



**BUDGET RETREAT MINUTES OF THE
PAMLICO COUNTY BOARD OF COMMISSIONERS
TUESDAY, APRIL 4, 2023**

The Pamlico County Board of Commissioners met for a FY 2022-2023 Budget Retreat on Tuesday, April 4, 2023 at 9:00 am at Camp Seafarer's Taylor Lodge. Commissioners Missy Baskervill, Kari Forrest, Candy Bohmert, Doug Brinson, Ed Riggs, Pat Prescott, and Carl Ollison were present. Also present were County Manager Tim Buck, Finance Director Bill Fentress, Assistant County Manager Justin Oakes, Clerk to the Board Chantelle Allison, and Coop Extension Director Daniel Simpson. This meeting was open to the public, and proper notice was given.

Chairman Riggs called the meeting back to order (recessed from the regular Commissioner's meeting on April 3, 2023) at 9:07am and turned the meeting over to Coop Extension Director and this Budget Retreat's Facilitator - Daniel Simpson. Mr. Simpson reviewed the proposed agenda and possible additions.

The Board then began the Budget Meeting. The purpose of the meeting was:

1. To provide an overview of the proposed budget, including requests from the different County departments
2. Share information requested by the County Commissioners
3. Address specific questions and empower the Commissioners to make informed decisions and facilitate discussion
4. Identify additional governmental needs/actions/issues, group these needs into short-term (coming FY 2023-2024) and long-term (beyond coming FY) and prioritize these needs for action.

Pamlico County Schools Superintendent - Lisa Jackson, Assistant Superintendent for Business Services - Steve Curtis and Architect Consultant/Representative - Michael Bracy, gave the Board an update on the planning & progress for the new grade(s) 6-12 school. Their current timeline will set construction in motion in about a year, with the new school officially open for the 2026-2027 school year. Board discussion included plans for the old schools (high school will be torn down to become the parking area, and the middle school will remain as it's considered a historic building), questions regarding what the grant covers (structure only – build new school, demolish old school, no furnishings included), and a request from the Board that the school consider engineering the new building so it could be used as a storm/emergency shelter.

The Board reviewed the Closed Session minutes (tabled from the April 3, 2023 agenda) and on a motion from Commissioner Baskervill, seconded by Commissioner Bohmert, the following resolution was unanimously approved.

BE IT RESOLVED, the Closed Session Minutes from the following meetings: 11/1/2021, 11/15/2021, 12/6/2021, 2/7/2022, 2/16/2022, 2/21/2022, 3/21/2022, 4/4/2022, 5/2/2022, 5/16/2022, 6/6/2022, 6/20/2022, 7/5/2022, 8/1/2022, 9/19/2022, 10/3/2022, 11/7/2022,

12/5/2022, 1/3/2023, 2/6/2023 are hereby approved.

County Manager Tim Buck presented the following:

- Budget requests from the different departments, noting several that had large increases in their requested amount.
- He advised the Board of a concern regarding the contract with the Craven Animal Shelter, and what alternatives would be possible if Craven County chose not to renew.
- Liability/Property Insurance increasing appx. 30%
- Overall requested budget currently \$5.6 million over estimated revenues. Lots of trimming to do, asked for Board input.
- Expenses outweighing revenue, may be a need at some point for increase in taxes (\$0.01 increase per \$100 of assessed value would yield appx. \$180,000 in revenue.)

Finance Director Bill Fentress reviewed recent financial statements, projections for this FY and the next FY, ARPA funds distributed, Sales Tax from Article 40 & 42 and Lottery that can be applied to School Capital/Debt Service – Trends spreadsheet, and School Debt Pro-forma based on 4% USDA loan spreadsheet.

Coop Extension Director Daniel Simpson led the group in an activity to review the lists created the previous FY and change/add/re-prioritize the short-term and long-term issues/needs..

The most important short-term needs were (in no specific order):

- Broadband - current availability and plans for expansion; planning for increased access and needs
- *Sewer (Assessment, Funding, Land Acquisition) - immediate need for funding to secure spray field capacity in Reelsboro and protection of standing trees, storm damage has impacted current spray field operating capacity, need for growth/expansion
- Building Maintenance - priorities for equipment replacement, actions required to address items for long-term projects and immediate needs identified in building assessment
- Water System Improvements - Needs, capacity, safety, etc.
- School System Updates - Quarterly updates on needs, issues, finances, build relationship
- Personnel Policy - Updated job descriptions, better understanding of qualifications required for position (basic skills & education)
- Resolution to Support Bridge at Minnesott - contact State and Federal legislators to support a Resolution to replace ferry
- Liquor-by-the-Drink - allow sales to promote business expansion, what is required?

The most important long-term needs were (in no specific order):

- Sewer - What improvements are needed for growth, add additional capacity to prevent repetitive improvements, address current treatment and spray field capacity limitations
- Water Long-term Study - What improvements are needed to address growth, add additional capacity to prevent repetitive improvements
- Broadband - planning for increased access and needs
- Record Preservation - How are governmental records stored and protected from natural disaster, departmental requirements, electronic backup, etc.

- Sewer District - increase communication and planning between County government and sewer district to address long term growth and sewer needs, how to address expansion of sewer
- Railroad Right-of-Way - How to address right-of-way, legal actions/requirements, uses, etc.
- Resolution to Support Bridge at Minnesott - Contact State and Federal legislators to support a bridge location at Minnesott (to replace ferry)

Fire Marshal – Chris Murray presented a power-point slideshow of the Fire Services Update with a few ongoing projects and some ideas/requests:

- Substation in Hobucken (in progress)
- County-wide fire tax (County Service District) instead of by department?
- County health benefits for fire departments?

Daniel Simpson and Tim Buck wrapped up the meeting, answered a few questions, and asked the Board to be looking at their calendars for availability for follow-up Budget meetings.

There being no further business, on a motion made by Commissioner Baskervill and seconded by Commissioner Bohmert, the Board adjourned until the next regular meeting on Monday, April 17, 2022 at 7:00 pm. Time recorded: 2:43pm

Chairman

Clerk to the Board