed prior to the commencement of field work. All field personnel and data entry clerks will be trained based upon the criteria outlined in the appraisal manual.
- **Edit Reporting and other report generation through the CAMA system**
  - By properly querying the CAMA database, our management team can ensure a highly equitable property reappraisal. PAS will work with County tax office staff to utilize all measures to ensure the maintenance of an accurate property database. This procedure will be conducted at or near the completion of field work and prior to a comprehensive review of final appraised values.
- **Final Market Analysis**
  - The current state of our economy reinforces the need for a continual market analysis while undertaking the reappraisal project. As the effective date approaches, PAS staff will continue to gauge the market through recent sales. It is of vital importance to have current values before an accurate and effective final review can occur. 2016 sales will be the primary basis from which all properties are valued for this revaluation.

## **Public Information Plan**

Pearson's Appraisal Service has always emphasized the importance of public relations throughout the reappraisal project. Our multi-faceted approach to public relations allows property owners and citizens to learn more about our work and our activity in your jurisdiction. Below is a list of mediums our PAS has implemented on previous revaluation projects.

- Local newspaper
  - In most localities, the newspaper remains the most effective medium for reaching a wide audience. PAS can provide a general overview of the process or educate citizens on the differences between market value, taxable value, and tax rate. Additional items that may be covered include areas of the county currently under review or advertisement for civic meetings.
- Educational seminars and Q&A sessions
  - County officials and PAS representatives have been present to answer questions from concerned taxpayers during a variety of meetings, typically, spread out over the project timeline. These should also be held in various locations to maximize accessibility to all taxpayers. Our experience with these sessions is that they rarely draw large numbers of people. Nonetheless it should remain a concerted effort by both PAS and County to reach out to the public in this manner.
- Informational links and resources via Internet
  - PAS can assist the county with crafting language pertaining to the project can be Linked by the county to the county website. A Frequently Asked Questions section typically reduces phone traffic and may even reduce informal appeals. Third party resources can also be made available on the website that further educate property owners on the revaluation process and a high level timeline and project plan can also be added to keep the public informed of key dates and areas of the county currently under on site review.

## **References**

### **Current Revaluations/Reassessments Under Progress:**

#### **Camden County NC**

2015 Walk-Around Revaluation

Approximately 7,241 parcels

Contact: Lisa Anderson, Tax Administrator

Tel.#(252)338-1919

#### **Chowan County NC**

2014 Property Revaluation

Approximately 13,000 parcels

Contact: Zee Lamb, County Manager

Tel.#(252)482-8431

#### **Cumberland County VA**

County-wide reassessment for the tax year of 2014

Approximately 6200 parcels

Contact: Ms. Anita French, Commissioner of the Revenue

Tel.#(804)

#### **Mecklenburg County NC**

Performing a review of the County's 2011 revaluation  
and audit of the Tax Assessor's Office

Approximately 365,000 parcels

Contact: Bobbie Shields

Tel.#(704)336-2606

[Bobbie.Shields@MecklenburgCountyNC.gov](mailto:Bobbie.Shields@MecklenburgCountyNC.gov)

#### **Northumberland County VA**

County-wide reassessment for the tax year of 2014

Approximately 19,100 parcels

Contact: Kenneth Eades, County Administrator

Tel.#(804)580-7666

**Current Revaluations/Reassessments Under Progress:**

**Pasquotank County NC**

Performing a County-wide revaluation for the tax year of 2014

Approximately 21,748 parcels

Contact: Ms. Patrice Stewart, Tax Administrator

Tel.#(252)338-5169

**Wake County NC**

Assisting tax office with new construction, revaluation and hearings

Contact: Ken McArtor, Appraisal/Collection Manager

Tel#(919) 856-7115

**Reassessment/Revaluation Contracts Effective for the Tax Year of 2013**

**Charlotte County, VA**

Ms. Nalsha Pridgen

Commissioner of Revenue

Tel#(434)542-5546

[npridgen@charlottesvilleva.com](mailto:npridgen@charlottesvilleva.com)

**City of Winchester, VA**

Mr. Steve Corbit

Purchasing Manager

Tel.#(540)667-1815

**Greene County, VA**

Mr. Larry Snow

Commissioner of Revenue

Tel.#(434)985-5283

**Madison County, VA**

Mr. Ernie Hoch

County Administrator

Tel.#(540)948-7500

**Person County NC**

Assisted the County with their 2013 revaluation by providing the services of our appraisers on a per diem basis.

Contact: Phillip Christy, Tax Office/Appraisals

Tel.#(336)597-1721

**Wilkes County NC**



Provided consulting services to assist with the development of the  
County's sales analysis for their 2013 revaluation.  
Services provided on a per diem basis.  
Contact: Alex Hamilton, Tax Administrator  
Tel.#(336)651-7301

**Reassessment/Revaluation Contracts Effective for 2012**

**Amelia County, VA**  
9,000 parcels  
Ms. Joyce Morris  
Commissioner of Revenue  
Tel.#(804)561-2158

**Bertie County NC**  
Performed a turn-key "review" revaluation effective for 2012  
Approximately 18,600 parcels reviewed  
Contact: Mr. Hosea Wilson  
Tax Administrator  
Tel.#(252)794-5310

**Brunswick County, VA**  
15,600 parcels  
Ms. Wanda Beville  
Commissioner of Revenue  
Tel.#(434)848-2313

**City of Fredericksburg, VA**  
9,000 parcels  
Ms. Marilla Haas  
Real Estate Supervisor  
Tel.#(540)372-1004

**King & Queen County, VA**  
7,400 parcels  
Mr. Tom Swartzwelder  
County Administrator  
Tel.#(804)785-5975

**Lunenburg County, VA**  
12,000 parcels  
Ms. Pat Adams  
Commissioner of Revenue  
Tel.#(434)696-2516

**Mecklenburg County NC**  
Performed a review of the County's 2011 revaluation

Provided consulting services to assist with the development of the  
County's sales analysis for their 2013 revaluation.  
Services provided on a per diem basis.  
Contact: Alex Hamilton, Tax Administrator  
Tel.#(336)651-7301

**Reassessment/Revaluation Contracts Effective for 2012**

**Amelia County, VA**  
9,000 parcels  
Ms. Joyce Morris  
Commissioner of Revenue  
Tel.#(804)561-2158

**Bertie County NC**  
Performed a turn-key "review" revaluation effective for 2012  
Approximately 18,600 parcels reviewed  
Contact: Mr. Hosea Wilson  
Tax Administrator  
Tel.#(252)794-5310

**Brunswick County, VA**  
15,600 parcels  
Ms. Wanda Beville  
Commissioner of Revenue  
Tel.#(434)848-2313

**City of Fredericksburg, VA**  
9,000 parcels  
Ms. Marilla Haas  
Real Estate Supervisor  
Tel.#(540)372-1004

**King & Queen County, VA**  
7,400 parcels  
Mr. Tom Swartzwelder  
County Administrator  
Tel.#(804)785-5975

**Lunenburg County, VA**  
12,000 parcels  
Ms. Pat Adams  
Commissioner of Revenue  
Tel.#(434)696-2516

**Mecklenburg County NC**  
Performed a review of the County's 2011 revaluation

and audit of the Tax Assessor's Office  
Contact: Bobbie Shields  
Tel.#(704)336-2606  
[Bobbie.Shields@MecklenburgCountyNC.gov](mailto:Bobbie.Shields@MecklenburgCountyNC.gov)

**Reassessment/Revaluation Contracts Effective for 2011**

**Powhatan County, VA**  
Approximately 14,000 parcels  
Mr. Jamie Timberlake  
Commissioner of Revenue  
Tel.#(804)598-5616

**Hertford County NC**  
Performed their new construction for 2012  
Previously performed their 2011 Revaluation  
Appraisal of 16,000 parcels  
Contact: Ms. Sylvia Anderson, Tax Assessor  
Tel.#(252)358-7810

**Johnston County NC**  
County-wide property revaluation effective for 2011  
Previously performed 1995 revaluation  
Approximately 95,000 parcels  
Contact: Pat Goddard, Tax Administrator  
Tel.#(919)989-5130

**Sampson County NC**  
Performed 2011, 2003 & 1995 Revaluations  
Approximately 38,500 parcels appraised  
Contact: Jim Johnston, Tax Administrator  
Tel.#(910)592-8146

**Reassessment/Revaluation Contracts Effective for 2010**

**Anson County NC**  
Performed County revaluation effective for 2010  
Approximately 22,600 parcels were appraised  
Contact: Larry Newton, Tax Assessor  
Tel.#(704)694-2918

**Beaufort County NC**  
Performed revaluation for the effective year 2010  
Approximately 45,000 parcels  
Contact: Mr. Bobby Parker, Tax Assessor  
Tel.#(252)946-7981

**Charles City County, VA**

*County-wide Property Reassessment*

*Approximately 5,820 parcels*

Reference Contact: Jack Minicler, County Administrator

Tel. # (804) 652-4701

**Reassessment/Revaluation Contracts Effective for 2010**

**Clay County NC**

Performed a County-wide revaluation effective for 2010

Approximately 15,000 parcels appraised

Contact: Ms. Nancy Kimsey, Tax Administrator

Tel. # (828) 389-1266

**Cumberland County, VA**

2010 County-wide Property Reassessment

Approximately 9100 parcels

Reference Contact: Anita French

Commissioner of Revenue

Tel. # (804) 492-3625

**Granville County NC**

Performed a County-wide revaluation effective for 2010

Appraisal of 30,200 parcels

Contact: Judy Stovall

Tax Administrator

Tel. # (919) 693-4181

[tax@granvillecounty.org](mailto:tax@granvillecounty.org)

**Powhatan County, VA**

County-wide Property Reassessment 2010

Approximately 14,610 parcels

Reference Contact: Carolyn Cios

County Administrator

Tel. # (804) 598-5612

**Westmoreland County, VA**

2010 Ride-by Review Property Reassessment

Approximately 32,000 parcels

Reference Contact: Carol Gawen, Commissioner of Revenue

Tel. # (804) 493-0113

**Contact Information**

**Name:** Fred Pearson

**Position:** Project Manager

**Cell:** (804) 564-9393

**Email:** pearsonfw@msn.com

**Mailing Address:** P.O. Box 36404  
Richmond, VA 23235



# Chatham County, NC

## Text File

File Number: 16-1844

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Board of Commissioners

**File Type:** Agenda Item

Vote on a request to approve the re-appointment of Edward McLaurin to the Alcohol Beverage Control Board.

Action Requested: Vote on a request to approve the re-appointment of Edward McLaurin to the Alcohol Beverage Control Board.

Introduction & Background: The ABC Board would like to re-appoint Edward McLaurin to a three year term beginning September 1, 2016 and ending July 30, 2016.

Budgetary Impact: N/A

Recommendation: Vote on a request to approve the re-appointment of Edward McLaurin to the Alcohol Beverage Control Board.



# Chatham County, NC

## Text File

File Number: 16-1822

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Agenda Item

Vote on a request to approve the FY 2016-2017 contract with the NC Forestry Service

NGS113-59 gives counties authority to enter into an agreement with the N.C. Department of Agriculture for forestry protection services. Historically, Chatham County has done this and agreed to pay 40% of the local budget. Chatham County budgeted \$112,700, with an additional \$2,447 set aside in contingency to cover the potential increase in employee state benefits dependent on the final state budget. The additional funds were to cover the County's portion of the increase in retirement benefits. This represents the County's share of the budget as stated in the contract. Since the final state budget did provide an increase in employee salary and benefits, the total amount budgeted is \$115,147. Because the amount of the contract exceeds \$100,000, the Board of County Commissioners must approve it. Funds for the contract were included in the FY 2017 budget. Any reductions in the State appropriation for Forestry would reduce the County's share of costs. In addition, the County is billed for its share of actual costs, which will likely be less than the contract amount.

Motion to approve the 'Agreement for the Protection, Development, and Improvement of Forest Lands in Chatham County, North Carolina'.





21 June 2016

Mr. Don Watson, District Forester  
NC Division of Forest Resources  
1163 US HWY 1  
Rockingham, NC 28379

Dear Mr. Watson:

On June 20, 2016, Chatham County Commissioners approved the FY 2016-2017 Budget, including the allocation of \$112,700 to the NC Division of Forest Resources.

An additional \$2,447 has been set aside in contingency to cover a potential increase in employee state benefits that will be determined by the final state budget. These funds will be released upon request.

I look forward to working with you in the upcoming year.

If you have any other questions or concerns, please contact me at 919.545.8300.

Sincerely,

CHATHAM COUNTY

Renee F. Paschal  
County Manager

Cc: Vicki McConnell, Deputy County Manager and Chatham County Finance Officer



**North Carolina Department of Agriculture  
and Consumer Services**  
*N.C. Forest Service*



**Steven W. Troxler**  
Commissioner

**Scott Bissette**  
Assistant Commissioner

1163 N. US 1 Hwy.  
Rockingham, NC 28379  
June 22, 2016

D-3 FC  
Chatham County

Mrs. Renee Paschal  
County Manager  
County of Chatham  
PO Box 1809  
Pittsboro, NC 27312

Dear Mrs. Paschal:

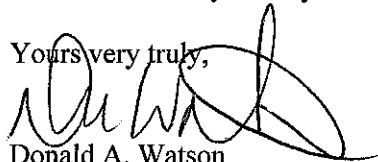
Reference is made to the Chatham County Forestry budget for the fiscal year 2016-2017. The final budget is as follows:

Chatham County share of budget at 40%	\$ 115,147
N.C. State share of budget at 60%	\$ 175,720
 Total budget, 2016-2017	 \$ 287,867

I am attaching hereto three copies of our contract which will contain the above budget figures. Please present this contract to the Chairman of the Chatham County Board of Commissioners. All three copies of the contract are to be signed by the Chairman of the Chatham County Board of Commissioners and by the County Finance Officer.

Please return these signed contracts to this office at your earliest convenience. We are enclosing a stamped, self-addressed envelope for this purpose. We will then execute them in the name of the North Carolina Department of Agriculture and Consumer Services and return one copy of the contract to you for your files.

Yours very truly,

  
Donald A. Watson  
District Forester

DAW  
Attach.  
cc: Ben Baird, Chatham County Forest Ranger

FC-42  
(2-90)

STATE OF NORTH CAROLINA  
Department of  
Agriculture and Consumer Services

<u>\$287,867</u>	
Total Cooperative	
Appropriation	
<u>\$172,720</u>	<u>60%</u>
State	
<u>\$115,147</u>	<u>40%</u>
County	

AGREEMENT FOR THE PROTECTION, DEVELOPMENT, AND IMPROVEMENT  
OF FOREST LANDS IN CHATHAM COUNTY, NORTH CAROLINA

THIS AGREEMENT, made under the authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management, "(Section 106-906 of the General Statutes of North Carolina), and also under authority of another Section of the General Statutes, namely Section 106-898, by the North Carolina Department of Agriculture and Consumer Services (hereinafter called the Department), party of the first part, and the Board of commissioners of CHATHAM County in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in CHATHAM County, has accepted the offer of the Department for cooperation in accomplishing this object:

Now, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventive measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation, promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery, and report forms instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accordance with existing State salary schedules.

4. To direct, supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for the proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of **One hundred seventy two thousand seven hundred twenty** dollars (**\$172,720**) as its share of an annual budget of **\$287,867** for carrying on the work in said County.

#### Part II. THE BOARD AGREES:

1. To pay the Department **40%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **One-hundred fifteen thousand one hundred forty seven** dollars (**\$115,147**), which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

#### Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2016**.

2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.

3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. The title to all improvements and equipment purchased and/or constructed in connection with this Agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this Agreement is in effect, or as long as they are needed by The Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at all times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of CHATHAM County.

Date \_\_\_\_\_ Chairman

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date \_\_\_\_\_ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services.

Date \_\_\_\_\_ Signature

N. David Smith, Chief Deputy Commissioner



# Chatham County, NC

## Text File

File Number: 16-1781

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$2,000 Share Our Strength Grant Funds

Action Requested: Vote on a request to accept \$2,000 Share Our Strength Grant Funds.

Introduction & Background: Funds will be utilized to lead Cooking Matters at the Store, grocery store tours in the community. Tours are intended for low-income children and adults, and must be offered at no charge to all participants.

Funds are intended to help the Chatham County Public Health Department reach a minimum of 200 (Two Hundred) participants with Cooking Matters at Store tours to be completed by 5/31/2017.

Discussion & Analysis: The Chatham County Public Health Department must submit a report on the grocery tours, including participation numbers and tour schedule within 7 (seven) days of each tour, and, narrative updates may be required.

The Program Coordinator is required to participate or view a series of trainings to support the Chatham County Public Health Department's efforts in leading Cooking Matters at the Store programming.

Budgetary Impact: No Local Funding Required.

Recommendation: Vote on a Request to Approve \$2,000 Share Our Strength Grant Funds.



June 17, 2016

Layton Long  
Health Director  
Chatham County Public Health Department  
1000 S Tenth Ave  
Siler City, NC 27344

Dear Layton,

Congratulations! Chatham County Public Health Department has been awarded a grant for \$2000 from Share Our Strength to lead Cooking Matters at the Store grocery store tours in your community. Below information is a reminder of the requirements associated with this grant.

- As described in your proposal, these grant funds are intended to help you reach a minimum of 200 participants with Cooking Matters at the Store tours to be completed by 5/31/2017.
- These funds must be used to support the implementation and/or growth of Cooking Matters at the Store tours as outlined in the eligible grant uses and your recent grant application. Tours are intended for low-income adults only, and must be offered at no charge to all participants.
- All funds must be expended and all tours must be completed by May 31, 2017.
- You will be asked to report on your grocery store tours, including participation numbers and tour schedule, through an online database within 7 days of each tour. You may also be asked to complete narrative updates. Additional training on how to complete these actions will be provided through the online training and Getting Started Webinar, described below.
- Your program coordinator is required to participate or view a series of trainings to support your organization's efforts to lead Cooking Matters at the Store programming, including:
  - **By Friday, July 1<sup>st</sup>:** You and the person listed as responsible for the implementation of the program will receive instructions via email to register for the grantee onboarding call.
  - Your program coordinator is required to view the onboarding webinar, *Getting Started as a Cooking Matters at the Store Grantee*. Call in information will be provided in the aforementioned email.




- Please submit a written request to us in advance if you wish to change the use of the grant funds from what was submitted on your grant application.
- Please also notify us as soon as possible if you anticipate any difficulties with reaching the projected number of tour participants described in your proposal. ***Significant changes in projected or actual number of tour participants reached may necessitate a return of a portion or all of your grant funds.***
- Please notify us within one week of any changes in contact information.
- You are required to notify Share Our Strength of any change in your public charity status.
- This agreement also gives Share Our Strength your permission to use photographs, logos, and other materials you supply in your communications with Share Our Strength, without further notice, in press releases and/or publications.

If you have any questions about any of the conditions described in this letter, or about your grant in general, please contact Liz Evancho, Associate Director of Grants Administration, at [eevancho@strength.org](mailto:eevancho@strength.org).

We wish you the best of success and look forward to hearing about your progress.

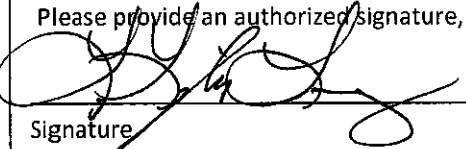
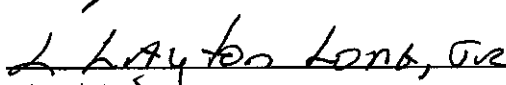
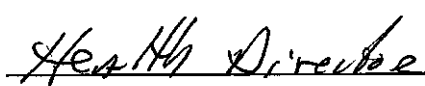
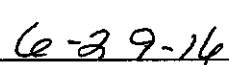
Sincerely,



Bill Shore  
Founder and CEO

To allow for release of your grant funds, please return a signed copy of this agreement via email to [grants@strength.org](mailto:grants@strength.org) by **June 30, 2016**.

**Grantee Name: Chatham County Public Health Department**

Please provide an authorized signature, retain a copy for your records, and return promptly.	
	_____
Signature	
	_____
Printed Name	
	_____
Title	
	_____
Date	



# Chatham County, NC

## Text File

File Number: 16-1782

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$675.00 Greensboro AHEC Student Preceptor Program

Action Requested: Vote on a request to accept \$675.00 awarded to the Health Department from Greensboro AHEC - Office of Regional Primary Care Education (ORPCE)

Introduction & Background: Greensboro AHEC - Office of Regional Primary Care Education (ORPCE) has made funds available to the Chatham County Public Health Department to provide Continuing Education Training Preceptor's Program to Nurse Practitioner for Student for six (6) weeks.

Discussion & Analysis: The funds will be used to provide preceptor training to Nurse Practitioner Student on N828 Adv. Practicum in the Primary Care by Chatham County Public Health Department Nurse Practitioner; Rachel McInerney, FNP.

Budgetary Impact: No Local Funding Requested

Recommendation: Vote on a Request to Approve \$675.00 awarded to the Health Department from Greensboro AHEC - Office of Regional Primary Care Education (ORPCE)

Student Verification Form / Invoice

4th Quarter 2016 (rotations completed by 06/30/16)

# **GREENSBORO AHEC OFFICE OF REGIONAL PRIMARY CARE EDUCATION (ORPCE)**

1200 N. Elm Street  
Greensboro, NC 27401-1020

PHONE: (336) 832-8568

FAX: (336) 832-3570

Please verify that ALL information is correct, including the payee, student, preceptor and provide any incomplete information. "Be sure to sign the form where indicated below" then FAX the form to 336-832-3570 or 336-832-2851. PLEASE NOTE: ALL FORMS MUST BE RECEIVED IN OUR OFFICE BY Friday June 24th. Payment cannot be guaranteed for forms received after Friday June 24th, 2016. Your signature on this form verifies the accuracy of this report. Checks can not be re-issued once processed by our Accounting Dept. Payment for precepting students will be processed and mailed in approximately five weeks. IF WE DO NOT RECEIVE YOUR SIGNED VERIFICATION FORM OR W-9 (if required by June 24th WE WILL TEMPORARILY PLACE YOU IN A NO-PAY STATUS FOR THIS QUARTER. We only need a W-9 if you are a new site, your payee or address has changed.

TRAINING SITE: Chatham County Health Department, Siler City PHONE: (919) 742-5641

ADDRESS: 1000 S. 10th Avenue FAX: (919) 742-7496

Siler City, NC 27344-

ATTENTION:

~~Bonnie Dukeman~~ *Debbie Garrett*

PAYEE #: 56-600284A

**STUDENT INFORMATION:**

STUDENT: Anna Peek

SCHOOL: Nurse Practitioner

COURSE: N 626 Adv. Practicum in the Primary Care PRECEPTOR: Rachel McInerney, FNP

FROM: 1/11/2016 TO: 4/27/2016 WEEKS: 6

**TOTAL # OF WEEKS FOR SITE:** 6**TOTAL PAYMENT:** \$675.00

\*\* INFORMATION VERIFIED BY: *Debbie Garrett, RN, PhD* DATE: *6-16-16*

*Thank you for precepting health profession students.  
Please keep this form for your records.*



# Chatham County, NC

## Text File

File Number: 16-1783

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$150,000 Duke Endowment Grant Funds

Action Requested: Vote on a request to approve \$150,000 Duke Endowment Grant Funds.

Introduction & Background: The Duke Endowment Healthy People, Healthy Carolinas program grant is awarded to community coalitions working to improve community health, specifically around obesity and chronic disease. The grant is available to local health departments and community hospitals, who have worked jointly on a recent Community Health Assessment. The Duke Endowment provides funding for the Healthy People, Healthy Carolinas Program. Population Health Improvement Partners oversees grant activities and provides technical assistance to the coalitions.

Discussion & Analysis: The Chatham County Public Health Department and Chatham Hospital applied for and were awarded funding through the program. Chatham Hospital is the fiscal agent for the grant, and will be releasing funding annually (a total of \$150,000 a year, for a total three years). Chatham County Public Health Department, as the backbone agency for the Chatham Health Alliance will provide coalition coordination, and continued programmatic support.

Funding will be used to support the Chatham Health Alliance's work related to obesity prevention, and to hire a full-time Strategy and Evaluation Coordinator to assist in the coordination of the Chatham Health Alliance and manage the deliverables of this grant.

The Strategy and Evaluation Coordinator will serve as a liaison between the Chatham Health Alliance, health department, Chatham Hospital, and other community partners through participation in coalitions, task forces, boards and committees as related to the work of the Chatham Health Alliance.

Budgetary Impact: In order to house the Strategy and Evaluation Coordinator position at the Chatham County Public Health Department, Chatham

Recommendation:



**SERVICE AGREEMENT**

**THIS SERVICE AGREEMENT** ("Agreement"), made effective March 20th, 2016, is by and between Chatham Hospital, Inc. (the "Hospital") and Chatham County Public Health Department by and on behalf of Chatham County (the "County"), each a "Party" and collectively the "Parties."

**WHEREAS**, the Hospital is a critical access hospital located in Siler City, Chatham County in North Carolina with a mission to serve the people of Chatham County;

**WHEREAS**, the Hospital wishes to assess and monitor the health needs of the Chatham County community and desires to partner with the County in achieving those goals;

**WHEREAS**, the Hospital desires the services appearing on Exhibit A in order to more effectively assess the community health needs of Chatham County;

**WHEREAS**, the County employs personnel who are qualified to provide such services (the "Personnel"), and the County desires to furnish the Hospital with such services under the terms and conditions herein;

**WHEREAS**, performance of the activity described herein is consistent with the Parties' goals of providing the highest-quality patient care, research, teaching, education, and public service.

**NOW, THEREFORE** in consideration of the following mutual promises, covenants, and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Hospital and the County agree as follows:

1. The County will provide the various services appearing on Exhibit A to the Hospital. The services provided will be provided by the individuals appearing on Exhibit A. The individuals assigned to perform these services may change during the term of this Agreement by written agreement of the parties.
2. In return for the services provided, the Hospital agrees to reimburse the County for the amounts appearing on Exhibit A. All invoices should be sent in a timely manner, and in no instance will invoices be accepted later than sixty (60) days following the end of a fiscal year.
3. This Agreement shall run from March 20th, 2016 until December 31st, 2018, and may be renewed thereafter by written agreement of the Parties.
- 4.
5. The Parties agree that the compensation provided herein has been determined in arm's length bargaining, is consistent with fair market value in arm's-length transactions, and is paid pursuant to an agreement that is commercially reasonable and for identifiable services. Furthermore, the compensation provided herein is not and has not been determined in a manner that takes into account the volume or value of any referrals or business otherwise generated between the parties.
6. All persons providing services under this Agreement are employees of the County for all purposes.
7. This Agreement may be terminated at any time without penalty by either Party provided that written notice of such termination is furnished to the other Party at least thirty (30) days prior to termination.
8. The Parties shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and the performance of this Agreement, including those of federal, state, and local agencies having jurisdiction and/or authority.

9. The Hospital and the County hereby agree that in their educational and/or employment practices each will comply with such nondiscrimination laws as may be applicable to it in the performance of this Agreement. In addition, the non-discrimination clause contained in Section 202 Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, age, color, religion, sex, or national origin and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein to the extent required by law.

10. The County represents and warrants that neither it nor any of the Personnel rendering a component of the services hereunder has: (i) been convicted of a criminal offense related to health care (unless it or such individual has been officially reinstated into the Federal healthcare programs by the Office of Inspector General ("OIG") and provided proof of such reinstatement to Hospital); (ii) been under sanction, exclusion or investigation (civil or criminal) related to healthcare by any Federal or state enforcement, regulatory, administrative or licensing agency or is ineligible for Federal or state program participation; or (iii) been listed on the General Services Administration's List of Parties Excluded from the Federal Procurement and Non-Procurement Programs or the OIG's List of Excluded Individuals/Entities. The County shall immediately notify the Hospital, in writing, of any such conviction, sanction, exclusion, investigation or listing of the County or such individual Personnel.

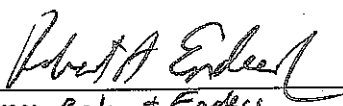
11. In compliance with 42 U.S.C. 1395x (v)(1)(I) and implementing regulations, the County agrees, until the expiration of four (4) years after goods or services are furnished under this Agreement, to allow the Secretary of the Department of Health and Human Services and the Comptroller General access to this Agreement, all applicable purchase orders, and to the books, documents and records of the County necessary to verify the nature and extent of the costs of this Agreement. The County further agrees that if any of the duties of this Agreement are carried out by a subcontractor of the County, such subcontract will contain a clause to the effect that, until the expiration of four (4) years after the services are furnished under such subcontract, the Secretary of the Department of Health and Human Services and the Comptroller General will have access to such subcontract and to the books, documents and records of the subcontractor necessary to verify the nature and extent of the costs of such subcontract. This Section will survive the expiration or termination of this Agreement.

12. This Agreement contains the entire understanding of the Parties and shall not be altered, amended, or modified without the prior written consent of the duly authorized official of each Party.

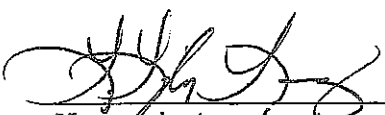
13. The laws of the State of North Carolina shall govern the validity and interpretation of the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Parties have hereunto signed this Agreement in their official capacities on the day and year listed below.

FOR AND ON BEHALF OF  
CHATHAM HOSPITAL, INC.

  
Name: Robert Enders  
Title: Pres. Dent  
Date: 4/29/16

FOR AND ON BEHALF OF  
CHATHAM COUNTY

  
Name: L. Layton Long, Jr.  
Title: Health Director  
Date: 5-4-16

This Instrument has been pre-audited in the manner required  
by the Local Government Budget and Fiscal Control Act.

  
Vicki S. McConnell, Finance Officer Director



## EXHIBIT A

Service/Position	Individual	Effort Dedicated to Hospital	Amount to be Invoiced to Hospital
Strategy and Evaluation Coordinator	Sarah Weller Pegna	0 FTE	100% salary and benefits, paid to Individual

### Description of Services:

The Duke Endowment Healthy People, Healthy Carolinas program grant is awarded to community coalitions working to improve community health, specifically around obesity and chronic disease. The grant is available to local health departments and community hospitals, who have worked jointly on a recent Community Health Assessment. The Chatham County Public Health Department and Chatham Hospital applied for and were awarded funding through the program. The grant period is from January 1, 2016 through December 31, 2018. Chatham Hospital is the fiscal agent for the grant, and will receive funding from the Duke Endowment annually (\$150,000 a year, for a total of three years). Chatham County Public Health Department, as the backbone agency for the Chatham Health Alliance will provide coalition coordination, and continued programmatic support.

The "County" will hire 1 FTE Strategy and Evaluation Coordinator to assist in the coordination of the Chatham Health Alliance and manage the deliverables of this grant. This employee will:

- Provide documentation of funds spent, including but not limited to payroll records or pay vouchers, copies of invoices, etc.
- Coordinate grant-related activities with Healthy People, Healthy Carolinas program staff.
- Complete all required documents, submissions, and reports related to the Healthy People, Healthy Carolinas program.
- Ensure that funding is used in accordance with the stipulations of the grant, meets grant objectives, and is within the annual budget allotments.
- Collaborate with Chatham Health Alliance Leadership to coordinate the Chatham Health Alliance.
- Assist the Alliance and its subcommittees in identifying and adapting, effective evidence-based health interventions, with a specific focus on obesity and chronic disease.
- Develop a long-term sustainability strategy for the Chatham Health Alliance.
- Develop a data-collection strategy for the Chatham Health Alliance.
- Provide recommendations to Chatham Health Alliance based on data analysis and information gathered.
- Share findings with local partners and external organizations through state and national conferences, presentations, and publications.
- Maintains Alliance website and other electronic and media presence.
- Serves as liaison between the Chatham Health Alliance, health department, Chatham Hospital, and other community partners through participation in coalitions, task forces, boards and committees as related to the work of the Chatham Health Alliance.



# Chatham County, NC

## Text File

File Number: 16-1825

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

**Agenda Number:**

Vote on a request to approve \$10,000 Healthiest Cities and Counties Challenge  
(APHA and Aetna) Award Grant Funds

Action Requested: Vote on a request to approve \$10,000 Award Grant Funds

**Introduction & Background:**

The Health Promotion and Policy Division submitted an application for the American Public Health Association's Healthiest Cities and Counties Challenge. The application was accepted to Phase 1, which includes an award of \$10,000 along with technical assistance. We can apply for Phase 2 in 2018, which includes a grand prize of \$250,000.

Chatham County was one of 50 communities nationwide selected out of over 400 applicants.

**Discussion & Analysis:**

The funding will go to build a Health in All Policies approach in Chatham County. Specifically, the funds will be used to incorporate health into the Chatham County Comprehensive Plan and enhance data collection methods to measure health outcomes through changes in the built environment.

**Budgetary Impact:** No Local Funding Requested

**Recommendation:** Vote on a request to approve \$10,000 Award Grant Funds



AMERICAN PUBLIC HEALTH ASSOCIATION

*For science. For action. For health.*

Dear Layton Long:

Congratulations!

We are pleased to invite you to participate in the Healthiest Cities & Counties Challenge (The Challenge) as a HealthyCommunity50 finalist. Your proposal has been selected to advance to Phase 2. During this phase your team will implement the project outlined in your submitted proposal. This is an exciting opportunity for your cross-sector collaborative partnership to promote health and wellness in your community by addressing health equity, social determinants of health and social interaction to create measurable health outcomes leading to a healthier and more equitable community.

**Finalists selected to advance to Phase 2 of The Challenge will be publicly announced on September 15, therefore, we request that you do not publish your acceptance status until the official media announcement has been made.**

As a finalist you will receive the following:

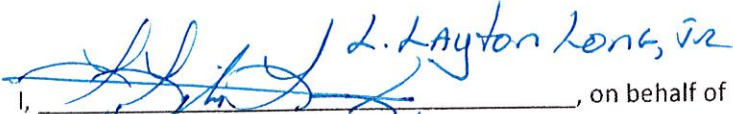
- The \$10,000.00 community seed grant.
- An invitation to the Learning Network where you will receive additional technical assistance and resources throughout the duration of The Challenge to assist in the implementation and evaluation of your proposed project.
- Data collection and submission template to assist your team with the measurement activities related to your project.
- Timelines of upcoming Healthiest Cities & Counties Challenge events and activities as well as deadlines for required evaluation pieces of your proposed project.

As part of our communication efforts to promote The Challenge and your County's partnership's participation, the communication firm BRG will provide tools to assist your County's communication plan throughout The Challenge and will be reaching out soon with more details. I encourage you to visit The Challenge [website](#) to stay up-to-date with Challenge news and information including a list of members on the Advisory Council, frequently asked questions, and other helpful project implementation resources.

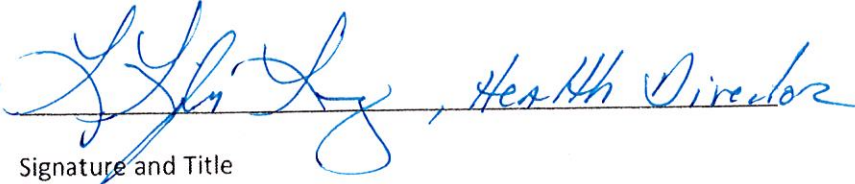
If you have any questions in the interim, please contact Debbie Nadzam, the Healthiest Cities & Counties Challenge Director, at [hccc@ceosforcities.org](mailto:hccc@ceosforcities.org) or 216-523-7348. Again, congratulations on your selection

as a finalist in The Challenge and we look forward to working with you over the next two years to improve the health and well-being of your community.

Please return the signed document by Thursday, August 11, 2016.

  
I, L. Layton Long, Jr., on behalf of

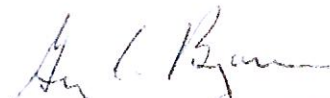
Chatham Health Dept acknowledge the receipt of the Healthiest Cities & Counties Challenge acceptance letter. By signing this letter I am agreeing to participate in the Healthiest Cities & Counties Challenge..

  
Signature and Title

8-10-16

Date

Sincerely,

  
Georges C. Benjamin, MD  
Executive Director



# Chatham County, NC

## Text File

File Number: 16-1794

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Health Department

**File Type:** Agenda Item

Vote on a request to accept \$51,616.04 Cost Settlement Funds

Action Requested: Vote on a request to accept \$51,616.04 Cost Settlement Funds.

Introduction & Background: Cost Settlement One-Time Funds of \$14.8 million have been included in the recently passed budget targeted for Local Health Departments. This funding was developed as a hold harmless measure to help account for any shortfall that may occur because of the changes in cost reporting requirements.

Discussion & Analysis: While the final outcome of the FY13 cost settlements is still pending, we are proceeding with a process to provide the funding to local health departments. At this time, it is anticipated that the funds would be sent to qualifying LHD's in the September/October timeframe.

In determining the amounts that each LHD would receive, DPH and DMA went through a rigorous process that involved DHHS budget, Office of State Budget, and Fiscal Research.

Budgetary Impact: No Local Funding Requested.

Recommendation: Vote on a request to accept \$51,616.04 Cost Settlement Funds.



Public Health  
HEALTH AND HUMAN SERVICES

Randall Williams, M.D.  
*Deputy Secretary of Health Services*

Daniel Staley  
*Director*

## MEMORANDUM

TO: Local Health Directors

FROM: Danny Staley  
Division Director

DATE: July 19, 2016

RE: Cost Settlement

One-time funds of \$14.8 million have been included in the recently passed budget targeted for Local Health Departments. This funding was developed as a hold harmless measure to help account for any shortfall that may occur because of the changes in cost reporting requirements. While the final outcome of the FY 13 cost settlements is still pending, we are proceeding with a process to provide the funding to local health departments. At this time, we anticipate that the funds would be sent to qualifying LHD's in the September/October timeframe.

In determining the amounts that each LHD would receive, DPH and DMA went through a rigorous process that involved DHHS budget, Office of State Budget, and Fiscal Research. The approved calculation methodology is as follows:

Recalculate each interim SFY 2013 cost report filed with DMA applying the new DMA statistic.

Subtract the recalculated settlement amount from the originally filed settlement. The difference represents the potential financial loss or gain of using the new DMA statistic.

A chart that is attached to this document provides you with the amounts for each LHD.

Finally, you will note that nine LHDs will not be receiving any funds. This is because, unlike most everyone else, the use of the new methodology increased the cost settlement amount for them over the original amount filed. As a consequence, there appears to be no potential loss of funding because of the new DMA method.

On balance, this is great news considering all of the competing requirements for scarce health care dollars.



**Local Health Department  
Cost Settlement Replacement  
\$14.8M Allocation Based on Population Statistic**

<b>LHD Name</b>	<b>\$14.8M Allocation</b>
Albemarle	\$253,163.54
Alexander	\$37,091.08
Alleghany Ashe Watauga	\$162,715.04
Anson	\$58,669.08
Beaufort	\$85,429.28
Brunswick	\$212,569.33
Buncombe	\$116,211.83
Burke	\$87,545.88
Cabarrus	\$327,040.59
Caldwell	\$111,042.66
Carteret	\$33,373.89
Caswell	\$71,638.51
Catawba	\$5,959.77
Chatham	\$51,616.04
Cherokee	\$73,567.49
Clay	\$3,359.64
Columbus	\$74,182.22
Craven	\$413,088.07
Cumberland	\$193,806.77
Dare	\$48,893.93
Davidson	\$86,129.08
Duplin	\$258,525.40
Durham	\$473,000.04
Edgecombe	\$77,395.83
Forsyth	\$202,576.17
Franklin	\$85,891.44
Gaston	\$1,347,448.35
Granville Vance	\$58,811.28
Greene	\$67,210.77
Guilford	\$903,687.17
Halifax	\$72,198.06
Harnett	\$73,213.62
Haywood	\$121,223.31
Henderson	\$111,482.79
Hertford	\$46,454.55
Hoke	\$96,099.39
Hyde	\$20,962.97
Iredell	\$49,264.04
Jackson	\$45,304.96
Johnston	\$278,917.75



Jones	\$31,763.48
Lee	\$27,625.88
Lenoir	\$73,346.51
Lincoln	\$72,657.62
Macon	\$40,771.01
Madison	\$55,241.91
Martin Tyrell Washington	\$189,805.64
Mecklenburg	\$1,905,519.07
Montgomery	\$10,179.53
Moore	\$35,136.31
Nash	\$367,021.88
New Hanover	\$395,130.99
Northampton	\$140,768.99
Onslow	\$94,823.87
Orange	\$219,043.90
Pamlico	\$24,343.81
Person	\$7,133.75
Pitt	\$345,347.20
Randolph	\$24,456.90
Robeson	\$253,054.38
Rockingham	\$30,516.59
Rowan	\$2,459.27
Rutherford Polk McDowell	\$334,829.48
Sampson	\$98,677.94
Scotland	\$27,457.39
Stanly	\$26,161.15
Swain	\$5,592.52
Toe River	\$84,627.37
Transylvania	\$37,569.91
Union	\$349,782.34
Wake	\$1,603,814.00
Warren	\$71,529.69
Wayne	\$230,688.64
Wilkes	\$24,387.27
Wilson	\$544,214.23
Yadkin	\$117,757.98
Alamance	\$0.00
Bladen	\$0.00
Cleveland	\$0.00
Davie	\$0.00
Graham	\$0.00
Pender	\$0.00
Richmond	\$0.00
Stokes	\$0.00
Surry	\$0.00

\$14,800,000.00



# Chatham County, NC

## Text File

File Number: 16-1828

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Finance

**File Type:** Agenda Item

Vote on a Request to approve competitive bid exemption for standardization and current "sole source", for the Chatham County Department of Social Services new software suite, Compass by Northwoods Consulting Partners Inc.

Action Requested: Vote on a Request to approve competitive bid exemption for standardization and current "sole source", for the Chatham County Department of Social Services new software suite, Compass by Northwoods Consulting Partners Inc.

Introduction & Background: The North Carolina General Statute 143-129(e)(6) authorizes Local Governments to purchase without bidding when standardization is the over-riding consideration and price competition for a product is not available. The Compass software suite is proprietary software owned and controlled by Northwoods. The suite includes Compass Connect for Data Transfer, specifically developed for county agencies in North Carolina using NC FAST.

Discussion & Analysis: Chatham County Department of Social Services has reviewed software solutions to improve the client based database software and interacting with the state required module NC FAST. The Compass software suite is the sole solution for the desired connectivity. Northwoods Consulting Partners is the sole provider for the Compass suite, including the Compass Connect for Data Transfer.

Budgetary Impact: The DSS software upgrade is a current CIP project :

Recommendation: Motion to Approve competitive bid exemption for standardization and current "sole source", for the Chatham County Department of Social Services new software suite, Compass by Northwoods Consulting Partners Inc.

NCGS 143-129.(e)(6)

(6) Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

In the case of purchases by hospitals, in addition to the other exceptions in this subsection, the provisions of this Article shall not apply when: (i) a particular medical item or prosthetic appliance is needed; (ii) a particular product is ordered by an attending physician for his patients; (iii) additional products are needed to complete an ongoing job or task; (iv) products are purchased for "over-the-counter" resale; (v) a particular product is needed or desired for experimental, developmental, or research work; or (vi) equipment is already installed, connected, and in service under a lease or other agreement and the governing body of the hospital determines that the equipment should be purchased. The governing body of a hospital shall keep a record of all purchases made pursuant to this subdivision. These records are subject to public inspection.



# Chatham County, NC

## Text File

File Number: 16-1840

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Emergency Operations

**File Type:** Agenda Item

Vote on a request to approve the naming of a private road in Chatham County

Action Requested: Motion to approve the private drives as listed

A. Boxwood Drive

B. Starwood Drive

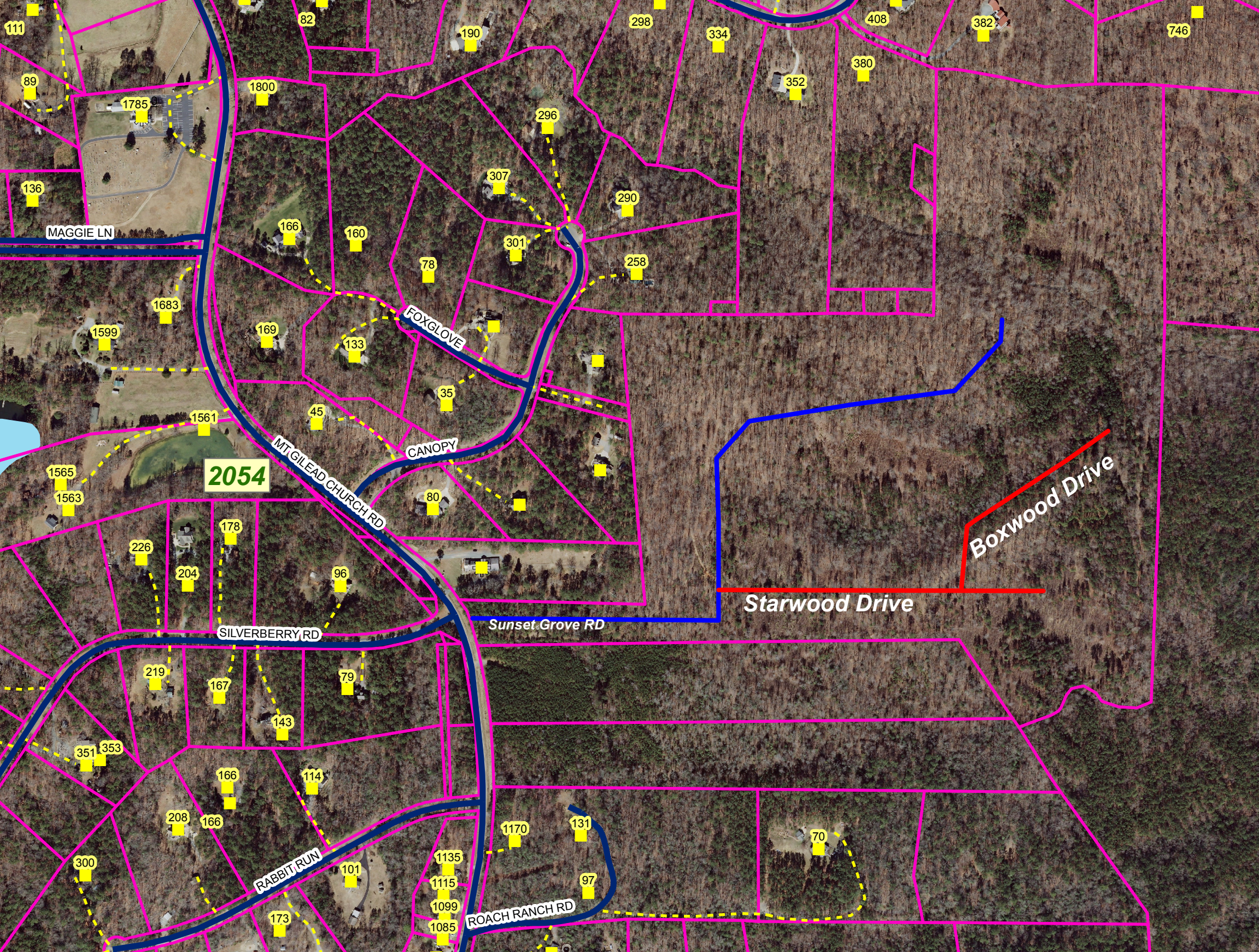
Introduction & Background: The Chatham County Commissioners adopted an ordinance providing for the establishment for the naming of private roads in Chatham County. The Office of Emergency Operations has received petitions requesting the re-naming of two (2) private roads located in Chatham County in the Sunset Grove subdivision. This petition is in order, complete and bears the proper number of required signatures.

Discussion and Analysis: As part of its plan to develop the Enhanced-911 Emergency Response System, there is a vital need to maintain the County's established system providing for the naming of private roads. This is important so that there can be no duplications or similarities of these assigned names within Chatham County which could result in confusion and/or delay in the response to these roads, should an emergency exist in that location.

Budgetary Impact: The cost of road signage for these roads will be the responsibility of the developer since they are inside of the development.

Recommendation: Motion to approve the private drives as listed.





2054

MAGGIE LN

FOXGLOVE

CANOPY

MT GILEAD CHURCH RD

SILVERBERRY RD

Sunset Grove RD

Starwood Drive

Boxwood Drive

RABBIT RUN

ROACH RANCH RD



Any Questions Concerning This Form Call:  
Denise Suits at 545-8163.  
Mail This Form Back To:  
Chatham County  
Emergency Operations  
P.O. Box 613  
Pittsboro, NC 27312

**ROAD NAMING REQUEST FORM**  
**ALL INFORMATION MUST BE COMPLETED**

(1) APPLICANT INFORMATION:

NAME Chatham Capital LLC  
ADDRESS 400 Market Street  
Chapel Hill, NC 27516  
PHONE NO. 919.933.4422

(2) TYPE OF REQUEST

(PLEASE CIRCLE ONE)  
PRIVATE ROAD/DRIVEWAY  
RENAMING ROAD  
OTHER \_\_\_\_\_

(2) PROPERTY INFORMATION:

S.R. NUMBER \_\_\_\_\_  
TOWNSHIP \_\_\_\_\_  
Will this be a development process?  
Yes X No \_\_\_\_\_  
(if yes; major X or minor \_\_\_\_\_  
Will it be a possibility that the state  
Will take this road over Xyes \_\_\_no

(4) EXISTING ROAD NAME:

PROPOSED ROAD NAME(S)  
Boxwood DRIVE  
Starwood DRIVE

Length of Road: \_\_\_\_\_

Type of Road: (Circle one)

Private  
Public

(5) Directions to Road (if private): off Mt. Gilad Church Rd - Sunset Grove Subdivision

(6) **ATTACH THE FOLLOWING:**

(1) NAME, ADDRESS, AND PHONE NUMBER OF ALL ADJACENT  
PROPERTY OWNERS

(2) SIGNATURES OF AT LEAST 60% OF ADJACENT PROPERTY  
OWNERS

(3) MARK LOCATION OF ROAD ON ATTACHED MAP

\*\* When naming a road the Chatham County Board of Commissioners may consider  
the number of adjacent owners, the acreage of ownership, historical significance of  
a road name, and roads with similar names. \*\*

REASON FOR ROAD NAME CHANGE: Per Chatham County

Signature of Applicant

Auerthon

Date 8/17/16

\*\* Date turned into this office: \_\_\_\_\_

\*\* If all information is not completed properly the petition will not be valid\*\*



# Chatham County, NC

## Text File

File Number: 16-1804

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Human Resources

**File Type:** Resolution

Vote on a request to adopt a Resolution to Approve Amendments to the Chatham County Personnel Policy

Action Requested: Vote on a Resolution to Approve Amendments to the Chatham County Personnel Policy

Introduction & Background: The Chatham County Personnel Policy was first adopted by resolution on March 11, 1996. From time to time, it is necessary to review the current policy and recommend changes that further clarify intent or are no longer relevant or accurate. After careful review, three changes are proposed.

Discussion & Analysis: The following amendments need to be made to the current Personnel Policy: 1. Section on Overtime: It has been our common practice to cap comp time payout at 240 hours, as we do with vacation. It was noted during the last audit that that specific statement is not included in the personnel policy. This corrects that omission; 2. Section on LEO Separation Allowance: Our previous specifics in section 7(B) were slightly different than the N.C.G.S. §143-166.42(c) which details requirements for local law enforcement officers. This amendment is to insure consistency with state statute; 3. This is a rewording of the EEO statement in our personnel policy. Recently, federal grant requirements state that an organization must have a statement of anti-discrimination. This rewording of both the title of the section and the verbiage in the section will help us meet that requirement.

Budgetary Impact: None

Recommendation: Motion to approve the Resolution Amending the Chatham County Personnel Policy-August 2016





COUNTY COMMISSIONERS

Jim Crawford, Chair  
Diana Hales, Vice Chair  
Mike Cross  
Karen Howard  
Walter Petty

COUNTY MANAGER: Renee F. Paschal

Resolution Amending the Chatham County Personnel Policy  
September 2016

WHEREAS, the Chatham County Personnel Policy, adopted March 11, 1996, establishes the general guidelines for employees conduct; and

WHEREAS, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the County; and

WHEREAS, internal and external review of the policy identified needed modifications to the policy, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Chatham County, that Personnel Policy be amended as follows:

Amend Article III, Section 13: Overtime to add the following:

- G. If the employee separates from service, the payment for accumulated compensatory time shall not exceed thirty (30) days or 240 hours.
- H. The estate of an employee who dies while employed by the county shall be entitled to a payment for all of the accumulated compensatory time credited to the employee's account. This payment may not exceed thirty (30) days or 240 hours.

Amend Article VII, Section 7(B)(3): Law Enforcement Separation Allowance to read as follows:

- 3. The first day of reemployment by a local government employer in any capacity

Amend Article IV, Section 1 to as read as follows:

Statement of Anti-Discrimination and Equal Employment Opportunity

Chatham County is fully committed to equal employment opportunity (EEO) principles, and issues this anti-discrimination/EEO compliance clause to support and maintain employee's rights and responsibilities relating to equal employment. The core of equal employment opportunity is the right to work and advance on the basis of merit, ability, and potential, free from prejudice or discrimination. In accordance with the applicable anti-discrimination statutes, executive orders, and other authorities, Chatham County protects employees against discrimination, to the fullest extent of law, on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, marital status, political affiliation, whistleblower activity, parental status, and military service (past, present, or future), and against retaliation for participation in EEO activity or opposition to discrimination.

Adopted this, the 19<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
James Crawford, Chairman

ATTEST:

\_\_\_\_\_  
Lindsay K. Ray, Clerk to the Board  
Chatham County Board of Commissioners



# Chatham County, NC

## Text File

**File Number: 16-1845**

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Resolution

Vote on a request to adopt A Resolution Approving The Addition Of Streets in the  
Scarlet Oaks Subdivision to the North Carolina System of Secondary Roads



Established 1771

## CHATHAM COUNTY COMMISSIONERS

Jim Crawford, Chairman  
Diana Hales, Vice Chairman  
Mike Cross  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Renee Paschal

---

P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

## Resolution of the Chatham County Board of Commissioners

### FOR THE ADDITION OF STREETS OR ROADS TO THE NORTH CAROLINA SYSTEM OF SECONDARY ROADS

#### SCARLET OAKS SUBDIVISION

**WHEREAS**, Chatham County wishes to cooperate in any way possible with the North Carolina Department of Transportation, Division of Highways, to place streets and roads within the County on the North Carolina System of Secondary Roads, operated and maintained by the North Carolina Department of Transportation; and

**WHEREAS**, Scarlet Oaks Lane from the centerline intersection of SR 1530 Polks Landing Road, 0.12 Miles, 650 feet.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chatham County Board of Commissioners request that subject streets, Scarlet Oaks Lane be added to the North Carolina System of Secondary Roads upon meeting all criteria as established by the Department of Transportation.

This the 19<sup>th</sup> day of September, 2016

---

James G. Crawford, Chairman

ATTEST:

---

Lindsay K. Ray, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners



Transportation

PAT McCrory  
Governor

NICHOLAS J. TENNYSON  
Secretary

August 9, 2016

**Chatham County**

James G. Crawford, Chair  
Chatham County Board of Commissioners  
P.O. Box 1809  
Pittsboro, NC 27312

**Subject: Addition - 0.12 mile Scarlet Oaks Lane, in the Scarlet Oaks Subdivision, Plat Book 2006, Page 160.**

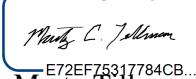
Dear Sirs and Madames:

This is to request appropriate resolution for the addition of the above-mentioned streets in the Scarlet Oaks Subdivision. Please find attached a street summary, plats, and a county map showing the location of these streets. This office has investigated the subject streets and found them to meet minimum requirements for addition.

If you would forward the resolution directly to this office, I will attach it with other necessary documents and forward it through proper channels for addition to the State System.

Sincerely,

DocuSigned by:

  
E72EF75317784CB...

Marty Tillman  
District Engineer

MCT/jtr

Attachment

cc: Patrick Molamphy, Board Member  
Brandon Jones, P.E., Division Engineer  
Justin Bullock, P.E., Chatham County Maintenance Engineer  
Lindsay Ray, Clerk to the Chatham County Board of Commissioners  
File

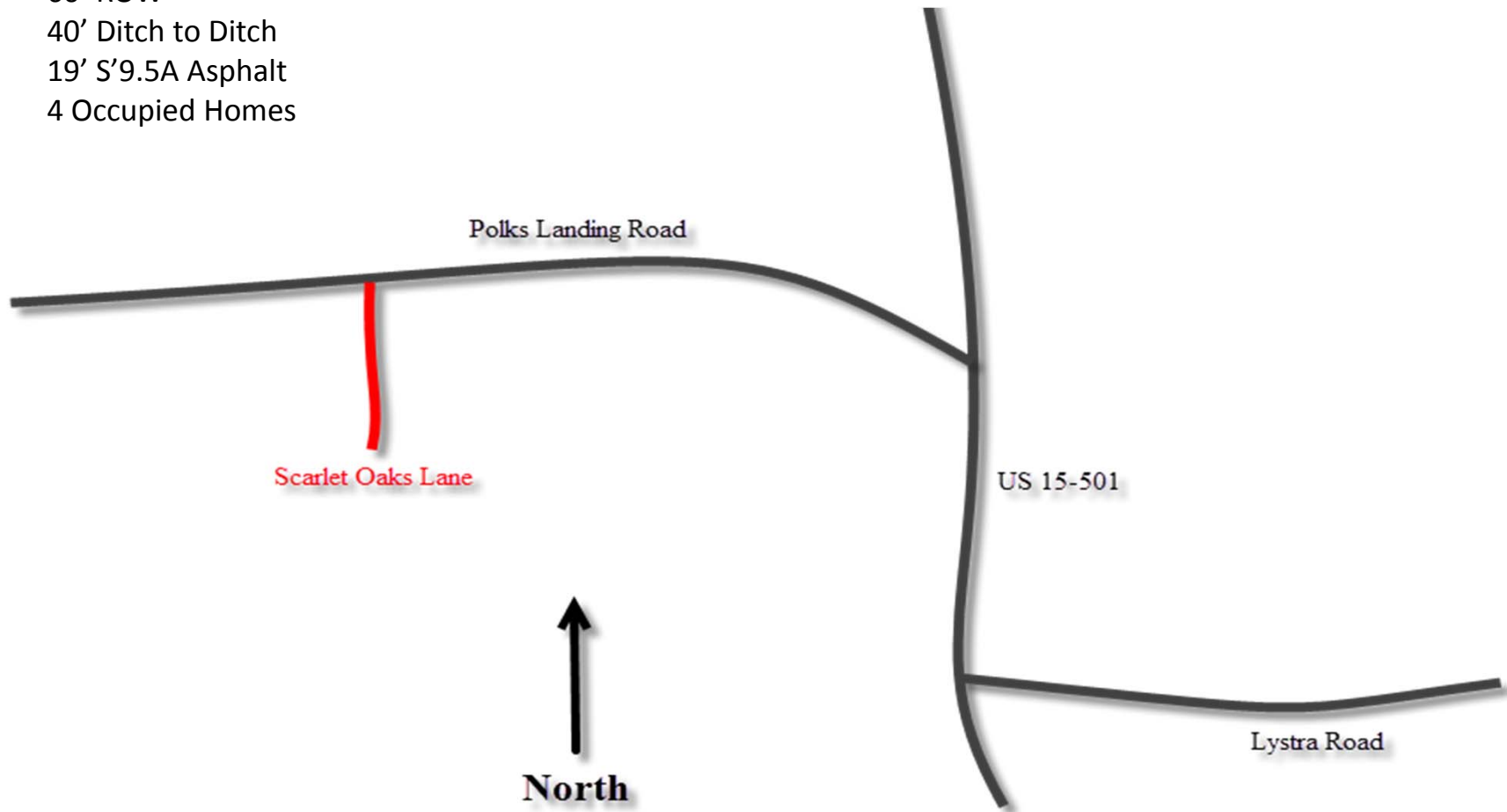


# Scarlet Oaks Subdivision

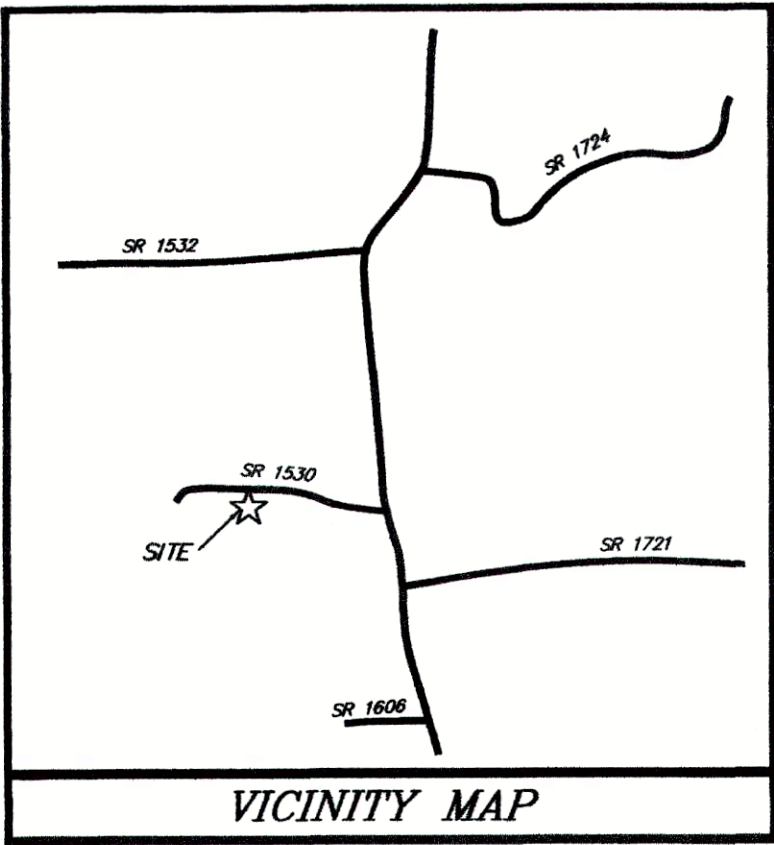
## Scarlet Oaks Lane

From the centerline intersection of Polks Landing Road (SR 1530)

0.12 Miles (650')  
60' ROW  
40' Ditch to Ditch  
19' S'9.5A Asphalt  
4 Occupied Homes







I, STALEY C. SMITH, do hereby certify that this plat was drawn under my supervision from an actual survey made under my supervision using references shown herein; that the boundaries not surveyed are shown as broken lines plotted from information shown herein; that the ratio of precision as calculated by latitudes and departures is 1: 63,912; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this 14 TH day of APRIL, A.D., 2006.

Staley C. Smith  
Professional Land Surveyor  
L-3766  
License Number

This survey shown hereon creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

State of North Carolina  
County of Chatham

I, Kim Horton, Review Officer of Chatham County certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Kim Horton 12:34 PM 4-25-06  
Review Officer Time Date

By Mary Phillips Mary Phillips  
Title

Certificate of Ownership And Dedication  
The undersigned hereby certify that I am (we are) the owner (s) of the property shown and described hereon, which is located in the subdivision jurisdiction of the County of Chatham and that I (we) hereby adopt this plat with my (our) free consent, and dedicate all right-of-way, streets, alleys, walks, easements, parks, and other open spaces to public or private use as noted.

Christopher Homes Inc  
Alan Christopher, Pres. 4-14-06  
Owner Date

WAKE County, North Carolina

I a Notary Public of the County and State aforesaid, certify that Steven A. Christopher personally appeared before me this day, and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal this 14 TH day of APRIL, 2006.

Robin O. Jenks  
Notary Public

My Commission Expires: 6-13-2010

OFFICIAL SEAL  
Notary Public, North Carolina  
County of Wake  
ROBIN O. JENKS  
My Commission Expires June 13, 2010

Certificate of Approval for Recording  
I hereby certify the subdivision plat shown hereon has been found to comply with the regulations of Chatham County with the exception of such variances, if any, as noted in the minutes of the Board of County Commissioners, and that it has been approved by the Board for recording in the Office of the County Register of Deeds.

Brendan Mayne 2006  
Chairman, Board of County Commissioners

Notes:  
(a) The property shown hereon is subject to all easements of record affecting same.  
(b) No title search has been performed by this firm during the course of this survey.  
(c) This surveyor does not certify to the existence or non-existence of any underground utilities that may or may not be present on this site.

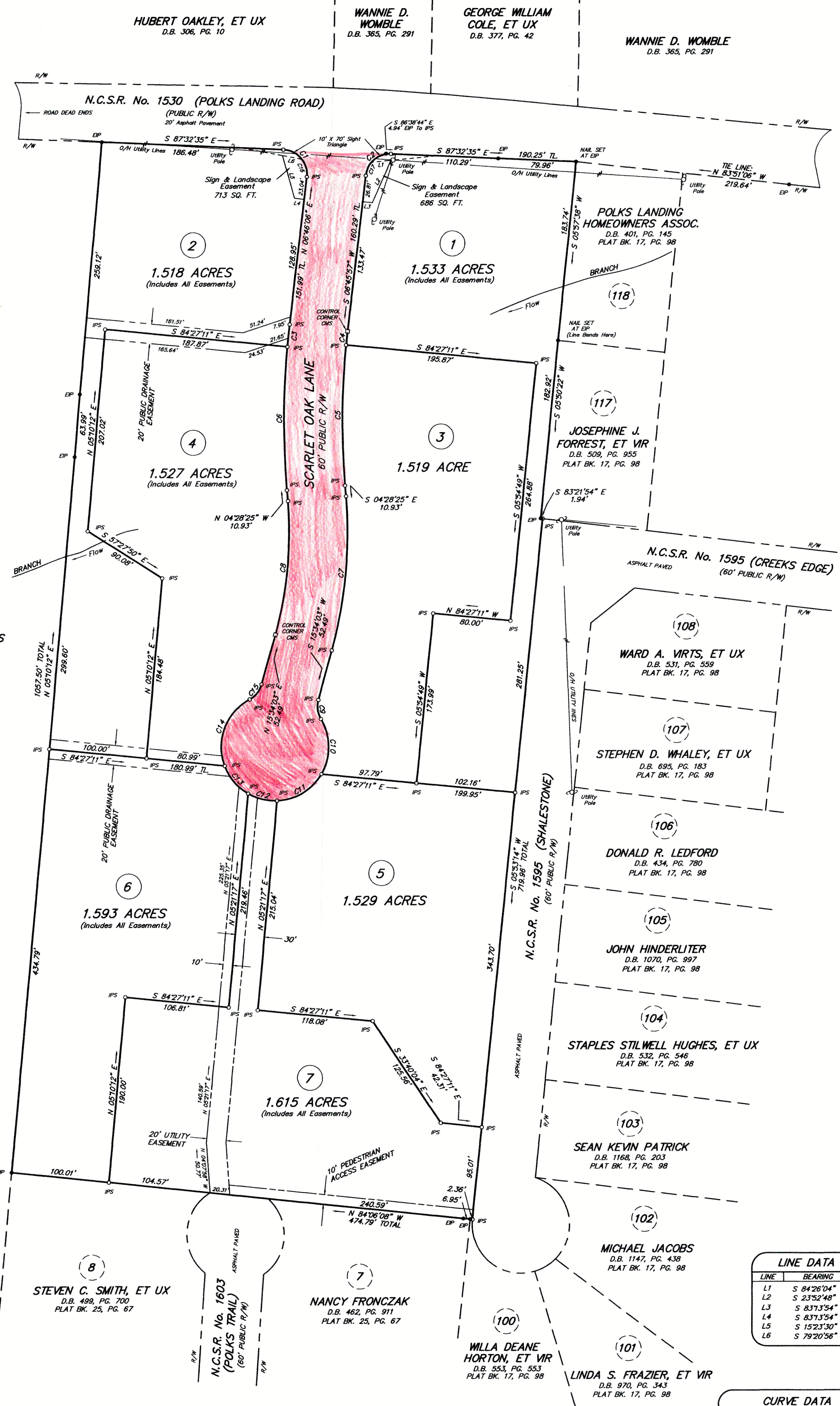
THIS SURVEY WAS BALANCED USING THE COMPASS RULE ADJUSTMENT.  
ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.  
AREA DETERMINED USING D.M.D. METHOD.  
REFERENCES: DEED BOOK 1170, PAGE 43  
PLAT SLIDE 2005-116

TOTAL ACREAGE = 11.835 ACRES  
SCARLET OAK LANE ACREAGE = 1.001 ACRES  
ZONING: RA-40

CHRISTOPHER HOMES, INC. WILL BE RESPONSIBLE FOR THE ROAD MAINTENANCE UNTIL THE ROAD IS ACCEPTED FOR MAINTENANCE BY NDOT.

NO NCGS MONUMENTATION WITHIN 2000 FEET.  
PUBLIC WATER SUPPLY IS NOT CURRENTLY AVAILABLE TO THESE LOTS.

- LEGEND
- EP - Existing Iron Pipe
  - IPS - Iron Pipe Set
  - ECM - Existing Concrete Monument
  - CMS - Concrete Monument Set
  - P-K - Parker-Kalon Nail Set
  - NLF - 600 Nail Found
  - NLS - 600 Nail Set
  - ERR - Existing Railroad Spike
  - RRS - Railroad Spike Set
  - MP - Mathematical Point (Not Set)
  - MNS - May Nail Set
  - U - Utility Pole
  - [354A] - Street Address (Typical)
  - TL - Total
  - R/W - Right Of Way
  - Contour Line W/Elevation



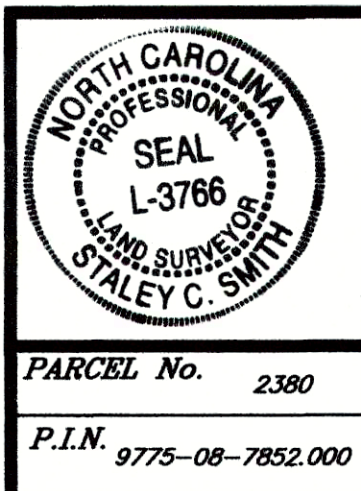
LINE DATA TABLE		
LINE	BEARING	DISTANCE
L1	S 84°26'04" W	20.00
L2	S 23°52'49" W	47.33
L3	S 83°13'54" E	10.00
L4	S 83°13'54" E	10.00
L5	S 15°23'30" E	45.17
L6	S 79°20'58" E	20.00

CURVE DATA TABLE				
CURVE	RADIUS	LENGTH	CHORD	BEARING
1	25.00	41.15	36.66	N40°23'15"W
2	25.00	37.39	34.00	S49°36'45"W
3	864.22	22.91	22.91	S06°00'31"W
4	804.22	14.14	14.14	S06°15'53"W
5	804.22	143.66	143.47	S00°38'37"W
6	864.22	146.65	146.48	S00°23'16"W
7	455.00	159.15	158.34	N05°32'49"E
8	395.00	138.17	137.46	N05°32'49"E
9	25.00	20.32	19.76	S07°42'59"E
10	55.00	58.97	58.18	N00°17'07"W
11	55.00	55.18	52.90	N59°10'19"E
12	55.00	30.74	30.34	S76°04'32"E
13	55.00	37.98	37.23	S40°16'55"E
14	55.00	79.32	72.62	S20°49'05"W
15	25.00	20.32	19.76	N38°51'04"E
16	25.00	19.30	18.82	S15°20'37"E
17	25.00	15.04	14.81	N23°59'52"E

FILED Apr 25, 2006 12:44:45 pm  
PLAT SLIDE 02006 0160  
INSTRUMENT 05322

FILED  
CHATHAM  
COUNTY, NC  
REBA G. THOMAS  
REGISTER  
OF DEEDS

CURRENT OWNER'S ADDRESS:  
CHRISTOPHER HOMES, INC.  
1000 STURBRIDGE DRIVE  
DURHAM, N.C. 27713



FINAL PLAT OF  
**SCARLET OAK SUBDIVISION**  
BALDWIN TOWNSHIP, CHATHAM COUNTY, NORTH CAROLINA

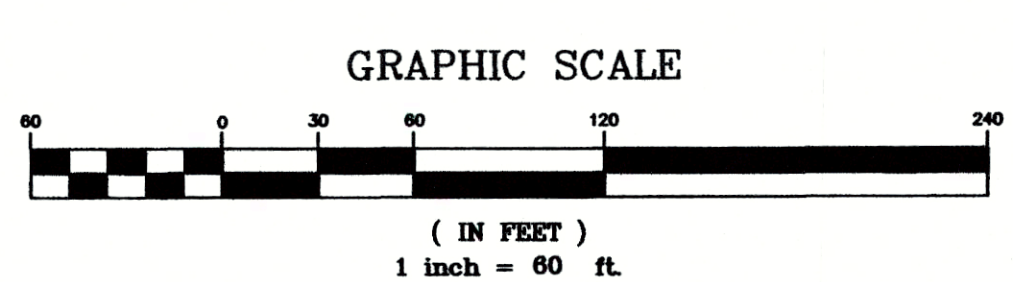
**Smith and Smith**  
surveyors

PARCEL No. 2380  
P.L.N. 9775-08-7852.000

DATE MARCH 03, 2005  
SCALE 1" = 60'  
DRAWN BY JAB  
PROJECT NO. P04-87A

P.O. BOX 487  
APRIL, N.C. 27608  
(919) 565-7111

P.O. BOX 277  
PITTSBORO, N.C. 27702  
(919) 545-4321



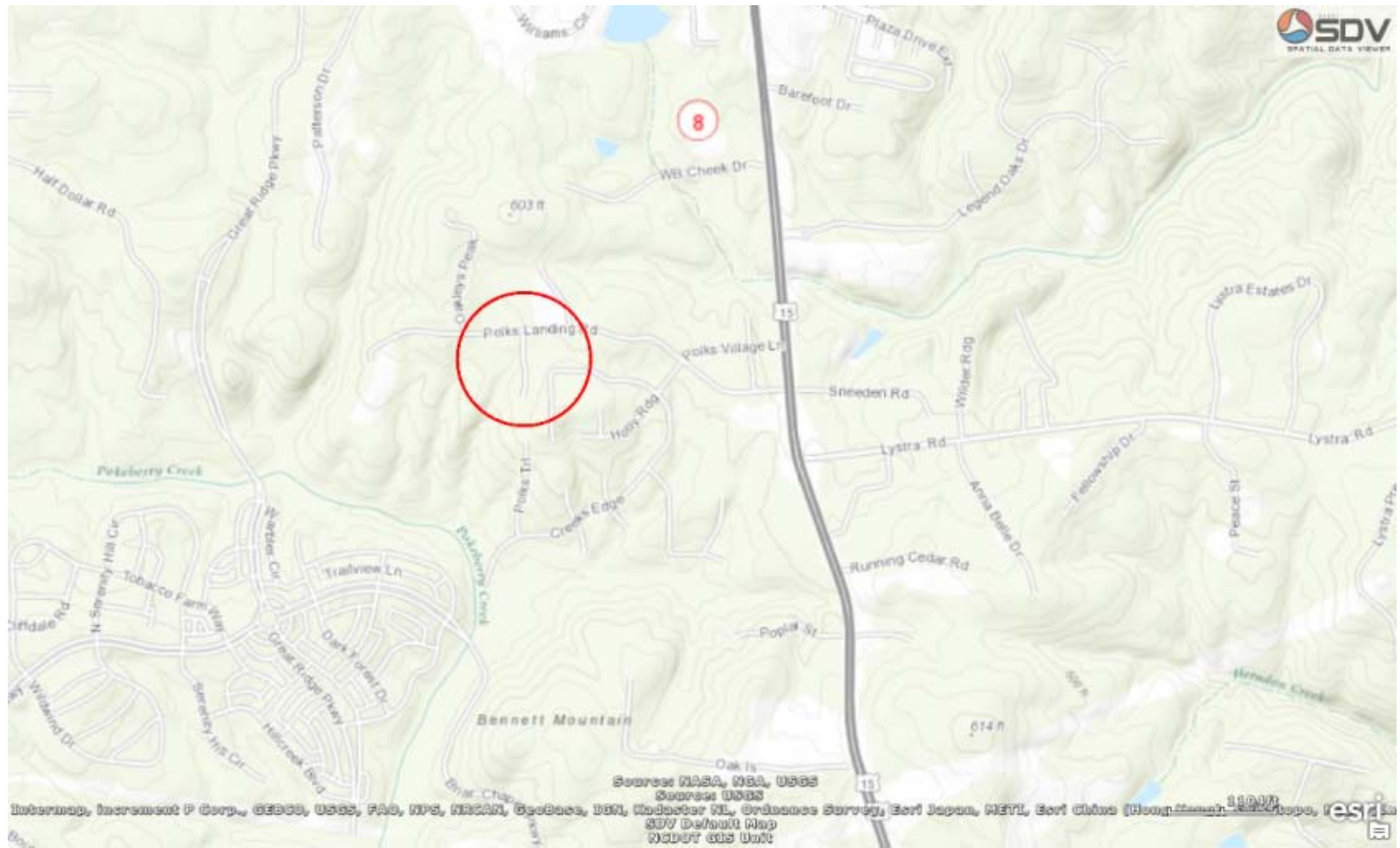
RECORDED IN PLAT SLIDE

2006-160

2006-160



## Vicinity Map







# Chatham County, NC

## Text File

**File Number: 16-1846**

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** County Manager's Office

**File Type:** Resolution

**Agenda Number:**

Vote on a request to adopt A Resolution Approving The Addition Of Streets in the  
Briar Chapel Subdivision to the North Carolina System of Secondary Roads



PAT McCrory  
*Governor*

NICHOLAS J. TENNYSON  
*Secretary*

August 10, 2016

Chatham County

Mr. Jim Crawford, Chair  
Chatham County Board of Commissioners  
P.O. Box 1809  
Pittsboro, NC 27312

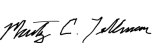
Subject: Road Maintenance Addition – Briar Chapel Subdivision (see attached documents for road names).

Dear Sirs & Madams:

This is to request appropriate resolution for the addition of the streets as listed on the attached documents. Please find attached a street summary, plat, and a county map showing the location of these streets. This office has investigated the subject street and found it to meet minimum requirements for addition.

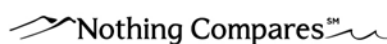
If you would forward the resolution directly to this office, I will attach it with other necessary documents and forward it through proper channels for addition to the State System.

Sincerely,  
Digitally signed by:

  
E72EF75317784CB...  
Marty C. Tillman  
District Engineer

CC:

Brandon Jones P.E; Division Engineer  
Justin Bullock P.E; Chatham County Maintenance Engineer  
File



Road Name	Start	End	Length	Divided Section (Y/ N)	Pavement Width	ROW Width	Ditch to Ditch	# of Occupied Homes (SR-1 Form)
Bennett Mountain Trace	Dark Forest Drive	Briar Chapel Parkway	1970	N	22'	40'	27' BC to BC	22
Saxaphaw Run	Briar Chapel Parkway	Bennett Mountain Trace	310	N	22'	40'	27' BC to BC	0
Dark Forest Drive	Briar Chapel Parkway	Sta. 31+74.16	695	N	22'	40'	27' BC to BC	18
Tobacco Farm Way	Briar Chapel Parkway	N. Serenity Hill Circle	2300	N	22'	40'	27' BC to BC	17
Greenleaf Drive	Tobacco Farm Way	Tobacco Farm Way	445	N	22'	40'	27' BC to BC	5
Tarwick Avenue	Tobacco Farm Way	Cliffdale Road	550	N	22'	40'	27' BC to BC	12
Cliffdale Road	Tobacco Farm Way	Tobacco Farm Way	1085	N	22'	40'	27' BC to BC	15
Wildwind Drive	Briar Chapel Parkway	Briar Chapel Parkway	3310	N	22'	40'	27' BC to BC	22
Treywood Lane	Wildwind Drive	Wildwind Drive	735	N	22'	40'	27' BC to BC	14
Sagebrush Road	Wildwind Drive	Wildwind Drive	775	N	22'	40'	27' BC to BC	10
Heatherwood Drive	Wildwind Drive	Wildwind Drive	935	N	22'	40'	27' BC to BC	27
Copper Lantern Drive	Wildwind Drive	Wildwind Drive	640	N	22'	40'	27' BC to BC	20

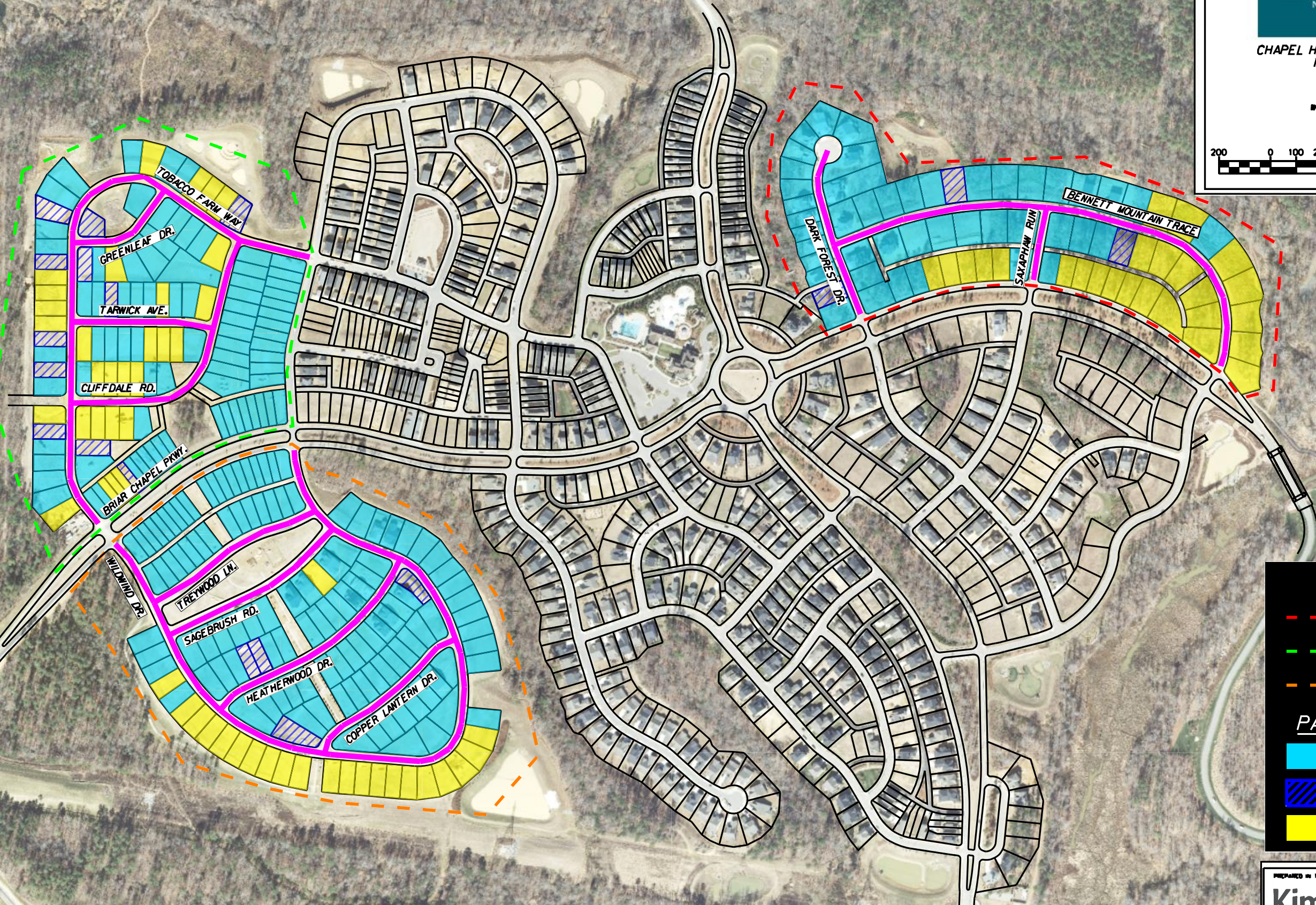
^See Attached Map \*



BRIAR CHAPEL: STREET ACCEPTANCE REQUEST AND HOME OCCUPANCY STATUS



CHAPEL HILL, NORTH CAROLINA  
MARCH, 2016



**LEGEND**

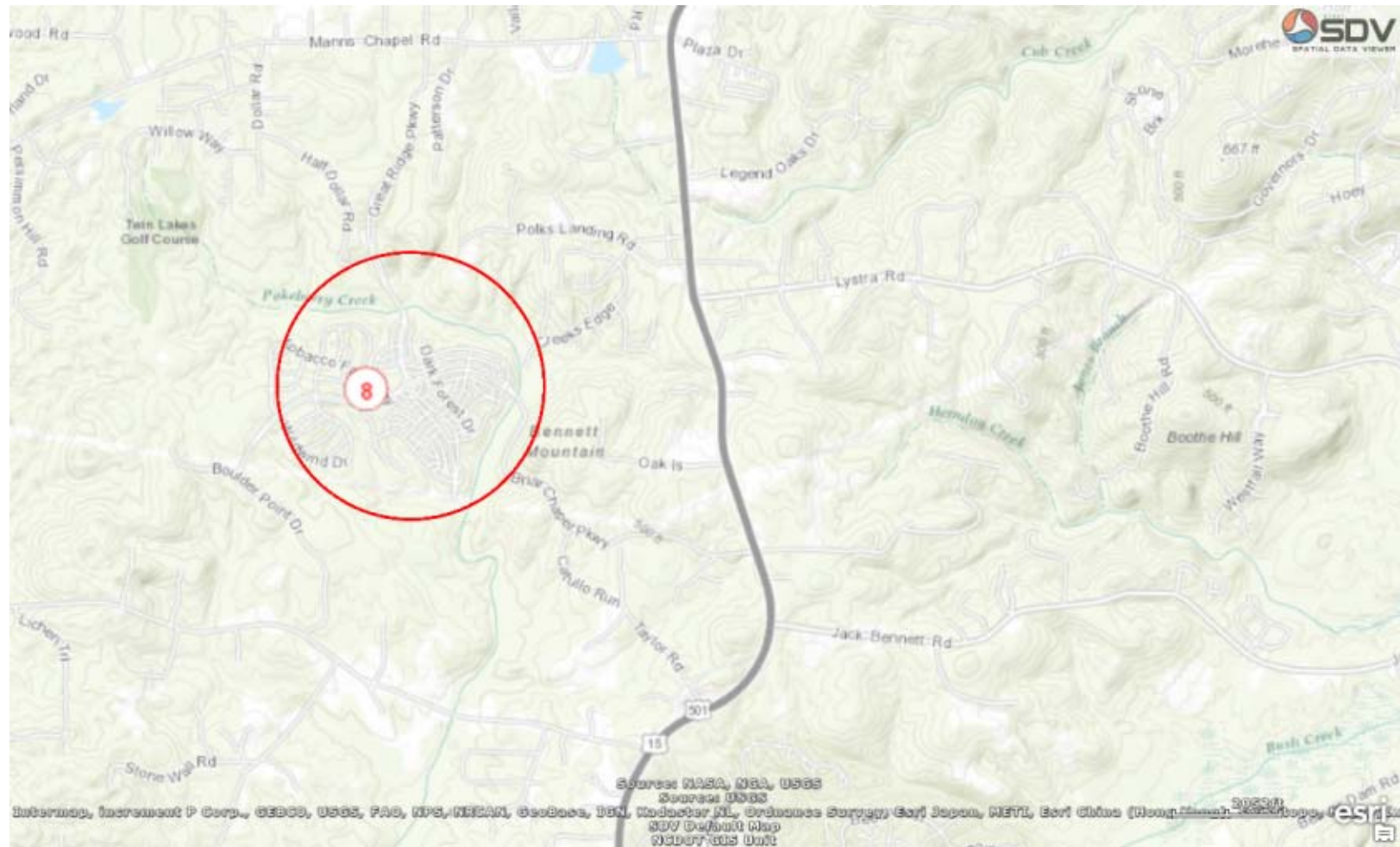
--- PHASE 4 (MCADAMS)  
--- PHASE 6N (MCADAMS)  
--- PHASE 6S (MCKIM & CREED)

**PARCEL STATUS**

OCCUPIED  
 CONSTRUCTION COMPLETED  
 OTHER



## Vicinity Map





Established 1771

## CHATHAM COUNTY COMMISSIONERS

Jim Crawford, Chairman  
Diana Hales, Vice Chairman  
Mike Cross  
Karen Howard  
Walter Petty

## COUNTY MANAGER

Renee Paschal

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P. O. Box 1809, Pittsboro, NC 27312-1809 • Phone: (919) 542-8200

## Resolution of the Chatham County Board of Commissioners

### FOR THE ADDITION OF STREETS OR ROADS TO THE NORTH CAROLINA SYSTEM OF SECONDARY ROADS

#### BRIAR CHAPEL SUBDIVISION

**WHEREAS**, Chatham County wishes to cooperate in any way possible with the North Carolina Department of Transportation, Division of Highways, to place streets and roads within the County on the North Carolina System of Secondary Roads, operated and maintained by the North Carolina Department of Transportation; and

**WHEREAS**, Bennet Mountain Trace from the centerline intersection of Dark Forest Drive to the centerline intersection of Briar Chapel Parkway, 1970 feet.

**WHEREAS**, Saxaphaw Run from the centerline intersection of Dark Forest Drive to the centerline intersection of Briar Chapel Parkway, 1970 feet.

**WHEREAS**, Bennet Mountain Trace from the centerline intersection of Briar Chapel Parkway to the centerline intersection of Bennet Mountain Trace, 310 feet.

**WHEREAS**, Dark Forest Drive from the centerline intersection of Briar Chapel Parkway to Sta. 31+74.16, 695 feet.

**WHEREAS**, Tobacco Farm Way from the centerline intersection of Briar Chapel Parkway to the centerline intersection of N. Serenity Hill Circle, 2300 feet.

**WHEREAS**, Greenleaf Drive from the centerline intersection of Tobacco Farm Way, 445 feet.

**WHEREAS**, Tarwick Avenue from the centerline intersection of Tobacco Farm Way to the centerline intersection of Cliffdale Road, 550 feet.

**WHEREAS**, Cliffdale Road from the centerline intersection of Tobacco Farm Way, 1085 feet.

**WHEREAS**, Wildwind Drive from the centerline intersection of Briar Chapel Parkway, 3310 feet.

**WHEREAS**, Treywood Lane from the centerline intersection of Wildwind Drive, 735 feet.

**WHEREAS**, Sagebrush Road from the centerline intersection of Wildwind Drive, 775 feet.

**WHEREAS**, Heatherwood Drive from the centerline intersection of Wildwind Drive, 935 feet.

**WHEREAS**, Copper Lantern Drive from the centerline intersection of Wildwind Drive, 640 feet.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chatham County Board of Commissioners request that subject streets, Bennet Mountain Trace, Saxaphaw Run, Dark Forest Drive, Tobacco Farm Way, Greenleaf Drive, Tarwick Avenue, Cliffdale Road, Wildwind Drive, Treywood Lane, Sagebrush Road, Heatherwood Drive, and Copper Lantern Drive be added to the North Carolina System of Secondary Roads upon meeting all criteria as established by the Department of Transportation.

This the 19<sup>th</sup> day of September, 2016

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James G. Crawford, Chairman

ATTEST:

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Lindsay K. Ray, NCCCC, Clerk to the Board  
Chatham County Board of Commissioners





# Chatham County, NC

## Text File

File Number: 16-1837

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Approval of Agenda  
and Consent Agenda

**In Control:** Finance

**File Type:** Resolution

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Vote on a request to adopt the Resolution - Declaring Property Surplus and Authoring the Sale of Said Property.

Action Requested: Approve the request to adopt the Resolution Declaring Property Surplus Authorizing the Sale of Said Property

### Introduction & Background:

The County must comply with statutory procedures when disposing of personal property. G.S. 160A-270 (public auction) requires the board to adopt a resolution authorizing an appropriate county official to dispose of the property at public auction. The resolution shall identify the property to be sold and set out the date, time, place and terms of the sale.

### Discussion & Analysis:

The last County auction was in June 2014. Due to construction and lack of a County auction location, there was no auction in 2015. The Chatham County Schools have agreed to allow the County to hold a Public Auction at the old School Bus Garage location on Martin Luther King Rd in Pittsboro.

Two local auctioneers were invited to submit proposals for this service. Harris Auction isn't available until after January 2017. United Country is available for Saturday, November 5, 2016. The Town of Siler City has expressed an interest of participating in this opportunity. In addition, the opportunity will be extended to the Town of Pittsboro, the Chatham County Schools and Chatham Transit.

The County has several vehicles that have been removed from service and miscellaneous surplus items. All additional items will be presented to County Manager Renee Paschal to add to the public auction.

Budgetary Impact: None

### Recommendation:

Motion to adopt the Resolution Declaring Property Surplus Authorizing the Sale of Said Property



**RESOLUTION**  
Declaring Property Surplus  
And Authorizing the Sale of Said Property

**WHEREAS**, by authority of N.C. G.S. 160A-270 (public auction) the Board of Commissioners is required to adopt a resolution authorizing an appropriate county official to dispose of the property at public auction; and

**WHEREAS**, approving the attached list as surplus, which is hereby incorporated by reference and made a part of this resolution; and

**WHEREAS**, The public auction will be held November 5, 2016 to start on or about 9:00 AM, at the previous Chatham County School Bus Garage facility on Martin Luther King Drive, Pittsboro, NC; with all sales final, no returns or refunds;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Chatham that:

**Section 1:** The property identified in attachments is declared surplus.

**Section 2:** That the Board authorizes Renee Pashcal, County Manager to finalize changes in the surplus list and complete the sale at the auction.

Adopted this, the 19<sup>th</sup> day of September, 2016.

**ATTEST:**  
Lindsay Ray, Clerk to the Board  
Chatham County Board of Commissioners

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James Crawford, Chairperson

Dept	Asset Number	Description	VIN#	Miles
Env. Health	6321	1998 CHEV BLAZER	1GNDT13W9W2281296	
Env. Health	6559	2000 FORD LUMINA	2G1WL52JOY1181887	132610
Env. Health	6564	2000 CHEV S10 PICKUP	1GCDT19W2YK183133	
DSS	6988	2006 Ford Taurus	1FAFP53U86A191550	
DSS	6989	2006 Ford Taurus	1FAFP53U16A191552	
DSS	6990	2006 Ford Taurus	1FAFP53UX6A191551	
ANIMAL SVC.	6979	2005 CHEV SILVERADO	2GCEK19V151361009	
Sheriff	7349	08 CHARGER	2B3KA43G78H233369	
Sheriff	7470	10 CHARGER	2B3AA4CV4AH136646	
Sheriff	7422	09 CHARGER	2B3KA43V59H586063	
Sheriff	7416	09 CHARGER	2B3KA43V99H586065	
Sheriff	7466	10 CHARGER	2B3AA4CV7AH136642	
Sheriff	7415	09 CHARGER	2B3KA43V09H586066	
Sheriff	7528	05 CHRYSLER	2C3JA63H05H552286	
Sheriff	7424	09 Charger	2B3KA43V69H586072	
Sheriff	7121	2006 Taurus - Blue	1FAFP53286A200603	
Sheriff	7122	2006 Taurus - Gold	1FAFP53226A200600	
Sheriff	7475	10 CHARGER	2B3AA4CV8AH136651	
Sheriff	7474	10 CHARGER	2B3AA4CV6AH136650	
Env Health	6933	2003 Blzaer, pewter color	1GNDT13X33K107633	
sHERIFF	7468	2010 Dodge Charger	2B3AA4CV0AH136644	

Quantity	Description	location
1	Exam Table	Justice basement
2	chairs, low back, wood arms, green upholstrey	
2	Chairs, high back, uphosltry blue with gold stripe	
1	Chair, blue vinyl, wood arm & base	
7	Chair, burgandy chair, wood frame, arms,	
7	Chairs, task type with arms	
6	Charis, task type without arms	
4	Chairs, Upholstered, Red with arms covered	
2	Charis, Wood base, sled type, no arms burgandy vinyl	
1	Wood dining table, drop sides	
6	Chairs, wood match dining table	
3	Scales, tall standing DETECTO	
1	Scales, baby DETECTO	
2	Bookcase, two shelves, small, cream paint	
3	EOC Console furniture pieces	
1	Incubator, electric	
3	Chair, solid wood captain style chair	
2	Chair, high back with vinyl	
5	Children cube seats,	
2	Files, Legal, 4 drawer vertical	
4	Files, letter, 4 drawer vertical	
4	Files, 2 drawer,	
2	Files, 3 drawer , brown	
3	Files, 2 drawer, under counter personal type	
3	Files, 2 drawer, brown	
1	Files, 2 drawer, green	
3	Desk, about 48"	
1	Desk, Computer	
1	Cart, Computer/printer	
2	File, 4 drawer, tan vertical	
1	Medical records filing materials - Large group	
3	Desk, double pedestal	
3	Bookcases	
	Assorted binders	
	Assorted miscellaneous desk supplies	
1	Projection Screen	
2	bean bags	
1	high back bar type stool/chair	
1	26" SUN bike	
1	retired wet suit	



# Chatham County, NC

## Text File

File Number: 16-1842

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Board Priorities

**In Control:** County Manager's Office

**File Type:** Agenda Item

Presentation of the Fiscal Year 2015-16 State of the County Report

Action Requested: NA

Introduction & Background: Commissioner Chairman James Crawford will deliver the Fiscal Year 2015-16 State of the County Report. Copies of the report will be posted on the county website after the presentation is done. The report covers highlights of county government from July 1, 2015 to June 30, 2016.

Discussion & Analysis: NA

Budgetary Impact: NA

Recommendation: NA



# Chatham County, NC

## Text File

File Number: 16-1834

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Public Hearing

**In Control:** Planning

**File Type:** Agenda Item

Legislative public hearing request by the Chatham County Board of Commissioners to amend Section 10.13, Table of Permitted Uses, of the Zoning Ordinance to revise multiple uses in the Light and Heavy Industrial zoning district that are currently permitted by right to conditional use permits.

**Action Requested:**

Request by the Chatham County Board of Commissioners to amend Section 10.13, Table of Permitted Uses, of the Zoning Ordinance to revise multiple uses in the Light and Heavy Industrial zoning district that are currently permitted by right to conditional use permits.

**Introduction & Background:**

**Discussion & Analysis:**

**Recommendation:**





# Chatham County, NC

## Text File

File Number: 16-1835

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Public Hearing

**In Control:** Planning

**File Type:** Agenda Item

Legislative public hearing request by George Farrell for a rezoning on approximately .13 acres on Parcel No. 70347 from R1, Residential, to CD-CB, Conditional District Community Business, to add a 5,500 sq. ft. self-storage building to the property located at 354 McGhee Rd.

**Action Requested:**

Request by George Farrell for a rezoning on approximately .13 acres on Parcel No. 70347 from R1, Residential, to CD-CB, Conditional District Community Business, to add a 5,500 sq. ft. self-storage building to the property located at 354 McGhee Rd.

**Introduction & Background:**

**Discussion & Analysis:**

**Recommendation:**



# Chatham County, NC

## Text File

File Number: 16-1768

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Board Priorities

**In Control:** County Manager's Office

**File Type:** Agenda Item

Present Certificates of Extended Volunteer Committee Service with the Transportation Advisory Committee to Phil Bors, Keith Gerarden, and Dennis Geiser.

Action Requested: Make presentation of certificates of Extended Volunteer Committee Service to three qualified individuals who served on the Transportation Advisory Committee for five years.

Introduction & Background: In Dec. 2015, the Board of Commissioners voted to approve a new certificate to honor people who serve at least two full terms on any commissioner-appointed boards, committees or commissions. The three honorees are:

Phil Bors, 2010-2015  
Keith Gerarden, 2011-2016  
Dennis Geiser, 2011-2016

Discussion & Analysis: NA

Budgetary Impact: NA

Recommendation: NA



# Chatham County, NC

## Text File

File Number: 16-1624

Agenda Date: 9/19/2016

Version: 2

Status: Board Priorities

In Control: Planning

File Type: Agenda Item

Vote on a request to approve Walt Lewis for The Extra Garage Self Storage Center IV, to consist of two structures for enclosed building storage facility for dry boat storage and RV storage, located off Beaver Creek Road, parcel #'s 88772 and 17696.

### Action Requested:

Request by Walt Lewis for The Extra Garage Self Storage Center IV, to consist of two structures for enclosed building storage facility for dry boat storage and RV storage, located off Beaver Creek Road, parcel #'s 88772 and 17696.

### Introduction & Background:

A legislative public hearing was held on March 21, 2016 for this item. Planning staff provided an overview of the application and the applicant provided a more detailed explanation. There were four citizens who spoke in opposition to the proposal with concerns about need, lighting, and traffic and decreased property values.

Both properties are currently zoned R-1 Residential and are located within the WSIV-Critical Area watershed which limits impervious surface area to a maximum of 24%. Parcel No. 17696 is to be deed restricted as undevelopable area in order to offset the impervious surface limit on Parcel 88772 where the facility is proposed to be located. This is allowed per NCGS 143-214.5(d2) for Water Supply Watershed regulations.

This area of the county has limited soils suitable for septic systems, which makes it more desirable for development of uses such as the one proposed. However, the proposed use must meet all the standards as discussed below.

**The Planning Board met on the request on May 3, 2016. There were also two landowners (Alan McConnell and Dan Titsworth) that spoke to the Board in opposition of the request. Stated reasons were the application didn't adequately address the standards of the ordinance, there are approximately 11 similar facilities within five miles of this proposed site (not confirmed by staff), lights from use of facility for adjacent property owners, drop in property values, not the right area for this size buildings and traffic increases during peak season that could halt residents access to US 64.**

**The Planning Board's concerns were the density transfer option they are utilizing so the applicant can increase the built upon area on the site, the**

buildings being too large for the residential area, another facility already two parcels away from this proposed site, and possible drop in property values.

The Board members in favor of the request stated because the county has Jordan Lake and there is a push to draw people here to use it for recreation and tourism. Also, having a facility close to the lake to store boats and RVs keeps the traffic off the main thoroughfares. Members also commented that there's a clear need for more covered storage areas like this one based on the number of subdivisions being constructed that do not yield large enough lots for owners to keep them on their property. Also that the applicant stated all other facilities are full.

The applicant requested a postponement from the June and July commissioner's meeting due to conflicts in schedule.

**Discussion & Analysis:**

Conditional Zoning districts are zoning districts in which the development and use of the property is subject to predetermined ordinance standards and the rules, regulations, and conditions imposed as part of a legislative decision creating the district and applying it to the particular property.

Some land uses are of such a nature or scale that they have significant impacts on both the immediate surrounding area and on the entire community, which cannot be predetermined and controlled by general district standards. The review process established in this Ordinance provides for accommodation of such uses by a reclassification of property into a conditional zoning district, subject to specific conditions, which ensure compatibility of the use with neighboring properties. A conditional zoning district is not intended for securing early zoning for a proposal, except when that proposal is consistent with an approved land use plan or the proposal can demonstrate that public infrastructure needed to serve the development will be made available within a reasonable time period.

The applicant met the pre-submittal requirements and therefore was permitted to submit the proposed application request.

There are five standard items listed in the Zoning Ordinance that must be addressed by an applicant when submitting a rezoning application. The applicant has addressed those items in the application materials or in supplemental material and they are also discussed below.

**Item #1: The alleged error in this Ordinance, if any, which would be remedied by the proposed amendment with a detailed description of such error in the Ordinance and detailed reasons how the proposed amendment will correct the same.** No errors in the ordinance are being claimed.

**It is Planning staff opinion this standard is supported as outlined in the zoning ordinance of Chatham County and no errors are being claimed.**

**Item #2: The changed or changing conditions, if any, of the area or in the**

**County generally, which make the proposed amendment reasonably necessary to the promotion of the public health, safety, and general welfare.** The applicant states in the supporting application that the property has been on the market for at least four years. He stated this was mostly in part to lack of suitable soils for a septic system for a build a home or other business. The applicant also stated at the public hearing he received no opposition four years ago when he built another facility which is three parcels south from this proposed facility and is also at capacity. He also stated the property was marketed as potential boat and RV storage due to its proximity to Jordan Lake and access to boat launches and campgrounds.

The applicant states due to growth in the areas outside of Chatham County, there continues to be a need for these types of facilities in close proximity to areas that promote tourism and travel; in this case Jordan Lake.

Planning staff has received emails and letters from several citizens, two of whom are adjacent landowners, stating the use is not needed when there are other facilities that have been approved and not yet built (these letters can be viewed on the Planning Department's website). This would include Beaver Creek Storage (under construction) on Beaver Creek Road and Space Station Storage (under construction) on US 64 East. There are approximately six other boat and RV storage facilities within five miles of this location. Two of facilities are owned by the applicant and he has indicated that both are all at capacity. The applicant also states that having storage facilities close to the lake keeps traffic off the main thoroughfares and reduces risks of traffic related problems. From this facility, patrons could make a left turn out of the facility and then left onto Poplar Point Rd. This would keep some of the boat and RV traffic south of the area that would, in his opinion, have more congestion coming from US 64. When leaving the park area patrons would take a right turn onto Beaver Creek Road and another right turn into the storage facility thus keeping traffic in the opposite direction of the bulk of traffic leaving the lake at this location. However, citizens were still concerned about the increase in traffic from boat owners queuing to make the left turn into Poplar Point after leaving this facility.

**It is the opinion of Planning staff the application does not support the standard of need and desirability for additional storage in this area and therefore the standard has not been met.**

**Item #3: The manner in which the proposed amendment will carry out the intent and purpose of any adopted plans or part thereof by encouraging the expansion and support of current businesses located within the county.** The applicant proposes that the use supports the Land Conservation and Development Plan by locating facilities within the travel and tourism areas such as Jordan Lake. Further support comes by locating these facilities up side roads off major thoroughfares. The current Plan is at best subjective to what supports which types of uses in certain areas of the county especially since

there is no map designating official areas for residential and non-residential development. This area has been historically zoned residential and agricultural, which was done in part to protect our water resources. This project can utilize up to 24% built upon area. With the total acreage of 20.55, that means 4.9 acres total can be developed with impervious surface. The tract where the facility is being proposed is 16.55 acres where he could develop 3.97 acres but is utilizing the general statute provision for density transfers to cover an additional approximately one acre to maximum the available building footprint.

**It is the opinion of Planning staff this standard may be met by the supporting documentation in the application submittal as it relates to the Land Conservation and Development Plan.**

**Item #4: The requested amendment is either essential or desirable for the public convenience or welfare by** reducing traffic on major roadways and by locating accessory boat and RV storage in close proximity to Jordan Lake, which supports convenience and safety. Those opposing the use stated it was not desirable for the area as there are currently other similar uses within just a few miles of this proposed location. Those in opposition also do not believe this to be essential for the area stating reduced land values as a concern, increased light pollution, and increased traffic congestion stemming from the high peak season activities associated with the recreational facilities at Jordan Lake. A letter from a NC Licensed Real Estate Broker was provided stating that the existing boat storage facility at the intersection of Tody Goodwin and Beaver Creek Roads had negatively impacted the sale of a home at that intersection. There was also concern over the fueling station being proposed on site. Per the Fire Marshal's office, these types of fueling stations are permitted through their department and must be installed to meet state requirements for installation and containment should there be any spills or leaks. If approved, they are inspected based on a schedule outlined by the NC Department of Insurance. The Land and Water Resources Director has reviewed the proposed fuel storage tank within the WSIV-Critical Area watershed.

There are currently at least two other facilities under construction for this same type of use and one proposing expansion of an existing facility. There are approximately six other facilities of varying sizes within five miles of this site. A gis map has also been provided showing the zoning of the surrounding area. As indicated on the map, the existing non-residential uses are clustered at or near the intersection of Beaver Creek Road and US 64 and one non-residential rezoning at the intersection of Tody Goodwin and Beaver Creek Roads. The proposed rezoning would span approximately .34 miles along Beaver Creek Road with approximately ¼ mile of building façade within 68 feet of the Beaver Creek Road right-of-way. It is staff opinion this rezoning would have a destabilizing effect on the residential uses in the surrounding area.

**It is the opinion of Planning staff this standard has not been met due to the**

already existing approved facilities not yet completed and disruption to neighboring residentially zoned properties. The need for the facility also appears to be driven by boat and RV owners outside of Chatham County and therefore is considered non-essential for this area.

**Item #5: All other circumstances, factors, and reasons which the applicant offers in support of the proposed amendment include** proposing a use that the applicant deems is not a traffic generator, which may be true when compared to a retail or office type use. Traffic would be limited to four trips in and out of the facility which could be up to 1600 in a day if all slots were full and everyone came to the site on the same day. This is very unlikely to happen so it could be expected to see approximately 400 in a day during peak season.

The actual storage area is internal to the buildings. No storage would be seen from the outside. Access would be by coded gate.

The use does not require the installation or use of county water or other such public facilities and there are no plans for the county to provide sewer service in this portion of the County.

Lights and noise from the facility and headlights were a concern of the adjacent landowners. The use generates limited noise and lighting will be installed on the interior of the structures. The proposal does include internally illuminated signage that will be visible along Beaver Creek Road. Most activity will take place during daylight hours which decreases the amount of disturbances from headlights leaving the facility.

The applicant conducted an Environmental Impact Assessment which was reviewed by the Environmental Review Advisory Commission. No issues were raised with the facility or the accessory fueling station to be installed on the site. The only items noted were adding a notation about areas that will not be disturbed to the site plan and including a comment a fuel storage being above ground with a containment wall.

**It is the opinion of Planning staff this standard may be met with the supporting information in the application submittal and due to no complaints being received from any other facility in the county about these uses.**

**It is the opinion of the Planning staff this request be recommended for denial for reasons of not supporting all the standards as required by the Chatham County Zoning Ordinance Conditional District Rezoning standards.**

**Recommendation: Final Vote 6-1-1**

**It is Planning Board recommendation the use for a boat and RV storage facility is denied. Should you support the proposal, the following conditions are provided for consideration.**

Should you support the rezoning request, the following **Consistency Statement** is also provided for consideration:



**It is the opinion of the Board that the rezoning request for Parcel Nos. 88772 and 17696, being approximately 20.55 acres collectively, located at 896 Beaver Creek Road is consistent with the goals and objectives of the Land Use Plans of Chatham County by supporting a mix of development that encourages and supports growth in designated tourism and travel areas and extends up side roads off main highways and thoroughfares as encouraged.**

Should you approve the rezoning request, the following conditions are provided for your consideration:

**Site Specific Conditions**

1. The recommendations of the CCAC shall be followed and required plantings shall be installed by the next optimal planting season following the approval of the request. Additional plantings or other screenings shall also be installed to fill in any areas between adjoining properties where the existing vegetation does not provide coverage for a Type A opaque buffer. Existing vegetation around the perimeter of the property for the facility should remain undisturbed as much as possible in order to reduce risk of runoff, erosion, and aide in meeting the screening requirements as directed in the Zoning Ordinance.
2. A Certificate of Occupancy for the boat and RV storage facility use shall be issued within two (2) years of this approval or it shall become null and void.

**Standard Site Conditions**

3. The application, standards and adopted regulations of the applicable ordinances and policies, and the approved recommendations as provided for and/or conditioned, are considered to be the standards as set forth. Changes or variations must be approved through the Planning Department or other approving board before any such changes can take place. These include but are not limited to landscaping, lighting, signage, parking, building construction, etc.
4. All required local, state, or federal permits (i.e. NCDOT commercial driveway permits, NCDWQ, Chatham County Erosion & Sedimentation Control, Environmental Health Division, Stormwater Management, Building Inspections, Fire Marshal, etc.) shall be obtained, if required, and copies submitted to the Planning Department prior to the initiation of the operation/business.

**Standard Administrative Conditions:**

5. Fees - Applicant and/or landowner shall pay to the County all required fees and charges attributable to the development of its project in a timely manner, including, but not limited to, utility, subdivision, zoning, and building inspections.
6. Continued Validity - The continued validity and effectiveness of this approval was expressly conditioned upon the continued compliance with the plans and conditions listed above.
7. Non-Severability - If any of the above conditions is held to be invalid, this approval in its entirety shall be void.
8. Non-Waiver - Nothing contained herein shall be deemed to waive any discretion on

the part of the County as to further development of the applicant's property and this permit shall not give the applicant any vested right to develop its property in any other manner than as set forth herein.



# Chatham County, NC

## Text File

File Number: 16-1831

**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Board Priorities

**In Control:** Emergency Operations

**File Type:** Agenda Item

Vote on a request to award generator service contract to Atlantic Power Solutions by way of resolution.

Recommendation to award the FY 2016-17 generator service contract to Atlantic Power Solutions, Inc. by adoption of a resolution.

A Quote by Atlantic Power Solutions, Inc.

B. Resolution

C. Contract

Introduction & Background: The Emergency Operations Center is responsible for the service of twenty eight generators throughout the County for use in times of power outage and emergencies. The EOC has historically solicited quotes for this annual service, and received new quotes this year from one vendor. The quote was submitted by Atlantic Power Solutions for \$12,425.00.

Discussion and Analysis: The primary owner of Atlantic Power Solutions, Inc. is Commissioner Walter Petty, who was elected into office in December, 2010. North Carolina General Statute 14-234 (d1) provides an exemption to the conflict of interest provisions stated in 14-234 (a). Section 14-234 (d1) excludes a County with no town or city with a population of more than 15,000 based on the most recent official federal census.

The statute requirements for the process are: (1) must be approved by specific resolution adopted in open and public meeting, (2) the contract or series of contracts does not exceed \$40,000 in a twelve month period, (3) the amount of the contracts must be specifically noted in the annual financial audit, (4) the governing board shall post in a conspicuous place in the courthouse a list of contracts which briefly describes the contract and shows the total amount. (This list must cover 12 months and be updated at least quarterly and (5) the official entering the contract may not participate in any way in the vote.

Budgetary Impact: \$12,425.00

Recommendation: Recommendation to award the FY 2016-17 generator service contract to Atlantic Power Solutions, Inc. by adoption of a resolution.



# Chatham County Generator Service List

Quantity	Model	Size	Fuel Type	Location	Cost
01	Spectrum	535kw	Diesel	Water Plant Jordan Lake	975.00
01	Kohler	180kw	Diesel	West Chatham Senior Center	610.00
01	SDMO	120kw	Diesel	EOC Pittsboro	550.00
01	Armstrong	100kw	Diesel	COA Pittsboro	550.00
01	SDMO	60kw	Diesel	EOC Pittsboro Trailer Unit	475.00
01	Spectrum	300kw	Diesel	Water Tower Jack Bennett Rd.	675.00
01	Spectrum	60kw	Diesel	EOC Pittsboro Trailer Unit	475.00
01	Gillette	42kw	LP	Sheriff's Office	475.00
01	Generac	35kw	Diesel	Bynum Lift Station	475.00
01	Spectrum	19kw	LP	Chatham Middle School	300.00
01	Gillette	12kw	Gas	EOC Pittsboro Portable	200.00
01	Gillette	12kw	Gas	Siler City EMS Base	200.00
01	Sentry Pro	12kw	LP	Alltel Tower Pittsboro	125.00
01	Generac	10kw	LP	Harpers Cross Roads	125.00
01	Generac	8kw	LP	Fire Tower Pittsboro	125.00
01	Gillette	8kw	LP	Hart's Farm Tower	125.00
01	Onan	5.5kw	Gas	Mobile One Pittsboro	175.00
01	Gillette	5kw	Gas	EOC Pittsboro	175.00
01	HiPower	60kw	Diesel	EOC Pittsboro Trailer Unit	475.00
01	Kohler	35kw	Diesel	EOC Pittsboro Trailer Unit	450.00
01	Sentry Pro	30kw	Diesel	Courthouse Annex	460.00
01	Kohler	350kw	Diesel	Hwy 902 Pittsboro	675.00
01	Gillette	65kw	LP	Back-up EOC	475.00
01	Baldor	100kw	Nat. Gas	MIS-Old Pittsboro Library	500.00
01	Baldor	150kw	Diesel	Mt. View Church Rd Pump Stat	610.00
01	Baldor	200kw	Diesel	Walter Bright Rd Pump Station	610.00
01	Clarke	450kw	Diesel	Farrington Point Rd Durham Inter. Pump Station	750.00
01	SDMO	125kw	Diesel	3M Tank (used to be the trailer mounted one)	610.00

12,425.00

What is your average emergency response time to a failure?

30 min

What is your hourly rate for an emergency response?

127.50

How many rental generators do you have available?

6

What is your mark-up percentage on parts installed?

20%

Vendor Name: Atlantic Power Solutions, Inc.

(Also complete Vendor Information Form and return with bid)

*Atlantic Power Solutions, Inc.*

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHATHAM COUNTY  
APPROVING A CONTRACT TO BE ENTERED INTO BETWEEN ATLANTIC POWER  
SOLUTIONS, INC. AND CHATHAM COUNTY**

**WHEREAS**, Chatham County has solicited bids for a contract to maintain and service County owned emergency generators; and

**WHEREAS**, Atlantic Power Solutions, Inc. submitted the only bid for the maintenance of the County's emergency service generators; and

**WHEREAS**, Walter Petty has more than a ten percent (10%) ownership interest in Atlantic Power Solutions, Inc.; and

**WHEREAS**, on the 4<sup>th</sup> day of November, 2014 Walter Petty was re-elected as a County Commissioner for Chatham County and was sworn into office on the 1<sup>st</sup> day of December, 2014; and

**WHEREAS**, N. C. Gen. Stat. § 14-234(d1) provides an exception to the conflict of interest prohibitions of N. C. Gen. Stat. § 14-234 (a) for public officers in counties with no town or city located therein with a population of more than 15,000 based on the most recent official federal census; and

**WHEREAS**, the Chatham County Board of Commissioners finds and determines that there is no town or city located with Chatham County that has a population of more than 15,000 based on the most recent federal census; and

**WHEREAS**, Atlantic Power Solutions, Inc. is currently maintaining the County's generators under a contract approved and ratified by the Chatham County Board of Commissioners on or about the July, 2015 pursuant to N. C. Gen. Stat. § 14-234(d1) which contract expired June 30, 2016; and

**WHEREAS**, the County has determined that a new contract should be entered into which will run from July 1, 2015 to June 30, 2016; and

**WHEREAS**, generators are essential to the operation of the County's emergency management program during periods of power outages caused by hurricanes and other natural disasters, and

**WHEREAS**, without adequately operating generators the County will be unable to provide emergency services to its citizens and residents; and



**WHEREAS**, the Chatham County staff has recommended that the County enter into the contract attached hereto as Appendix A (the "Contract") with Atlantic Power Solutions, Inc. because the service it has received and is receiving from Atlantic Power Solutions, Inc. is superior to the quality of service it has received from any other service provider in the past; and

**WHEREAS**, the price quoted by Atlantic Power Solutions, Inc. is the only bid quoted; and

**WHEREAS**, the average estimated response time to a failed generator by Atlantic Power Solutions, Inc is 30 minutes which is faster than any other vendor in the geographical area; and

**WHEREAS**, the Chatham County Board of Commissioners, after taking into consideration the price and quick response time, has determined that it is in the best interest of Chatham County to enter into the Contract with Atlantic Power Solutions, Inc.;

**NOW, THEREFORE, BE IT RESOLVED** by the Chatham County Board of Commissioners:

1. That the Contract to be entered into between Chatham County and Atlantic Power Solutions, Inc., dated and made effective as of the 1<sup>st</sup> day of July, 2016, for annual generator maintenance in the amount of \$12,425.00 for scheduled service and \$127.50 per hour (time and a half for after hours) for repairs and maintenance beyond scheduled service and emergency repairs, plus installed parts at a 20% mark up, is hereby specifically approved.
2. That this resolution be recorded in the official minutes of Chatham County and that said minutes specifically state that Walter Petty did not vote on or otherwise participate in the consideration or adoption of this Resolution.
3. That the Clerk and Finance Officer of Chatham County are hereby directed to comply with the posting and reporting requirements of N. C. Gen. Stat. § 14-234(d1) with respect to this Resolution and the Contract.

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

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Lindsay K. Ray  
Clerk to the Board  
Chatham County Board of Commissioners

NORTH CAROLINA

CHATHAM COUNTY

#### AGREEMENT FOR SERVICES

THIS AGREEMENT for Services (this "Agreement"), made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Chatham County, a body politic and corporate of the State of North Carolina (the "County"), whose address is 12 East Street, Post Office Box 1809, Pittsboro, North Carolina 27312 and Atlantic Power Solutions, Inc. (the "Contractor") whose address is 2287 Bonlee Bennett Rd. Siler City, NC 27344. The County and the Contractor are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties".

#### WITNESSETH:

WHEREAS, The County solicited proposals for the Services contracted for herein; and

WHEREAS, the Contractor has represented to the County that the Contractor possesses the requisite skill, experience and financial resource to provide the Services contracted for herein; and

WHEREAS, the County desires to procure the Services offered by the Contractor; and

WHEREAS, the Parties each desire to enter into an Agreement for the Services hereinafter described;

NOW, THEREFORE, in consideration of the mutual covenants and the conditions contained herein, the Parties agree as follows:

1. SCOPE OF SERVICE. The Contractor shall provide to the County the Services (the "Services") set forth in the "Scope of Work" attached here to as "Appendix 1", which is incorporated herein and made an integral part of this Agreement.

2. TIME OF PERFORMANCE. The Contractor shall commence providing such services on the 1<sup>st</sup> day of July 2016 and shall complete the provision of such services to the reasonable satisfaction of the County on or before the 30<sup>th</sup> day of June 2017, unless such of time of performance is extended in writing by the County.

3. COMPENSATION and EXPENSES. As compensation for the Services to be provided under this Agreement, the County shall pay the Contractor the total sum of \$12,425.00 payable as set forth in

Appendix 1. Unless otherwise stated on Appendix 1 the foregoing amount is all inclusive and includes all expenses of every kind and nature, including but not limited to travel, lodging, copying, overhead, outside 'consultants' and other similar and dissimilar expenses and charges.

4. TERMINATION. The County reserves the right to terminate this Agreement upon thirty (30) days written notice for any reason deemed by the County to serve the public interest. This termination, for convenience, will not be made when termination is authorized under any other provision of this Agreement.

In the event of termination for convenience, the County shall pay the Contractor those costs directly attributable to Services received by the County in compliance with this Agreement prior to termination. Provided, however, that no costs will be paid to the Contractor which are coverable in the Contractor's normal course of doing business. The County is not liable for loss of any profits anticipated to be made hereunder, or any special, consequential, or other damages.

This Agreement may be terminated for cause as follows: If the Services provided by the Contractor under this Agreement are unsatisfactory or unacceptable, as determined by the County, this Agreement may be terminated for default.

Grounds for termination for default shall include, but not be limited to:

- a) Failure to respond to all reasonable requests by the County to provide Services covered by this Agreement.
- b) Failure to maintain any equipment required to provide the Services in accordance with the requirements of this Agreement and with all laws.
- c) Lack of proper insurance as required under this Agreement.
- d) Charging rates in excess of those listed in this Agreement and in Appendix 1.
- e) Inefficient, or unsafe practices in providing the Services
- f) Other actions which may impact unfavorably on the faithful performance of this Agreement.

5. INSURANCE. The Contractor shall maintain insurance policies at all times within minimum limits as follows:

Coverage	Minimum Limits
Worker's Compensation	Statutory Limits
General/Professional Liability	\$100,000/\$500,000/\$100,000
Automobile Liability	\$250,000/\$100,000

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina with an A.M. Best Company rating of not less than A. The Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to commencement of providing Services. The certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve the Contractor from its liability and obligations under this Agreement.

6. CONFIDENTIALITY: All proprietary data and information, if any, furnished to the Contractor by the County shall be regarded as confidential, shall remain the sole property of the County, and shall be held in confidence and safekeeping by the Contractor for the sole use of the Parties and the Contractor under the terms of this Agreement. The Contractor agrees that its officers, employees and agents will not disclose to any person, firm, or entity other than the County or County's designated legal counsel, accountants, practice management consultants any confidential information about the County. The Contractor agrees to carry out its obligations to the County in compliance with all privacy and security regulations required by law.

7. STATUS OF PARTIES: Nothing contained in this Agreement shall be construed as establishing a partnership or joint venture relationship between the Contractor and the County. The Contractor and its employees and representatives are independent contractors, solely responsible for its or their performance under this Agreement and shall have no legal authority to bind the County.

8. HOLD HARMLESS AGREEMENT. The Contractor agrees to indemnify and hold the County, its agents, servants and employees harmless from and against any and all claims, losses, liabilities, costs, expenses, charges, and damages arising from, or relating to, this Agreement, including but not limited to attorney's fees, with respect to any cause arising out of, resulting from, or in connections with (a) any breach by the Contractor of any clause, condition or provision of this Agreement; (b) any breach or violation by the Contractor of any applicable criminal or civil law; or (c) any other cause resulting from any act or failure to act by the Contractor in accordance with this Agreement. The Contractor shall promptly assume the defense of any claim, suit or action within the scope of this indemnification at its expense, upon being notified thereof.

9. ASSIGNMENT AND SUBCONTRACTING: Neither this Agreement nor any rights or obligations hereunder shall be subcontracted, assigned, or delegated by the Contractor without the prior written consent of the County, which consent may be withheld in the County's sole discretion.

10. MODIFICATIONS: This Agreement may be amended or modified by the mutual written consent of the Parties. A modification is not enforceable against the County unless it is signed by the County Manager, Purchasing Agent or other duly authorized official.

11. NOTICES. Any notice or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given on the date delivered personally or deposited with the United States Postal Service, certified mail, return receipt requested, with adequate postage affixed, addressed as follows:

Chatham County

Contractor Name

Attn: Janet Scott

Attn: Walter Petty

PO Box 613

2287 Bonlee Bennett Rd

Pittsboro, North Carolina 27312

Siler City, NC 27344

12. NO WAIVER: No waiver by either Party of any default by the other Party in the performance of any particular provision of this Agreement shall invalidate any other paragraph of this Agreement or operate as a waiver of any future default, whether like or different in character.

13. SEVERABILITY: The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

14. GOVERNING LAW: This Agreement shall be governed and construed in accordance of the laws of the state of North Carolina.

CHATHAM COUNTY, NORTH CAROLINA, a body politic and corporate of the State of North Carolina

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Renee Paschal, County Manager

Walter Petty, President

ATTEST:

ATTEST:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Lindsay K. Ray

Secretary of Corporation

Clerk to the Board

This instrument has been pre-audited

In the manner prescribed by the Local

Government Fiscal Budget Act.

\_\_\_\_\_

Vicki McConnell, Finance Officer







# Chatham County, NC

## Text File

File Number: 16-1852

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**Agenda Date:** 9/19/2016

**Version:** 1

**Status:** Board Priorities

**In Control:** Board of Commissioners

**File Type:** Appointment

Discuss applicants and vote on a request to appoint three new members to the Transportation Advisory Committee.

Action Requested: Discuss applicants and vote on a request to appoint three new members to the Transportation Advisory Committee.

Introduction & Background: There are three vacancies on the Transportation Advisory Committee for District 2, District 3, and District 4. Four applications were received from:

Art Capehart from District 2  
Daniel Vallero from District 3  
Melissa Starr from District 3  
Nicole Brown from District 3

Discussion & Analysis: The Transportation Advisory Committee has asked the commissioners from the vacant districts to appoint a new member. All terms would expire June 30, 2019.

Budgetary Impact: N/A

Recommendation: Motion to appoint three new members to the Transportation Advisory Committee.