

Meeting Schedule
Pasquotank County Board of Commissioners
Monday, April 15, 2024
Pasquotank County Courthouse

3:00 PM – Utilities Committee Meeting – Commissioners Boardroom

4:00 PM – Finance Committee Meeting – Commissioners Boardroom

6:00 PM – County Commissioners Meeting – Commissioners Boardroom

Commissioner Meeting Agenda Summary

1. **6:00 PM – Call to Order in Community Room**

2. **Invocation**

3. **Pledge of Allegiance to the American Flag**

4. **Amendments to the Agenda**

5. **Public Comments/Public Hearings**

6. **Old Business:**

A. **Development Finance Initiative's Proposed Pre-Development Feasibility Assessment of the Current Sentara Albemarle Medical Center**

Sentara had the groundbreaking ceremony for the new Medical Center in July of 2022. Based on the most recent timeline, the facility will be completed in July of 2025, the move-in process will start in August of 2025, and the New Medical Center is scheduled to open in the fall of 2025. Per the terms of the Lease Buy-out Agreement, the County will gain access of the current Sentara Albemarle Medical Center (SAMC) property by February 1, 2026.

When the current SAMC closes, it will negatively impact the Road Street corridor. Private development of the site would help offset the loss and put the property on the tax roll. The site is 74.9 acres, with approximately 35 being developable (upland) and 40 acres of wetlands. There is approximately 3,500 feet of shoreline on the Pasquotank River, and the SAMC building is 338,000 SF.

The following are the DFI - Pre-Development Feasibility Assessment steps (proposal is attached):

1. Community Scan and Stakeholder Engagement
2. Parcel Analysis
3. Market Analysis
4. Site Analysis
5. Financial Feasibility Analysis
6. Analyze Public Involvement Options

7. Establish Criteria and Framework for Identification and Selection of Development Partners
8. Solicitation of Development Partners
9. Development Agreement Support

The following is the history of this item:

- February 24, 2023 Board Retreat – SAMC – Future Use of Property Discussion.
- February 23, 2024 Board Retreat – Development Finance Initiative (DFI) Director Marcia Perritt and Associate Director Eric Thomas presented on the proposed scope of services for the project and answered questions from the Board.
- March 18, 2024 Finance Committee Meeting – The County Manager and DFI Staff (Marcia Perritt and Eric Thomas via Zoom) presented on DFI's proposal to conduct a Pre-Development Feasibility Assessment of the Current Sentara Albemarle Medical Center. The Board approved contracting with Development Finance Initiative to conduct a Pre-Development Feasibility Assessment for \$97,500.
- April 1, 2024 Board Meeting - DFI Director Marcia Perritt and Associate Director Eric Thomas presented on the proposed scope of services for the project and answered questions from the Board.

Both DFI and Pasquotank County staff agree that moving forward with a very involved, 12-month project that will require multiple related votes in the future, with a split 4-3 vote, is not in the best interest of the County. Staff recommends approval to contract with Development Finance Initiative to conduct a Pre-Development Feasibility Assessment for \$97,500 using unbudgeted Interest for the following reasons:

- DFI would provide objective, unbiased recommendations to aid in protecting the interests of the County.
- Maintaining the current SAMC property after it is transferred to the County will be costly (preliminary cost estimate - \$439,785 per year). Completing the Pre-Development Feasibility Assessment now, will help reduce the amount of time the County retains ownership of the property and incurs the maintenance cost.
- Through the DFI process, a Development Agreement would be developed to insure the purchaser implements a project that is in the best long-term interest of the Road Street corridor and the County.
- Should the County opt to retain a Commercial Real Estate Broker to sell the property, there will be no County control over the future use of the property. A buyer could convert the property into a use that is not conducive to College of the Albemarle operations or speculatively purchase the property and do nothing waiting for a change in market conditions.
- The mandatory Upset Bid process for a direct sale of the property would lengthen the time and the cost to maintain the property. The Board could choose to reject all bids if a buyer/purchaser with a questionable reputation was high bidder; however, they could not choose a lower bidder to sell the property to (see attached overview of Upset Bid Process).

7. **Consent Agenda:**

A. **Approval of Minutes of April 1, 2024 Commissioner Meeting**

B. **Approval of Tax Releases and Refunds**

The Finance Committee has recommended approval of the following tax releases and tax refunds:

Tax Refunds

		County	City
1.	Megan Nicole Sawyer	119.77	

Solid Waste Fee Releases

	Owner's Name	Parcel ID #	Reason for Release
1.	Eugene Barcliff	38-B-162	Vacant
2.	Mary John & Robert Glasper	55-A-43	Vacant

C. **Approval of Budget Amendments**

The Finance Committee has recommended approval of the following budget amendments:

Capital Reserve/General Fund

Increase	021.0700.4981.00	General Fund	10,184,494.00
Increase	021.8200.5960.02	Reserve-Schools	10,184,494.00

Increase	010.0991.4991.00	Fund Balance Appropriated	10,184,494.00
Increase	010.6600.5980.21	Transfer to Capital Reserve	10,184,494.00

Cooperative Extension

Increase	010.0230.4370.00	State Grants	2,800.00
Increase	010.4950.5600.34	SHIIP Grant	2,800.00

Central/911

Increase	010.0230.4370.00	State Grants	68,830.00
Increase	010.4325.5500.00	Capital Outlay	68,830.00

8. **New Business**

9. **County Manager's Reports**

10. **County Attorney's Reports**

11. **Internal and External Committee Reports and Proposals**

12. **Adjournment**