

**BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA**

November 6, 2023

3:00 PM

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Public Comments

V. Approval of Consent Agenda

1. Administration - Approve Budget Amendment Needed for Building I Renovations

Request approval of the necessary budget amendment to renovate Building I in response to Utilities Customer Service moving into a new location and expansion of staff and service delivery within Building I.

2. Administration - Approval of the FY 2024 Home and Community Care Block Grant and County Agreement

Request that the Board of Commissioners approve and execute the FY 2024 Home and Community Care Block Grant for Older Adults Agreement for the Provision of Community-Based Aging Services, the provider packet and attachments for the provision of county-based aging services, County Funding Plan, Provider Services Summaries, Federal Certifications, and Disclosure of Lobbying Activities forms.

3. Administration - Budget Calendar FY 2025

Request that the Board of Commissioners consider approval of the FY 2025 Budget Calendar.

4. Administration - Long-term lease for Brunswick Family Assistance

Request that the Board of Commissioners adopt a resolution authorizing the County Manager to execute a long-term lease with Brunswick Family Assistance in the form attached.

5. Clerk to the Board - Meeting Minutes -October 16, 2023 Regular Meeting

Request the Board approve the Meeting Minutes from October 16, 2023.

6. Clerk to the Board - Resolution in Support of NC DOT Application for the Replacement of the Cape Fear Memorial Bridge

Request the Board adopt the Resolution in support of the NCDOT Application to the US DOT Bridge Investment Program (BIP) for the Replacement of the Cape Fear Memorial Bridge

7. Clerk to the Board - Resolution Requesting Fishery Resources Disaster Determination for

North Carolina's Shrimp Fishery

Request the Board approve and adopt the Resolution Requesting a Fishery Resource Disaster Determination for North Carolina's Shrimp Fishery

8. County Attorney - Bell Meadows, Phase 1 and 2 DOD
Consider accepting the Deed of Dedication for water and sewer infrastructure for Bell Meadows, Phase 1 and 2.
9. County Attorney - Declaration of Surplus Property
Request that the Board of Commissioners declare property obtained by the County through tax foreclosure as surplus property to be placed on the County's website for possible future purchase.
10. County Attorney - Egret Landing Phases 1 & 2 DOD
Consider accepting the Deed of dedication for water and sewer infrastructure in Egret Landing Phases 1 & 2.
11. County Attorney - Sunfish Cove, Phase A & B (formerly Carolina Estates) DOD
Consider accepting the Deed of Dedication for water and sewer infrastructure in Sunfish Cove, Phase A & B (formerly Carolina Estates).
12. Emergency Services - Shallotte Point FD Firemen's Relief Fund Board Appointment
Request the Board to appoint Phillip Cheers to the Shallotte Point Firemen's Relief Fund Board. Mr. Cheers will replace Sally Scott as she can no longer serve.
13. Finance - ARPA Funding Allocation Request for Pre-Pandemic Employment FY24 Qtr. 1
Request that the Board of Commissioners consider appropriating \$719,819 of American Rescue Plan Act funds to increase the restoring pre-pandemic employment project.
14. Finance - First Citizens Administrative Services Resolution and Agreement
Request that the board approve Steven T. Stone, County Manager, and Aaron C. Smith as authorized representatives of Brunswick County with First-Citizens Bank & Trust Company.
15. Finance - Fiscal Items
Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routing nature on the consent agenda.
16. Health Services - Health Services Immunization Update
Request the Board of Commissioners accept this interim update on Health Services Immunizations
17. Health Services - Request the Board of Commissioners Review and Approve Annual Board of Health Policies
Request the Board of Commissioners Acting as the Board of Health review and approve the annual Board of Health policies.

18. Operation Services - Agreement for Modular Unit for Probation and Parole
Request that the Board of Commissioners ratify the execution of the construction agreement with Modular Technologies, Inc.
19. Soil and Water - Farmland Preservation ADFP Conservation Easement Quarterly Report Approval
Request the approval and signature of the NCDA&CS ADFP quarterly report prepared for the Bellamy Family Farm LLC conservation easement grant.
20. Sheriff's Office - Wellpath Proposal Letter Approval - Inmate Medical Services
Request the Board of Commissioners approve a Proposal Letter and Bridge Agreement provided by Wellpath LLC, the Detention Center's medical services provider. The Proposal Letter and Bridge Agreement includes a 4.1% CPI increase in the current monthly expense, from \$119,152.37 to \$124,037.62. No budget amendment is needed at this time.
21. Social Services - Every Student Succeeds Act Agreement (ESSA)
Request the Board of Commissioners review and approve the Every Student Succeeds Act (ESSA) agreement between the Department of Social Services and Brunswick County Board of Education.
22. Utilities - Approval of a Contract with Michigan Underground Specialists, LLC d/b/a Ditch Witch Sales of North Carolina for the Purchase of a Directional Drill.
Request that the Board of Commissioners approve a contract for \$183,876.14 with Michigan Underground Specialists, LLC. d/b/a Ditch Witch Sales of North Carolina for a directional drill machine.
23. Utilities - Bulk Purchase of Water Treatment Chemical - Polyaluminum Chloride
Request that the Board of Commissioners approve the purchase of polyaluminum chloride from the lowest responsive bidder, Chemtrade Inc., in the amount of \$480,000.
24. Utilities - Mid-Atlantic Industrial Rail Park Water Tank - Golden LEAF Grant Agreement
Request that the Board of Commissioners accept the Golden LEAF Grant (G-202408-08288) and delegate Mr. Steve Stone, County Manager, to sign the Grant Agreement along with the associated documents for the Mid-Atlantic Industrial Rail Park Water Tank Project grant.

VI. Presentations

1. Clerk to the Board - Proclamation - National Hunger and Homelessness Awareness Week
Request the Board adopt the National Hunger and Homelessness Awareness Week Proclamation.
2. Finance - Auditor's Report on the Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2023 (Alan Thompson, Partner - Thompson, Price, Scott, Adams & Co., P.A.)

Request that the Board of Commissioners receive the report from Mr. Alan Thompson, partner of Thompson, Price, Scott, Adams & Co., P.A., regarding the auditors' opinion of the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2023.

3. Administration - Wilmington Urban Area Metropolitan Planning Organization Annual Report

Representatives from the WMPO will provide a presentation of their Annual Report.

VII. Administrative Report

1. Administration - Organizational Structure Changes

Request that the Board of Commissioners approve changes to the organizational structure to improve senior management efficiency and enhance service provision.

2. Administration - Request to Submit Application for United States Army Donation Program for Combat Materials

Request approval for staff to submit an application to the United States Army Donations Program to receive a piece of combat equipment for static display on the County campus.

3. Code Administration - Fire Marshal - Request for 3 New FTE Fire Inspector/Investigator positions

The Fire Marshal's Office is requesting approval of 3 new positions, and the corresponding Budget Amendment for the positions and their equipment.

4. Code Administration - Code Administration - Request for 4 New FTE Multi-trade Inspectors

Code Administration is requesting approval to add four (4) new FTE positions for Multi-purpose Inspectors, in addition to the Budget Amendment necessary for the positions and their equipment.

5. Engineering - Board Update on the Enterprise Fund Neighborhood Water Main Program and FY16 Top (7) Water Main Project

Request that the Board of Commissioners receive an update on the Enterprise Fund Neighborhood Water Main Program and the FY16 Top (7) Water Main Project

6. Health Services - Fee Schedule Adjustments - Health Services: Environmental Health and Clinical Services

Request the Board of Commissioners review and approve fee schedule changes for Clinical and Environmental Health Services

7. Sheriff's Office - Cape Fear Regional Jetport Lease Agreement

Request the Board of Commissioners approve a lease agreement with the Cape Fear Regional Jetport valued at \$39,600 per year, using existing budgeted funds.

8. Sheriff's Office - Emergency Truck Replacement

Request the Board of Commissioners approve a Budget Amendment of \$70,000 for an emergency diesel truck replacement for the Sheriff's Office.

9. Sheriff's Office - Lenovo Contract Approval - FY24 Approved Computers

Request the Board of Commissioners approve a contract with Lenovo for the purchase of computers approved in the Sheriff's Office, Detention Center, 911 Communications, and Animal Protective Services budgets.

10. Sheriff's Office - Munson Boats Agreement - Port Security Grant

Request the Board of Commissioners approve a contract with Munson Boats for the purchase of the awarded boat in the Port Security Grant Program.

VIII. Board Appointments

1. Clerk to the Board - Board Appointment - SUAC - School Board Appointee

Request the Board appoint Meghan Wilson as the BC School Board Appointee to the Substance Use and Addiction Commission (SUAC) .

IX. Other Business/Informal Discussion

X. Adjournment