

March 28, 2018

The Martin County Board of Commissioners met in Special Session on Wednesday, March 28, 2018, 7:00 p.m. in the Commissioners' Board Room of the Martin County Governmental Center, 305 East Main Street, Williamston, North Carolina.

ASSEMBLY

Chairman Elmo "Butch" Lilley, Vice Chairman Tommy Bowen, Commissioner Ronnie Smith, Commissioner Dempsey Bond, Jr., County Manager David Bone, Clerk to the Board Marion B. Thompson, and Finance Director/Deputy Clerk Cindy Ange.

Commissioner Joe R. Ayers and County Attorney J. Melvin Bowen were not in attendance.

Chairman Lilley called the meeting to order at 7:00 p.m. The Pledge of Allegiance was led by Commissioner Vice Chairman Bowen. The invocation was provided by Commissioner Smith.

Chairman Lilley welcomed all to the meeting and thanked them for their involvement in county affairs. Elected officials Town of Parmele Mayor Jerry McCrary and Town of Bear Grass Mayor Charlotte Griffin were recognized.

AGENDA APPROVAL

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

BUDGET PRESENTATIONS – Outside Agencies

Several outside agencies submitted budget requests to Martin County for FY 2018-19. The following outside agencies requested a place holder on the agenda to present individual requests to the Board.

Food Bank of the Albemarle

Executive Director Liz Reasoner, of the Food Bank of the Albemarle (FBA), thanked the Board for the support received in past years. The appropriation requested for fiscal year 2018-19 (\$3,500) would enable FBA to provide approximately 17,500 pounds of food or the equivalent of more than 14,000 meals.

FBA's fifteen (15) county service area includes: Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties.

In March of 2017, FBA began administering the Commodity Supplemental Food Program in Martin County. Already, more than two hundred (200) seniors have been impacted by the program on a monthly basis. As of February 2018, the program had been expanded to 300 boxes each month. The commodity boxes are distributed monthly at the Moratoc Park building and Faith Community Outreach.

Executive Director Reasoner stated, the FBA, with the help of Martin County citizens and local agencies, provided 500,695 pounds of food to Martin County in FY 2016-17. The Feeding America's most recent Map the Meal Gap Study revealed to bridge the meal gap, Martin County would need to provide 892,909 meals in the county. FBA has provided Martin County the equivalent of 480,904 meals, leaving an unmet need of 412,005 meals. As a member of the Feeding America network, FBA has adopted the national Bold Goal of bridging the meal gap by 2025.

Highway 17/64 Association

Executive Director Marc Finlayson, of the Highway 17/64 Association, stated the Highway 17/64 Association greatly appreciated the support from Martin County over the years. For fiscal year 2018-19, the Association asked for a contribution of \$10,000.

Executive Director Finlayson recognized County Manager David Bone as Chairman of Highway 17/64 Association and Commissioner Dempsey Bond as the RPO Chairman.

Executive Director Finlayson stated since the inception of the Highway 17/64 Association fourteen (14) of the fifteen (15) corridor counties in the US 17 corridor and Future I87 corridor have supported the Association financially, as well as seventeen (17) municipalities and seven (7) regional or county economic development partnerships.

Executive Director Finlayson reported the project important to Martin County, (R-2511) Washington Bypass at Old Ford to four-lane south of Williamston, has been programmed and fully funded (\$72.1 million) and deliverable. Updates were given on other major projects, as well.

Center for Family Violence Prevention

Outreach Director Sandy Rhodes stated last year, the program brought \$106,000 in state and federal funds into Martin County. For fiscal year 2018-19, Ms. Rhodes requested \$3,750, same as last fiscal year's amount. Ms. Rhodes thanked the Board for all its does for Martin County and its citizens.

From July 1, 2017 through February 28, 2018, Ms. Rhodes reported the Center for Family Violence Prevention served 62 unduplicated victims in Martin County with a variety of services. The Center for Family Violence Prevention continues to provide emergency shelter, transportation, court assistance with domestic violence protective orders (DVPO), case management for job search and housing, safety planning, information and referral, counseling for adults and children, crisis intervention and emergency assistance. Services to victims included 194 court/advocacy services, 129 counseling services, and 30 community outreach presentations.

Ms. Rhodes stated the Coordinated Community Response Team, consisting of law enforcement, Department of Social Services, Martin County court personnel and other agencies continue to work together to assist victims of domestic violence in the Martin County community.

BHM Regional Library

Executive Director Amanda Corbett thanked the Board for its continued commitment and support. The appropriation requested for fiscal year 2018-19 was \$104,194, an increase of \$4,962.

The additional funds requested would be used to expand the book budget for the Robersonville and Martin Memorial Libraries. Director Corbett stated a survey and community analysis had been conducted, as part of its new Five year Plan, and the citizens in Martin County responded that books were important to them.

Economic Development Corporation (EDC)

On behalf of the Martin County Economic Development Corporation (EDC) Board, President/CEO Jason Semple thanked the County for its past support of its efforts to further the economic well-being of Martin County. The Martin County Economic Development Corporation requested appropriation for FY 2018-19 for operating expenses was the same as last year, \$244,447. A graphic design was distributed for viewing to support EDC's request of \$ 1,851,794 for a new shell building.

EDC President/ CEO Semple stated the Martin County economy has been impacted through economic development assistance to businesses and industries. EDC President/ CEO Semple highlighted some recent announcements such as Weitron, Inc. in the Martin Regional Business Park in Everetts, expansions and improvements for Penco (Hamilton), Syfan (Everetts), Ann's House of Nuts (Robersonville) and the Martin County Industrial Park (Everetts).

Through the efforts of EDC and other partners such as Martin County, since 2011, investments total \$158.3 million, jobs created or retained total – 1,173 and grants or low interest loans total \$17,259,000.

EDC President/CEO Semple stated the MCEDC continues to market its two primary available industrial buildings, the former Parkdale Mills and Big City Gyros facilities.

Martin-Tyrrell-Washington District Health Department

Health Director Wes Gray, of the Martin-Tyrrell-Washington District Health Department, thanked the Board for its continued support in helping to provide public health services to the residents. M-T-W District Health Department provides the following programs: Food and lodging, Environmental Health, Communicable Disease/STD/HIV Control, Emergency Preparedness, Immunization, Child Health, WIC Client Services/Nutrition/Peer, Medical Assistance, and other services.

Health Director Wes Gray stated the M-T-W District Board of Health voted to request a total of \$636,880 in funding from Martin, Tyrrell and Washington Counties. The requested per capita amount equals to \$16.04. Based on an estimated 2016 population of 23,606, Martin County's share of this request would be \$378,733 for FY 2018-19.

Health Director Wes Gray provided graphics of the federal, state and local funding sources, as well the breakdown of expenses for each program.

Martin Community College

Newly hired President Dr. Paul Hutchins accompanied by Chairman of the Martin Community College (MCC) Board of Trustees, Helen Davis, Dean of Administration Services/Capital Project Coordinator, Steve Taylor, and Comptroller, Tammy Bailey, presented the budget request. For fiscal year 2018-19, the College requested \$1,041,054 for current operating expenses and \$110,000 for capital outlay.

Dr. Hutchins noted the MCC operating expenses and capital outlay funds requested from the County were reduced for 2017-18. The MCC capital outlay request was for parking lot resurfacing on campus and for a shipping/receiving and staging building.

Dr. Hutchins thanked the Board for its consideration and continued support of Martin Community College and its efforts. The Board welcomed and congratulated Dr. Hutchins on his new position.

Martin Community Players

President Dean McCall, of the Martin Community Players, thanked the Board for its past generosity in funding. For fiscal year 2018-19, the requested continual funding was in the amount of \$8,000.

President Dean McCall expressed appreciation, again, for the recent collaborative effort between Martin County, Martin County Board of Education and Martin Community Players, in procuring and installing much needed lighting recently for the Martin County Auditorium.

Martin Community Players continue to provide cultural and educational experiences through theater entertainment for the residents of Martin County and the region. Martin Community Players is a non-profit organization that relies on contribution in order to provide the entertainment /culture /educational experiences.

Martin County Arts Council

Chair Judy Wobbleton, of the Martin County Arts Council, thanked the Board of Commissioners for its sustaining support in carrying out its mission. Chair Wobbleton stated during 2016-17 MCAC reached over 4,000 children and adults through art exhibits, performances and art educational programs. MCAC requested the Board reinstated its funding to the level allocated in past years in the amount of \$10,000 for FY 2018-19. The additional funding would help in hiring a part-time Executive Director.

In addition to other outreach programs, the Board of Education asked and the Arts Council provided a theatrical performance on bullying for the South Creek Middle School and later at the Riverside Middle School. MCAC partnered with Martin County Airport to display artwork in the Airport Terminal Building.

Boys & Girls Club of the Coastal Plains

Executive Vice President of Operations, Donyell Jones, of the Martin County Unit of the Boys & Girls Club of the Coastal Plains, thanked the Board for supporting the Boys & Girls Clubs in Martin County. The Board of Commissioners was asked to consider a continued allocation of \$25,000 for fiscal year 2018-19. The funding would support the Robersonville and Williamston Boys & Girls Clubs. The Williamston Club celebrated its first anniversary on March 28, 2018.

Vice President of Operations Jones stated in 2017, the Robersonville Unit, located in East End elementary, enrolled 164 youth, grades K-8, and had an average daily attendance of 72 members. The newly opened Williamston Unit, located in E. J. Hayes Elementary, enrolled 156 youth, grades K-5, and had an average daily attendance of 62 members.

Roanoke River Partners

Executive Director Carol Shields, of Roanoke River Partners, Inc. began by thanking the Board of Commissioners for their longtime support and partnership. Executive Director Shields requested \$1,000 for fiscal year 2018-19, same as last year.

Reportedly, even with all the flooding and weather events, a record number of overnight campers (1,390) paid to stay on the Roanoke camping platforms, by far the best year. The previous record was 1,215. Executive Director Shields stated in addition to peak numbers of overnight stays, the projection was that over 5,000 day paddlers came to spend the day in our region, many in Martin County.

Roanoke Partners will continue to develop and promote the five-county paddle trail and camping platforms to draw visitors to the region. In 2018-19, developing support for the renovation of the Hamilton Rosenwald River Center would also be a top priority, in an effort to highlight the history of the Hamilton area.

Choanoke Area Development Association (CADA)

CADA Executive Director Sallie Surface thanked the Board for the opportunity and for its support of the programs and outreach that CADA continues to administer in Martin County. For fiscal year 2018-19, CADA asked for \$51,480.

Executive Director Surface stated previous funding had allowed CADA to offer new programs opportunities such as Homeownership Counseling and the Urgent Repair Program, to continue programs, such as the Community Services Block Grant (CSBG) self-sufficiency and to leverage other funds/resources, such as EnergyShare through Dominion Energy (\$140,731.33) for Martin County residents. CADA also submitted an application for Essential Single Family Rehab funding for Martin County and was notified the funding was approved (\$175,000).

Metropolitan Community Health Services (MCHS) dba Agape

On behalf of Metropolitan/Agape Community Health Services, Dental Director Carol Taylor submitted a request for the Dental Clinic of \$375,000 for fiscal year 2018-19.

Dental Director Taylor stated Metropolitan/Agape Community Health Services has committed to deliver service to anyone in the community, regardless of the income level. Those without insurance will receive service at a cost based on a sliding scale. The agency was established with the mission to provide high quality, comprehensive, coordinated, primary health and dental care to low-level income, un-served and underserved community members, and to improve the health of persons and communities with effective health interventions, patient education, and chronic disease management.

The illustration given by Dental Director Taylor showed a snapshot of the monthly medical, dental clinic, and pharmacy patient counts by towns/zip codes. Documentation of the financial overview was not provided. However, Dental Director Taylor explained the revenue was not enough to cover expenses.

Dental Director Taylor stated Agape Community Health Services provided the following community outreach services:

- Back to school health screening
- Book bags give-a-way
- Head start physicals
- Flu shots clinic
- High school and middle school sports physical
- Toothbrush give-a-way at kids feast
- Host Girls and Boys Club monthly meeting
- Host Chronic Disease self-management program monthly

Commissioner Smith commented the County is blessed to have a state of the art facility such as the one managed by Agape Community Health Services.

COMMENTS

The Board of Commissioners thanked the representatives of the various agencies for their contribution to the community.

PUBLIC HEARING – Minority Business Participation Outreach Goal

Vice Chairman Bowen made the MOTION to enter the public hearing to receive public comments on the Minority Business Participation Outreach Goal, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

County Manager Bone explained that in accordance to NC G.S. §143-128.2, holding a public hearing and adoption of a resolution were statutory requirements when an entity needed to establish a Minority Business Participation Outreach Goal.

Staff suggested adopting a policy that would apply to all projects which fall under this statute. Martin County would be required to establish an appropriate verifiable percentage goal for participation by minority businesses, where such work shall exceed \$300,000 or \$100,000 and any amount of North Carolina appropriations and grant funds would be used. In the past, this was done for each project, as needed.

The term “minority business” means a business in which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one (51%) of the stock is owned by one or more minority persons; and of which the management and daily business operations are controlled by one or more minority persons who own it.

County Manager Bone added the Martin County Board of Commissioners would be asked to adopt written guidelines specifying the actions that would be taken to ensure good faith effort in the recruitment and selection of minority businesses for participation in contracts awarded.

Additionally, the Martin County Board of Commissioners would be asked to establish a goal of 10% for Martin County’s projects when the entire cost of such work shall exceed \$300,000 or \$100,000 where any amount of North Carolina appropriations and grant funds would be used.

Commissioner Smith stated he was pleased the resolution and goals to track minority business participation was being considered. Hopefully, statistics will increase after these measures are put into place. County Manager Bone added the County would take full advantage of the resources provided by the state to track these statistics.

Bear Grass Mayor Griffin commented minority contractors needed to be encouraged to do the paperwork to become a MBE/HUB certified contractor.

Vice Chairman Bowen made the MOTION to end the public hearing to receive public comments on the Minority Business Participation Outreach Goal, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

Minority Business Enterprise Outreach Resolution, Plan & Certification Contract

The Martin County Board of Commissioners was asked to adopt a resolution, written plan and a certification contract specifying the actions that would be taken to ensure good faith effort in the recruitment and selection of minority businesses for participation in contracts awarded, when the entire cost of such work shall exceed \$300,000 or \$100,000 and any amount of North Carolina appropriations and grant funds would be used.

Commissioner Smith made the MOTION to approve the Minority Business Enterprise Outreach Resolution, Plan and Certification Contract as presented below, with a SECOND by Commissioner Bond. The Board APPROVED the motion unanimously.

MBE Resolution

RESOLUTION
MARTIN COUNTY BOARD OF COMMISSIONERS
ESTABLISHING APPROPRIATE VERIFIABLE PERCENTAGE GOAL
FOR PARTICIPATION BY MINORITY BUSINESSES

WHEREAS, pursuant to NCGS 143-128.2 the Martin County Board of Commissioners desires to establish an appropriate verifiable percentage goal for participation by minority businesses; and

WHEREAS, the Martin County Board of Commissioners seeks to award contracts without regard to race, religion, color, creed, national origin, sex, age or handicapping condition, as defined in NCGS 143-128.2; and

WHEREAS, the term “minority business” means a business in which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one (51%) of the stock is owned by one or more minority persons; and of which the management and daily business operations are controlled by one or more minority persons who own it; and

WHEREAS, the term “minority person” means a person who is a citizen or lawful permanent resident of the United States and who is:

1. Black, that is, a person having origins in any of the black racial groups in Africa;
2. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
3. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
4. American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
5. Female; and

WHEREAS, the term “socially and economically disadvantaged individual” means the same as defined in U.S.C. 637; and

WHEREAS, the term “verifiable goal” means that the Martin County Board of Commissioners has adopted written guidelines specifying the actions that will be taken to ensure good faith effort in the recruitment and selection of minority businesses for participation in contracts awarded.

NOW, THEREFORE, BE IT RESOLVED THAT: The Martin County Board of Commissioners does hereby establish an appropriate verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project when the entire cost of such work shall exceed \$300,000 or \$100,000 where any amount of North Carolina appropriations and grant funds are used.

Adopted this the 28th day of March 2018.

Elmo “Butch” Lilley, Chairman

ATTEST:

Marion B. Thompson, NCCCC
Clerk to the Board

MBE Outreach Plan

MARTIN COUNTY
MINORITY BUSINESS PARTICIPATION OUTREACH PLAN

1. Goal

The goal of the Martin County Board of Commissioners in adopting this Minority Business Participation Outreach Plan is to provide minority businesses, as defined in G.S. 143-128.2(g), equal access and opportunity to participate fully in all aspects of construction projects subject to this plan. Martin County encourages all those associated with construction projects subject to this plan to commit to this goal through a good faith effort.

2. Statement of Policy

It is the policy of Martin County to award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition, as defined in G.S. 168A-3. [143-128.2(h)]

3. Plan Objectives and Applicability

The Martin County Minority Business Participation Outreach Plan is developed to comply with State Law 2001-496 (Senate Bill 914, signed 19 December 2001, and effective 1 January 2002).

This plan has further been developed to assist Martin County in reaching its verifiable percentage goal of 10% minority business participation in all construction contracts, adopted by resolution March 28, 2018.

It is not the intent of this plan to require Martin County to take additional steps beyond those required by G.S. 143-128.2. Rather, it is the intent of this plan to establish the procedures that Martin County will use to comply with G.S. 143-128.2. This plan establishes the good faith efforts that Martin County will take to meet the plan objectives and accomplish the plan's goal.

4. Plan Administration

The County Manager of the Martin County will cause this policy to be implemented and will be responsible for all activities contained in this policy.

5. Good Faith Efforts

In an effort to encourage minority business participation in all construction contracts, Martin County will undertake the following actions for projects to which this plan applies.

I. The Martin County Board of Commissioners establishes these procedures as the "Minority Business Participation Outreach Plan" required by 143-128.2(e)(1).

a. The Martin County Board of Commissioners, its employees, and its consultants will take whatever measures it deems appropriate to encourage the education, recruitment, and interaction between minority businesses, non-minority business and the Martin County. [143-128.2(e)(1)]

b. Martin County will make efforts to require bidders and contractors to undertake the good faith efforts in 143-128.2(f).

II. Martin County will schedule and hold a pre-bid meeting for potential bidders and interested HUB subcontractors. [143-128.2(e)(2)]

a. At this pre-bid meeting, the Martin County will furnish a copy of the Martin County solicitation list.

III. Martin County will establish a solicitation list of HUBs:

a. The Martin County will research the Historically Underutilized Business web site for each contract from time to time and record all HUBs who have registered on the site, in the general geographical area of the county.

- b. In the same time frame, Martin County will research Federal web sites that also list HUBs (currently including SBA SUB-Net), and record those HUBs who have registered on the site, in the general area of Martin County.
- c. Martin County or representative will also record HUBs who directly contact Martin County to request that they be contacted in the event of a public bid offering.

IV. Martin County will directly solicit HUBs in the Martin County solicitation list. [143-128.2(e)(3)]

- a. At least 10 days prior to bid opening, Martin County or representative will furnish HUBs on the Martin County solicitation list with a copy of advertisements for bid in the categories that they have requested. The advertisement will include a description of the work for which the bid is being solicited, the date, time and location where the bids may be submitted and where the bids will be opened, the name of the Martin County employee or representative who is available to answer questions about the project, where the bid documents may be reviewed or a copy obtained, and any other special requirements that may exist.
- b. Martin County may contact such HUBs by email, mail, FAX or other means.

V. Martin County will advertise opportunities to bid so as to be open to HUB bidders. [143-128.2(e)(4)]

- a. Martin County will advertise opportunities to bid in one or more of the following:
 - 1. in a local newspaper circulated in the general population area
 - 2. in a regional urban newspaper
 - 3. in a newspaper serving the area which currently serves a large minority population
 - 4. on the county website
 - 5. trade magazines
 - 6. in State of NC's HUB Office website

6. Post Award Monitoring

To enable Martin County to properly report MBE participation, Martin County will require contractors engaged in the construction projects subject to this plan to submit *Appendix E "MBE Documentation for Contract Payment"* with each request for payments. Martin County will not consider the request for payment to be complete and will not process it without *Appendix E "MBE Documentation for Contract Payment"*.

A Contractor who has been awarded a project based upon a given level of minority business participation is responsible for ensuring that the minority business participation does not materially vary from that originally specified when receiving the contract award.

Contractors must follow the requirements G. S. 143-128.2 and the contract documents. Martin County will consider failure to comply with the law and contract documents will be a breach of contract and may subject the contractor to annulment of the contract.

7. Professional Services

Martin County will review and consider the utilization of minority business consultants when evaluating professional service proposals. The goals for the participation of minority businesses will be consistent with their general availability within the professional communities involved. Advertisements for professional services will encourage participation by minority business firms.

8. Reporting and Review

With respect to each building project, Martin County will report the following to the North Carolina Department of Administration's Office for Historically Underutilized Businesses (HUB) annually [G.S. 143-128.3]:

1. The verifiable percentage goal.
2. The type and total dollar value of the project, minority business utilization by minority category, trade, total dollar value of contracts awarded to each minority group for each project, the applicable good faith effort guidelines or rules used to recruit minority business participation, and good faith documentation accepted by the public entity from the successful bidder.
3. The utilization of minority businesses under the various construction methods under G.S. 143-128(al).

The reports shall be in the format and contain in the data prescribed by the Secretary of Administration.

The Martin County will make the report even if there is no building project to report during that period.

Adopted this 28th day of March 2018.

Elmo "Butch" Lilley, Chairman
Martin County Board of Commissioners

Certification Contract

CERTIFICATION OF MINORITY BUSINESS PARTICIPATION

MARTIN COUNTY

CONTRACT

This is to certify that the Contract project for Martin County will incorporate the minority business goals as adopted by the attached resolution dated March 28, 2018 in accordance with N.C.G.S. 143-128, as amended. Martin County will report the attained goals to the North Carolina Department of Administration in accordance with the Martin County's Minority Business Participation Outreach Plan.

This the 28th day of March, 2018.

Elmo "Butch" Lilley, Chairman

ATTEST:

Marion B. Thompson, NCCCC
Clerk to the Board

ADJOURNMENT

With no further business to discuss, Commissioner Smith made a MOTION to adjourn the meeting, with a SECOND by Vice Chairman Bowen. The Board unanimously APPROVED the motion, and the meeting was adjourned at 8:45 p.m.

Elmo "Butch" Lilley, Chairman

Marion B. Thompson, NCCCC, NCMCC
Clerk to the Board