



Minutes

**Board of County Commissioners Board Retreat Meeting
Friday, March 21, 2025 at 9:00 AM
Pender County Hampstead Annex
15060 HWY 17, Hampstead, NC, 28443**

PRESENT: Commissioner Jerry Groves
Chairman Randy Burton
Vice Chair Brent Springer

ABSENT: Commissioner Brad George

OTHER PRESENT: Michael Silverman, County Manager
Trey Thurman, County Attorney
Lexi Stanfield, Clerk to the Board
Allen Vann, Assistant County Manager
Other Staff and Members of the Press and Public

1. 9:00AM - 9:15AM BREAKFAST

2. PENDER COUNTY SCHOOLS SYSTEM

2.1 9:15AM 10:15AM Pender County Schools

Dr. Brad
Breedlove

Superintendent Dr. Brad Breedlove presented for the schools. Breedlove reviewed the 2025-2026 local budget considerations and local appropriations for the request increases. Dr. Breedlove reviewed the schools' purpose and the approach they took to creating the budget so far. He reviewed the assessment goals, including the long-term planning, creating a project team, and developing a capital improvement plan that supports the funding requests. Breedlove reviewed the age of the schools within Pender County and stressed the importance of new infrastructure. Breedlove reviewed the capital improvement projects for the years 2025-2030.

3. CAPITAL IMPROVEMENT PLANS

3.1 10:15AM - 10:45AM Animal Shelter

Carolyn Moser

Carolyn Moser presented the animal shelter. She reviewed the history of the current building utilized and the future shelter staff need. Moser reported that the current space was built in 1996, and lacks room for staff and animals. She reported the projected space needed in a new building would be 13,000 square feet and this would accommodate the County until 2040. Moser reported a new animal shelter has been requested since 2023. Moser reviewed the timeline for pursuing a new animal shelter.

3.2 10:45AM - 11:15AM Pender County Courthouse

Michael
Silverman

Michael Silverman reviewed the Courthouse section of the retreat. He provided background information on the building and its upkeep. Silverman reviewed the need and the requirement for either adding onto the current courthouse or building a new courthouse within Pender

County. Silverman reviewed the costs associated with this project and future impacts on the cost. Silverman answered questions from the Board.

3.3 11:15AM - 11:45 AM Emergency Operations Center Tommy Batson

Tommy Batson presented the EOC portion of the retreat. Batson provided the Board a current summary of the EOC and its history. Batson reviewed what a new EOC for Pender County would consist of if approved. The building would be a 17,000 square foot structure with breakout rooms, a comm room, call takers room, commercial kitchen, and other necessary rooms. Batson reviewed the timeline and funding for the new building. The design and construction would take two years each. Funding will hopefully come from state and federal grants, state appropriations, general fund, and golden leaf.

4. 11:45AM - 12:15PM LUNCH

5. STRATEGIC PLAN

5.1 12:15PM - 1:00PM Pender County Strategic Plan Sarah Fulton
Update

Sarah Fulton presented the strategic plan to the Board. She reviewed the values: Community, Strategic Growth, Stewardship, Transparency, Professionalism, and Excellence. Fulton was provided feedback from the Board and asked to update the plan and bring it back to the board at a regular meeting.

6. MASTER PLAN

6.1 1:00PM - 2:00PM Pender County Facilities Master Plan Sarah Fulton
Discussion

Sarah Fulton presented the Facilities Master Plan. Fulton reviewed the priorities utilized when creating the plan. She provided a list of critical deficiencies within various county buildings. The buildings with the worst deficiencies include the ITS server room, Howard Holly Building, Fleet Garage, and Elections. Fulton reviews ways the county can utilize other buildings once the HHS and LEC have been built.

7. 2:00PM - 2:15PM BREAK

8. HUMAN RESOURCES

8.1 2:15PM - 3:15PM Personnel Policies and Employee Pam Brame
Retention

Pam Brame presented the Personnel Policies and Employment Retention. Brame reported the policy has not been updated since 2021. Brame reviewed the major policies that have been revised, including the probationary period and the merit increases for bilingual employees. Other topics discussed include salary progression, performance evaluations, bereavement leave, etc.

[MIN_SIGNATURES]