

**Camden County Board of Commissioners
Special Meeting – Facilities Planning Retreat
January 24, 2025; 8:30 AM
Camden Public Library Boardroom
118 Hwy 343 North**

Minutes

A duly-noticed special meeting of the Camden County Board of Commissioners was held at 8:30 AM on January 24, 2025 in the Community Room of the Camden Public Library in Camden, North Carolina. The purpose of the meeting was to discuss matters relating to facilities planning.

The meeting was called to order by Chair Tiffney White at 8:30 AM. Also Present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Dr. Jason Banks. Staff Present: County Manager Erin Burke, Finance Officer Stephanie Jackson and Clerk to the Board Karen Davis.

County Manager Burke presented the following items for discussion and direction:

County Functions = County Spaces

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| <ul style="list-style-type: none">• Administration• Board of Elections• Clerk of Court*• Dismal Swamp Welcome Center*• Emergency Management*• Emergency Medical Services• Finance• Fire• Health Department*• Human Resources• Library* | <ul style="list-style-type: none">• NC Cooperative Extension*• Museum• Parks & Recreation / Senior Center• Planning• Public Works• Register of Deeds*• Sheriff• Department of Social Services• Soil & Water Conservation• Tax• Veteran Services Officer |
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*Space needs not currently under consideration.

Current Staffing for Remaining Departments

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| <ul style="list-style-type: none">• Administration (2)• Board of Elections (2)• Emergency Medical Services (28)• Finance (2)• Human Resources (2)• Museum (1)• Parks & Recreation / Senior Center (4) | <ul style="list-style-type: none">• Planning (7)• Public Works (23)• Sheriff (37)• Department of Social Services (17)• Soil & Water Conservation (1)• Tax (5.5)• Veteran Services Officer (1) |
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Current County Facilities

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| <ul style="list-style-type: none">• Board of Elections / Museum• Planning Building• Sheriff's Office• Parks & Recreation / Senior Center• Department of Social Services• Register of Deeds• Historic Courthouse• Clerk of Court / New Courthouse• Library | <ul style="list-style-type: none">• NC Cooperative Extension Building• Tax & Water Office• Administration Building• Public Works Building• Electronics Storage Building• Courthouse Wastewater Treatment Plant• Water Plant• South Mills Office Building |
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Temporary Planning Building

- Planning & Building Inspection Staff
- Soil & Water Conservation Staff
- Located in the space just to the east of the Tax & Water Office
- Temporary Structure, similar to the NC Cooperative Extension Building
- Additional parking made available at the Courthouse Complex, may require changes to parking flow.

Vice Chair Leary and Commissioner Krainiak were in favor of looking at renovation possibilities for the current Planning building. Chair White, Commissioners Aydlett and Banks were not in favor of renovation. Chair White stated that it had already been decided by the Board to demolish the building.

Commissioner Krainiak requested that an air quality sample be conducted by a third party. County Manager Burke stated that she would make a call that afternoon.

After discussion of a temporary Planning building, Manager Burke was directed to obtain information on the purchase of a modular as well as a possible lease on the commercial space formerly occupied by East Carolina Monograms. With further information, this issue will be revisited by the Board at the upcoming annual retreat.

New Parks & Recreation Community Center

- Co-Located on the Library parcel.
- Needs to contain office space, kitchen/dining space, meeting spaces, workout space, and a gymnasium.
- Parking and flow of the spaces is critical to serve clients safely.

- Adequate storage is critical.

Consolidated Administration Complex

- Co-Located on the Library Parcel.
- Needs to contain office space, meeting spaces, records storage, service counters, breakroom facilities.
- Parking and flow of the spaces is critical to serve clients safely.

Intervening Actions

- Design and construction will likely take 2-3 years for new facilities.
- The County will continue to grow and have additional staffing needs to serve the growing population.
- Some measures can be taken to temporarily relieve pressures on existing facilities.

Office Renovations at Administration Building

- Complete the construction of four additional office spaces on the second floor of the current administration building.
- Add parking at the Admin Building / Public Works yard.
- Accommodate Veteran Services Office in an accessible first floor office.

Relocation of Camden County History Museum & EMS Administration

- The space is currently too small to display the full collection of artifacts.
- Larger groups (school groups) must rotate through the museum and listen to speakers in small groups or outside.
- Current museum space could be used to house EMS Admin. Staff and EMS supply room.
- Occupying the historic courthouse keeps the facility in use and is part of Camden's history.
- Use of the historic courthouse require bathroom and renovation to limit access to the remainder of the first floor of the courthouse.
- Minor renovations for office space at current museum to establish offices and supply room.

Post-Construction and Consolidation Actions

- Sheriff's Office renovations and occupation of current Parks & Recreation / Senior Center facility.
- Relocate Public Works to Courthouse Wastewater Treatment Plant property.
- Sell current Administration Complex Property.
- Discuss needs of ARHS and potential use of the current Water & Tax Office.

Possible Long-Term Needs

- Additional office in Clerk of Court's space. HVAC needs more immediate attention.
- HVAC repairs / improvements to the Historic Jail.
- Addition to DSS office space.
- EMS quarters.
- Board of Elections space will be open.

First Steps

- Authorize a lease of temporary Planning & Inspections Office.
- Authorize solicitation of facilities planning and design firm.
- How to proceed with:
 - Historic Courthouse Renovations
 - EMS Admin Move
 - Completion of current Admin Office Renovations

The following items were considered priorities:

- Air quality sampling in Planning building.
- Space Needs Study / Planning Needs
- Obtain lease information on the space formerly occupied by East Carolina Monograms.
- Obtain information on purchase of modular.
- Obtain map of County-owned properties (land & buildings) for future discussion.

There being no further matters for discussion Chair White adjourned the meeting at 10:55 AM.