

**COLUMBUS COUNTY BOARD OF COMMISSIONERS**

**Tuesday, February 15, 2022**

**9:00 A.M.**

The Honorable Columbus County Commissioners met on the above stated date and time at Vineland Station, 701 S Madison St, Whiteville, North Carolina, 28472, for the purpose of conducting a Board Planning Retreat.

**COMMISSIONERS PRESENT:**

Ricky Bullard, **Chairman**  
 Jerome McMillian, **Vice Chairman**  
 Chris Smith  
 Lavern Coleman  
 Brent Watts  
 Charles T. McDowell  
 Giles E. Byrd

**APPOINTEES PRESENT:**

Eddie Madden, Jr., **County Manager**  
 Boyd Worley, **Board Attorney**  
 Amanda B. Prince, **Staff Attorney/Clerk to Board**  
 Jay Leatherman, **Finance Director**

**WELCOME:**

At 9:00 A.M. Chairman Ricky Bullard welcomed everyone to the 2022 Columbus County Commissioners' Planning Retreat.

**TOPICS FOR DISCUSSION:**

**Section I: Year in Review**

1. Historic Funding Received in State Budget
2. New School Construction
3. Facility Plan/Property Acquisitions
4. Infrastructure Projects
5. Employee Appreciation
6. Other Initiatives

**Section II: Facilities Plan Update**

1. North Campus Bldg. A
  - a. Columbus County Board of Education Offices
2. North Campus Bldg. B
  - a. 1<sup>st</sup> Floor – Elections Offices
  - b. 2<sup>nd</sup> Floor – Probation & Parole
3. North Campus Bldg. E
  - a. Utilities Department
  - b. Utilities Department Indoor Storage
  - c. Emergency Services Storage Building & County Garage
4. 810 Pinckney Street
  - a. Utility Billing and Tax Collection Office
5. 612 N. Madison Street
  - a. Housing & Urban Development Offices
6. 111 Washington Street
  - a. District Attorney's Office
7. 110 Courthouse Square
  - a. Juvenile Justice Offices
8. 127 W Webster Street
  - a. 1<sup>st</sup> Floor
    - i. Addressing
    - ii. Building Inspections
    - iii. Emergency Services
    - iv. Fire Marshal
  - b. 2<sup>nd</sup> Floor
    - i. County Mail Room
    - ii. MIS/GIS
    - iii. Tax Administration
  - c. 3<sup>rd</sup> Floor
    - i. Commissioners Chambers
    - ii. County Administration
    - iii. Human Resources
    - iv. Staff Attorney's Office

- d. 4<sup>th</sup> Floor
  - i. Finance
  - ii. Register of Deeds
- 9. 308 South Madison Street
  - a. SCC Small Business Center
  - b. Business Entrepreneurship Center
  - c. Economic Development Center Offices
- 10. 131 W Webster Street
  - a. 911 Communications
  - b. Health Department
- 11. 304 Jefferson Street
  - a. Health Department Property to be potentially conveyed to Columbus Regional Healthcare System
- 12. New Sheriff's Office
  - a. Slated Construction to begin in 2023
- 13. Temporary Sheriff's Office
  - a. To house current Sheriff's Department staff during construction of new offices
- 14. New Airport Terminal Building and Corporate Hangar
- 15. Former School Properties

**Section III: Budget Retreat – Finance Presentation**

- 1. Budgetary Funds
- 2. Proprietary Funds
- 3. Fiduciary Funds
- 4. Unassigned Fund Balance
- 5. Construction in Progress (CIP)
- 6. Financial Summary Report

**Section IV: Commissioners' Goals & Priorities for FY 2022/2023**

- 1. COLA Increase for Employees
- 2. Proceed with State Funded Projects – Historic Courthouse, 911 Center, Bike and Pedestrian Trail, New Sheriff's Office, New Airport Hangar and Terminal.
- 3. Complete All Office Relocations
- 4. Additional Goals/Priorities
  - a. Address Funding for EMS Responders
  - b. Constructing Shell Buildings
  - c. Customer Service
  - d. Infrastructure Needs (to include sewer)

**Section V: Legislative Goals/Requests**

- 1. Economic Development
  - a. \$3 million for 3 pad ready 85% compacted plant sites @ \$1 million each for occupancy by industry.
  - b. \$4.8 million for a 75,000 sq. ft. shell building for the Eastern End or Chadbourn Area of the County.
  - c. \$5 million for matching funds to upgrade the Publicly Owned Treatment Works (POTW) for sewer expansion.
- 2. Public Utilities
  - a. \$10 million for wells, water tanks, line extensions
- 3. Airport
  - a. \$1.2 million for water and sewer upgrades

**Total Requests - \$24 million**

- 4. Additional Requests
  - a. Funding for Schools

**Section VI: Succession Planning**

- 1. Assist in identifying and developing new potential leaders who can move into leadership staffing roles when they become vacant.
- 2. Currently there are 20 department managers and 500 employees.
- 3. Lean Team Committees
  - a. Internal – works on improving processes for employees.
    - i. Projects
      - 1. Updating all county forms and making them electronic for ease of access and completion.
      - 2. Update County Personnel Policy

3. New Background Check Vendor
  4. Training Program for Employees
  5. Employee Survey
- b. External – works on improving processes for our customers
- i. Projects
    1. Developing a checklist of all permits and prices related to Planning, Building Inspections, Environmental Health, Fire Marshal, etc.
    2. Reviewing software that will allow connectivity with the following departments: GIS, Planning, Building Inspections, Environmental Health, Fire Marshal, etc.

**Session VII: Review of Department Manager Current Projects and Goals for FY 2022-2023**

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**LATOYA WILLIAMS, Deputy Clerk**

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**RICKY BULLARD, Chairman**

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