

**YADKIN COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION MINUTES**

**Monday, March 03, 2014**

The Board of Commissioners of the County of Yadkin, State of North Carolina, met in Regular Session in the Commissioners' Meeting Room of the Yadkin County Human Services Building located at 217 East Willow Street, Yadkinville, NC on Monday, March 03, 2014 at 9:00am.

**Present were:**

Chairman Kevin Austin  
Vice Chairman David Moxley  
Commissioner Gilbert Hemric  
Commissioner Marion Welborn  
Commissioner Frank Zachary

**Staff present:** County Attorney, Ed Powell; County Manager, Aaron Church; Deputy County Manager/Finance Officer, Lisa Hughes; and Deputy Clerk to the Board, Tanya Gentry.

**INVOCATION** led by County Manager Aaron Church.

**CALL TO ORDER** by Chairman Austin at 9:03am.

**PLEDGE OF ALLEGIANCE** led by Chairman Austin.

**ADJUSTMENTS TO/ADOPTION OF THE AGENDA**

**Commissioner Hemric made a motion to adopt the Agenda as presented. Commissioner Welborn second.**

**Vote: 5/0.**

**PUBLIC COMMENTS**

There were no public speakers. Chairman Austin closed the Public Comments at 9:05am.

**APPROVAL OF MINUTES**

The February 11, 2014 Budget Work Session minutes were reviewed. The February 17, 2014 Regular and Closed Session minutes were also reviewed. **Commissioner Welborn made a motion to approve all three sets of minutes. Commissioner Zachary second.**

**Vote: 5/0.**

**REPORTS/REQUESTS OF THE BOARD**

There were no reports to the Board.

**CONSENT AGENDA**

**Vice Chairman Moxley made a motion to approve the Consent Agenda items. Commissioner Hemric second.**

**Vote: 5/0.**

The Consent Agenda items that were approved by the Board are as follows:

**Elections Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Salaries	1054170-51010	82,502	(18,000)	64,502
Group Insurance	1054170-51350	20,100	(1,010)	19,090
Salaries – PT	1054170-51030	1,500	1,000	2,500
DP Supplies	1054170-52013	3,000	1,810	4,810

Travel	1054170-54010	4,500	300	4,800
Advertise	1054170-54400	1,000	900	1,900
Registrars/Judges/Assistants	1054170-51521	13,000	10,500	23,500
Supplies/Materials	1054170-52010	9,000	4,500	13,500

Transferring funds from a vacant position into various operating lines to cover the costs of the spring primary election.

### **Finance Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Insurance Payments	1044000-48500	16,152	12,010	28,162
Non-Depart Prof. Svcs.	1059000-51500	115,000	11,015	126,015
Sheriff Svce. & Maint.	1054310-55030	32,000	995	32,995

Insurance Reimbursement of funds the County spent repairing damage caused by a lightning strike at the East Bend radio tower.

### **Sheriff Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Sheriff Salaries	1054310-51010	1,384,504	(35,000)	1,349,504
Sheriff PT Salaries	1054310-51030	35,000	25,000	60,000
Communications PT Salaries	1054311-51030	8,160	10,000	18,160
Detention Center PT Salaries	1054320-51030	60,000	(4,000)	56,000
Communications PT Salaries	1054311-51030	18,160	2,000	20,160
Detention Center LEO Retire	1054320-51332	3,735	2,000	5,735
Liaison Officer Rev (Sch)	1044317-44570	92,000	47,278	139,278
Liaison Officer Salaries	1054317-51010	63,704	31,852	95,556
Liaison Officer Soc Sec	1054317-51300	4,060	2,030	6,090
Liaison Officer Medicare	1054317-51310	965	483	1,448
Liaison Officer LEO Retire	1054317-51332	4,825	2,413	7,238
Liaison Officer Group Ins	1054317-51350	13,400	6,700	20,100
Liaison Officer 401K	1054317-51360	3,300	1,650	4,950
Liaison Officer W/C Ins	1054317-51380	1,500	750	2,250
Liaison Officer Ins & Bond	1054317-55150	2,800	1,400	4,200

Appropriating the SRO Grant proceeds received by the Schools and transferring funds where needed in the Sheriff's Budget.

### **Human Services/Family Reunification Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Family Reunification Funds	1045320-42249	0	13,631	13,631
Family Reunification Funds	1055320-57585	0	13,631	13,631

Human Services received additional Federal funding for promoting safe and stable families.

### **Human Services/SSBG Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
SSBG – Federal	1045320-42214	80,907	(15,897)	65,010
Permanency Planning	1045320-42258	10,402	15,897	26,299

Human Services received additional allocated funds in Permanency Planning to offset the loss of SSBG funds due to sequestration.

### **Tax Adjustments & Refunds**

The Tax Office submitted the January 2014 list of tax adjustments and refunds for the Board of Commissioners to review and approve. The Board approved the presented adjustments and refunds for the month of January 2014.

**Piedmont Triad Computer Consulting Contract**

Piedmont Triad Computer Consulting maintains software updates on the AS400 System, assists with queries, and handles issues/questions that arise regarding the AS400 system. This is a renewal contract with a term of 4 years. The Board approved the contract renewal.

**FY2014 Martin Starnes & Associates Contract for Audit Services**

The Board previously authorized the County Manager to negotiate with Martin Starnes for three years of service. The three years that were agreed to were FY2013, FY2014, and FY2015. Even though the three years were agreed to, individual contracts must still be approved by the Board each year. Martin Starnes has submitted the FY2014 audit contract for the Board's approval. The pricing remained the same as it was in the FY2013 audit contract. The Board approved the contract.

**Time Warner Cable Agreement**

EMS Station #2 located in Jonesville has a contract with Time Warner Cable to provide them with monthly service. The contract is up for renewal. Time Warner Cable has submitted a 36 month service agreement for the Board to approve. The Board approved the agreement and authorized the County Manager to sign it.

**Election Systems & Software Agreement**

Election Systems & Software, LLC (ES&S) provides coding and layout services for the ballots that are used in elections. A four year contract was provided to the Board for review. The Board approved the contract and authorized the County Manager to sign it.

**Print Elect Agreement**

Print Elect prints the ballots that are used in elections. A four year contract was provided to the Board for review. The Board approved the contract and authorized the County Manager to sign it.

**Toby Outdoor Contract**

Toby Outdoor LLC provides billboard adoption advertising services. The Board approved the contract and authorized the County Manager to sign it.

**Sharp Connect Shield Agreement**

EMS purchased a 70" aquos board from Sharp. The Sharp Connect Shield agreement provides technical support for the board. The support is free for the first year and \$240.00 for each year thereafter. EMS will evaluate the need for the support agreement during the first year and bring it back to the Board of Commissioners if it is determined to be of value to the department. The Board of Commissioners approved the Sharp Business Systems' Connect Shield agreement for the EMS aquos board for one year at no cost to the County and authorized the County Manager to sign it.

**Approve Advertising for and Hiring One Employee for the Yadkin County DMV License Plate Agency**

The local DMV tag office closed. Yadkin County was chosen by the State to run the new tag office. It will be run out of the County's Tax Office. Tax Office staff will work in the tag office as needed but one additional staff person will need to be hired. Tax requested that a NCDMV Vehicle Registration Clerk position be created at a pay grade of 60. They also requested permission to advertise the position and fill it. The Board approved the creation of the NCDMV Vehicle Registration Clerk position at a pay grade 60, the addition of that position to the Classification and Pay Plan, and authorized the position to be advertised and filled.

**PUBLIC HEARING/ACTION TO SET PUBLIC HEARING**

**Public Hearing Concerning the Submittal of a General CDBG Application**

County Manager Church addressed the Board. CDBG is preparing to accept applications for water/sewer infrastructure grants. The County has a project for the Brooks Crossroads area that may be eligible to receive some of those grant funds. The estimated cost of the project is approximately \$1.8 million. Staff will meet March 3, 2014

with Davis Martin Powell next week to review the preliminary engineering report they have prepared for the project. For the County to be able to submit an application, two public hearings must be held. The first public hearing is being held today. It is a general, non-specific hearing to inform the public that the County is considering applying for a CDBG grant and to allow the public an opportunity to comment on that. If the County decides to apply for a grant, a second public hearing will be held concerning the submittal of that specific grant application. Chairman Austin opened the Public Hearing at 9:12am. No speakers came forward. Chairman Austin closed the Public Hearing at 9:12am.

**Set a Public Hearing Concerning the Submittal of a CDBG Application for a Specific Project**

It is believed the CDBG grant application will need to be submitted in April so County Manager Church recommended the Board set a public hearing for the submittal of a CDBG application for the Brooks Crossroads Sewer Project be set for the next Board meeting. The Board discussed it. **Vice Chairman Moxley made a motion to set a public hearing for the submittal of a CDBG Application for the Brooks Crossroads Sewer Project at 7:00pm on March 17, 2014. Commissioner Zachary second.**

**Vote: 5/0.**

**BOARD ACTION**

**Animal Control Budget Amendment**

Jessica Wall addressed the Board. Adoptions are up and additional funds are needed in professional services and departmental supplies. The cost of spaying and neutering the animals that are adopted comes out of professional services. The cost of vaccines and vet supplies comes out of departmental supplies. The Animal Shelter is adopting out approximately 25 to 30 animals each month. They budgeted for 300 adoptions for this fiscal year and, as of this morning, they are at approximately 244 adoptions already and the fiscal year will not end until June 30<sup>th</sup>. The Animal Shelter spends approximately \$105.00 to \$115.00 on each animal. Some other lines also need some additional funding. The following budget amendment is needed to cover costs for the remainder of the fiscal year:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
AC Social Security	1054380-51300	7,575	(60)	7,515
AC Retirement	1054380-51330	8,645	60	8,705
AC Ins/Bonding	1054380-55150	1,500	(100)	1,400
AC Utilities	1054380-54300	9,135	100	9,235
AC Rabies Vax	1054380-52044	1,650	(600)	1,050
AC Gas/Diesel	1054380-52350	8,000	(900)	7,100
AC DP Supply	1054380-52013	200	(200)	0
AC Vehicle Maintenance	1054380-53040	2,000	(1,000)	1,000
AC Advertising	1054380-54400	600	(250)	350
AC Equipment	1054380-56010	2,000	(500)	1,500
AC Care	1054380-52031	2,000	(750)	1,250
AC Dept. Supply	1054380-52014	8,000	2,100	10,100
AC Professional Services	1054380-51500	8,000	2,100	10,100
AC Uniforms	1054380-52060	1,500	(20)	1,480
AC Dues/Subscription	1054380-55500	125	20	145

Last week the installation of a new water system began. The water system will provide the animals with fresh, clean water and should help lessen the spread of disease. Currently, the animals receive their water in a bucket that someone at the Shelter fills up. The animals can turn the bucket over and spill water over themselves and into surrounding kennels. The new water system will pipe water a bowl that automatically gets filled and won't tip over. The Shelter is also sanding and painting rusted areas of the kennels to make them look nicer and to help prevent the spread of disease. **Vice Chairman Moxley made a motion to approve the Animal Control budget amendment as presented. Commissioner Welborn second.**

**Vote: 5/0.**

**TEKsystems Contract and Associated Budget Amendment**

Dale Ring addressed the Board. IT used to have four full-time employees, including the IT Director. When the last IT Director left, Dale Ring became the IT Director and the department has been running with three

full-time employees. One of those employees has resigned and his last day was Friday. As of now, the IT Department has two full-time employees. County Manager Church has signed a short-term agreement with TEKsystems to provide a temporary employee. That contract is not to exceed \$5,000.00. The TEKsystems contract being reviewed now is for multiple years and will allow the IT Department to bring in temporary employees on an as needed basis. Dale Ring provided the Board with a list of all the upcoming projects IT will be working on. Additional funds will be needed in Contracted Services to pay the temporary employee so the following budget amendment is needed:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Salaries	1054210-51010	190,754	(32,000)	158,754
Contracted Services	1054210-51700	0	32,000	32,000

**Commissioner Zachary made a motion to authorize the County Manager to execute a Statement of Work with TEKsystems to provide temporary Information Technology employees and approve the IT budget amendment as presented. Commissioner Welborn second.**

**Vote: 5/0.**

**Abandoned Cemeteries Resolution**

Andrew Mackie addressed the Board. If someone has an abandoned cemetery on their property it does not belong to them; it belongs to the County. He has been working with Matthew Hamby to have every known private and abandoned cemetery placed on County maps. Currently, over 250 cemeteries have been identified on the maps. He went over the cemeteries that have been studied since March 2013. He read the following resolution and requested the Board adopt it:

**A RESOLUTION OF THE YADKIN COUNTY BOARD OF COMMISSIONERS  
TO DECLARE MARCH 2014  
ABANDONED CEMETERIES AWARENESS MONTH**

**WHEREAS**, the abandoned cemeteries of Yadkin County constitute a valuable part of the County's cultural heritage; and

**WHEREAS**, an abandoned cemetery is defined as not having had a burial in over 50 years, and there are approximately 600 abandoned cemeteries in Yadkin County; and

**WHEREAS**, the NC General Assembly has directed every county in North Carolina to assume responsibility for the protection of its abandoned cemeteries and to establish a record of said cemeteries in the Office of the Register of Deeds, which has been established in the Yadkin County Register of Deeds, and that each county should establish a cemetery maintenance fund in the Office of the Clerk of Court, which has been established in Yadkin County; and

**WHEREAS**, while some of these cemeteries in Yadkin County and surrounding counties are maintained by citizens, most of them are not maintained and are subject to desecration and destruction; and

**WHEREAS**, Carl C. Hoots made an initial survey of cemeteries in Yadkin County and published a record of the same in 1987, and the Yadkin County Historical Society, Inc. is now updating that work,

**NOW, THEREFORE, BE IT RESOLVED** that the abandoned cemeteries of Yadkin County constitute a valuable part of Yadkin County's cultural heritage; the maintenance of these cemeteries by citizens in and out of the County is appreciated, and the desecration and destruction of said cemeteries are deplorable and illegal; the efforts of Carl C. Hoots and the Yadkin County Historical Society, Inc. to locate these cemeteries and record them is appreciated, and property owners in the County are encouraged to record these cemeteries on the deeds of their properties.

**BE IT FURTHER RESOLVED** that March 2014 be declared Abandoned Cemetery Awareness Month in Yadkin County.

**Commissioner Welborn made a motion to adopt the Resolution to declare March 2014 as Abandoned Cemeteries Awareness Month. Commissioner Hemric second.**

**Vote: 5/0.**

**CALENDAR NOTES**

- 1) March 17, 2014 – Cooperative Extension’s Report to the People from 5:15pm to 6:30pm at the Yadkin Senior Center.
- 2) March 31, 2014 – Joint Board of Commissioners/Board of Education Meeting in the Commissioner’s Room. Dinner will be at 6:30pm and the meeting will start at 7:00pm.
- 3) April 14, 2014 – Surry Community College Reception with Board of Trustees at 6:00pm at the Yadkin Surry Community College Center. This is tentative and may change.

**MANAGER’S REPORTS/BOARD ACTION**

**Review Bryant Media Contract**

The County contracted with Bryant Media to create a short video on Yadkin County. The video has been completed and placed on the County’s website. County Manager Church asked the Board if they would like him to negotiate a general services contract with Bryant Media to update the video as needed. For example, the video currently talks about the new 5-D park that is being developed for recreational use. That section of the video will need to be updated when the 5-D recreational park is completed. The Board discussed it and the consensus was for a general services agreement to be prepared with a do not exceed amount of \$1,000.00.

**MANAGER’S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED**

**Fund Transfers**

Animal Control		Funds needed to cover costs of veterinary supplies, solid waste, litter, etc until a Budget Amendment can be approved.
AC Contract Services	(500)	
AC Departmental Supply	500	
Elections		Transfer funds to cover costs of mandated State Board Training for Elections.
Registrars/Assist/Judges	(700)	
Travel	700	
Human Services Agency		Funds are needed to cover the costs of travel for part-time employees.
EH Part-Time Salaries	(1,000)	
EH Travel Training	1,000	
Water & Sewer		Funds are needed to cover the costs of sending a new employee for certification training.
Contracted Services	(900)	
Travel/Training	900	

**TEKsystems Agreement**

TEKsystems will provide a temporary contracted employee to assist the IT Department with systems and network administration services.

**Bridgeway Solutions**

Bridgeway Solutions will upgrade the current ID badge software, set it up to run on a new PC running Windows 7 and reconnect the software to the printer. They will also train the end-user on the new system’s use.

**BOARD VACANCIES/APPOINTMENTS**

**Joint Nursing Home and Adult Care Home Community Advisory Committee**

Clara Matthews has volunteered to serve on the Committee. The Board discussed the appointment.

**Commissioner Zachary made a motion to appoint Clara Q. Matthews to the Joint Nursing Home and Adult Care Home Community Advisory Committee. Vice Chairman Moxley second.**

**Vote: 5/0.**

### **Alternate on the Board of Adjustment**

Dale Holcomb has volunteered to serve as an alternate member on the Board of Adjustment. The Board discussed the appointment. **Vice Chairman Moxley made a motion to appoint Arthur Dale Holcomb as a Board of Adjustment Alternate Member with a term ending 3/3/2017. Commissioner Hemric second.**

**Vote: 5/0.**

### **Human Services Advisory Committee**

The following three member's terms expired in February: Kay Davis, serving in the Registered Nurse position; Dr. Edward Geisel, serving in the Dentist position; and Joan Swaim, serving in the Citizen/Optometrlist position. Dr. Geisel has indicated he will not be able to serve another term. Kay Davis' schedule does not allow her to attend most of the meetings. Joan Swaim can be reappointed if the Board chooses. The Board discussed the appointments. **Commissioner Zachary made a motion to reappoint Joan Swaim to the Human Service Advisory Committee to serve a three year term. Commissioner Welborn second.**

**Vote: 5/0.**

### **COMMISSIONER COMMENTS**

**Commissioner Hemric** thanked everyone for coming out. He thanked Jessica Wall for the good job she is doing for the animal shelter. He thanked Dale Ring for his work in the IT Department and appreciated Dale's presentation. He appreciates Andrew Mackie's work on the graveyards in Yadkin County. He thinks that a lot of people are interested in those old graveyards.

**Commissioner Welborn** thanked everyone for coming out today. He didn't realize how many abandoned graveyards there were in Yadkin County. He thanked Jessica Wale, Dale Ring, and Andrew Mackie for their presentations. He appreciates what all the speakers had to say this morning. Andrew Mackie does a lot; he works with the abandoned graveyards and the Historical Society.

**Commissioner Zachary** thanked everybody for coming out today. He hopes the weather does not turn to bad on us. This was a very informative meeting. He appreciated all the presentations that were made today. It is good to see the Animal Shelter doing well. He appreciates all the work the volunteers do at the Animal Shelter. He would like to meet the volunteers. He appreciates Dale Ring's work. He thanked the citizens who are willing to serve on these committees and boards.

**Vice Chairman Moxley** thanked everyone for coming out. The presentations made today were great. He hopes the weather doesn't get to bad. Yesterday was a beautiful day. His son and a group of his son's friends were able to go kayaking on the Yadkin River. They put in at Shoals and went to Donnaha where they tried to do some fishing. They didn't have a lot of luck. He knows the Donnaha Park has been a problem in the past but it is looking a lot better now. It was clean and had been bush-hogged. There were several people at that park. Jason Walker has begun having the gates locked now so the unwanted activities that sometimes went on there have went down.

**Chairman Austin** stated it was beautiful yesterday. He appreciates all the work that County staff does. He thanked Clara Matthews, Dale Holcomb, and Joan Swaim for stepping up and being willing to join the committees. He thanked Kay Davis and Dr. Geisel for serving on the Human Services Advisory Board. The help of the citizens serving on committees and boards is very much appreciated. He and Commissioner Zachary went to the Surry Community College 50<sup>th</sup> anniversary event. It was quite an event. They are doing good things there and they will be a big part of the future of Yadkin County.

**Chairman Austin made a motion to go into Closed Session pursuant to NCGS 143-318.11(a) (1)(3)(4)(5)(6) to discuss Personnel Matters and to Protect Personnel Information that is Confidential under NCGS 153A-98, and to discuss the potential Location or Expansion of Industries or other Businesses in the County, to Establish the County's Negotiating Position for Acquiring Real Property and to Instruct the County Staff on that Position, and to have a Privileged Consultation with our County Attorney. Commissioner Welborn second.**

**Vote: 5/0.**

March 3, 2014

Regular Session

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After a motion to come out of Closed Session was made and the Board was in **Open Session**, Vice Chairman Moxley made a motion to extend the meeting. Commissioner Hemric second.

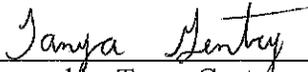
Vote: 5/0.

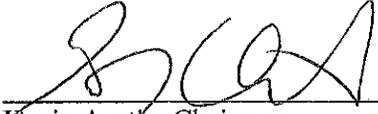
Commissioner Welborn made a motion to amend the ECS contract to increase the do not exceed amount by \$1,539.75. Commissioner Zachary second.

Vote: 5/0.

Commissioner Zachary made a motion to adjourn. Commissioner Welborn second.

Vote: 5/0.

  
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Prepared by Tanya Gentry  
Deputy Clerk to the Board

  
\_\_\_\_\_  
Kevin Austin, Chairman  
Yadkin County Board of Commissioners

3/17/14  
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Date approved by the  
Yadkin County Board of Commissioners