

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

**Tuesday, September 6, 2016**

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 Resources Building located at 217 East Willow Street, Yadkinville, NC on September 6, 2016 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, Lisa Hughes; Clerk to the Board, Tanya Gentry; Christopher Ong, Assistant County Manager; and Gary Groce, Finance Officer.

**INVOCATION** given by Chairman Austin.

**CALL TO ORDER** by Chairman Austin at 9:00am.

**PLEDGE OF ALLEGIANCE** led Chairman Austin.

**ADJUSTMENTS TO/ADOPTION OF THE AGENDA**

Vice Chairman Moxley made a motion to adopt the Agenda as presented. Commissioner Zachary second.

Vote: 5/0.

**PUBLIC COMMENTS**

There were no public comments. Chairman Austin closed the Public Comments at 9:03am.

**APPROVAL OF MINUTES**

The August 15, 2016 Regular and Closed Session Minutes were reviewed. Commissioner Welborn made a motion to approve both sets of minutes as presented. Commissioner Hemric second.

Vote: 5/0.

**REPORTS/REQUESTS OF THE BOARD**

There were no reports to the Board.

**CONSENT AGENDA**

Commissioner Hemric made a motion to approve the Consent Agenda items. Commissioner Welborn second.

Vote: 5/0.

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

**Human Services/Environmental Health Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Environmental Fees	1045180-44214	70,000	4,100	74,100
Environmental Supplies/Materials	1055180-52010	2,100	3,980	6,080
Environmental Postage	1055180-54250	300	120	420

Funds needed for Environmental Health to teach two ServSafe classes for County restaurant owners and the revenue that will result from the fee charged to attendees.

**Solid Waste/Salaries Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Salaries	6054710-51010	106,310	33,605	139,915
Salaries Part Time	6054710-51030	60,760	(44,405)	16,355
Retiree Ins	6054710-51355	0	10,800	10,800

Reallocation of funds to cover salaries for all those receiving benefits and to cover the expenses associated with insurance for the retirees.

**Yadkin County Agricultural & Educational Building Project Ordinance Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Ag & Ed Building – Contingency	4054960-58500	30,601	(5,000)	25,601
Ag & Ed Building – Equip < \$5000	4054960-52023	5,295	5,000	10,295

Allocation of funds to cover the costs of equipment and supplies that weren't previously budgeted for.

**Revised Register of Deeds Fee Schedule**

Currently, the Register of Deeds Office charges \$56.00 for the first 15 pages for Deeds of Trust and Mortgages. Session Law 2016-86 requires the Register of Deeds Office to charge \$64.00 for the first 35 pages for Deeds of Trust and Mortgages beginning October 1, 2016. The Board was asked to approve a revised fee schedule reflecting the changes. The Board approved the revised Register of Deeds Fee Schedule as requested.

**Branon Friends Meeting Inc Contract**

The contract with Branon Friends Meeting Inc. is for Elections to use their basement/fellowship hall as a polling place. The Deep Creek space they were using required that a porta-jon be rented and there were heat, cooling, and humidity issues. The Branon Friends Meeting Inc. location will work much better as a polling place and the necessary ADA survey and required paperwork has been approved by the State Board of Elections. The Board of Commissioners approved the contract.

**Thomas Carpet Contract**

Thomas Carpet will provide general carpeting/flooring services on an as needed basis. A task order will be approved and pre-audited prior to work being done. The Board approved the general services contract and authorized the County Manager to sign it.

**Piedmont Triad Regional Council Non-Profit Grant Agreement**

The Piedmont Triad Regional Council (PTRC) will provide pre-trial release services. The Board had previously approved the contract but the PTRC requested a change to a termination statement. The previous contract allowed the contract to be terminated with ten days written notice and they wanted it increased to sixty days. Exhibit A was also amended to include more specific information about what is required in the monthly report that is to be provided to the County. The Board approved the non-profit grant agreement and authorized the County Manager to sign it.

**New Horizons Contract**

Yadkin County will receive \$307,511.00 in Home and Community Care Block Grant (HCCBG) for Older Adult funding in FY2017. New Horizons will receive \$102,279.00 of those funds to provide senior citizens with In-Home Aide services levels 1-3. The Board approved the agreement and authorized the County Manager to sign it.

**YVEDDI Contract**

Yadkin County will receive \$307,511.00 in Home and Community Care Block Grant (HCCBG) for Older Adult funding in FY2017. YVEDDI will receive \$205,232.00 of those funds to provide transportation services, home-delivered and congregate meals, and for the operation of the Senior Centers. The Board approved the agreement and authorized the County Manager to sign it.

**Todd Brothers Plumbing Contract Amendment**

The amendment to the Todd Brothers Plumbing contract is needed to increase the contract amount by \$10,000.00 for FY2017 only. This will make the do not exceed amount \$25,000.00 for this year. The do not exceed amount will return to the original \$15,000.00 per year for the remainder of the contract’s term. Additional funds are needed this year due to sewer line issues at the Sheriff’s Office. The Board approved the contract amendment and authorized the County Manager to sign it.

**Ratify ROAP Grant Application for FY2017**

The ROAP Grant application for FY2017 was discussed at the August 15, 2016 Meeting and due to time constraints the Board authorized the County Manager and the County Finance Officer to sign the completed application with the requested changes. The final application was to be brought back to the Board for ratification. The Board reviewed the completed ROAP Grant application for FY2017 and ratified it.

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

There were no Public Hearings or actions to set Public Hearings.

**BOARD ACTION**

**Solid Waste/CWRAR Grant Budget Amendment**

The County was awarded CWRAR Grant funding from the State. The State is providing \$20,000.00, the County is providing \$4,000.00 of matching funding, and Unifi pledged to partner with us and provide \$9,840.00 for educational materials. Unifi was originally going to pay the vendor directly for the educational materials but it has been discovered that it will work out better to have the County pay for all the materials and have Unifi reimburse the County the \$9,840.00 they pledged. The following budget amendment is needed to allocate the funding and receive Unifi’s contribution:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
CWRAR Grant – Unifi Cont.	6044760-44223-800	0	9,840	9,840
CWRAR Grant – Unifi Exp.	6054760-52024-800	0	9,840	9,840

**Commissioner Zachary made motion to approve the Budget Amendment for the CWRAR Grant to include the cost of the educational materials (signs, brochures, direct mail) which were originally to be paid by Unifi in the amount of \$9,840.00. Vice Chairman Moxley second.**

**Vote: 5/0.**

**Yadkin County Community Health Action Plans**

Jessica Wall addressed the Board. The Community Health Assessment Report was presented to the Board at a previous meeting. Community Health Action Plans were created based off of that Report. The three priority areas that Plans were done for are lack of physical activity, prescription medication misuse, and chronic disease. The objective of the Action Plan for the lack of physical activity is to reduce the number of adults that are physically inactive by 8% by 2019. The objective of the Action Plan for the health issues related to chronic disease such as heart disease and diabetes is to reduce the percentage of individuals dying from cardiovascular disease by 5%. The objective of the Action Plan for prescription medication abuse and accidental overdoses is to reduce the drug overdose mortality rate. Two of the three Action Plans had to be evidenced based. The one that is not evidenced based is the Action Plan for prescription medication abuse and accidental overdoses. Jessica Wall went over each of the Action Plans with the Board. **Commissioner Zachary made a motion to approve the Yadkin County Community Health Action Plans as written. Commissioner Welborn second.**

**Vote: 5/0.**

**Southeastern Emergency Equipment/Philips Lease Proposal for Monitor/Defibrillators**

EMS currently uses ZOLL Monitor/Defibrillators that are over five years old. The equipment is outdated and at the end of its service life so a RFP was sent out for new equipment. The County received proposals from ZOLL, Physio Control, and Philips. The three proposals were carefully considered and EMS staff has tested the equipment to see which best fits our needs. EMS recommends accepting the Philips proposal. Philips Medical Capital will be leasing the County equipment from Southeastern Emergency Equipment. They came in with the lowest bid and the staff is pleased with the equipment. **Vice Chairman Moxley made a motion to accept the Southeastern Emergency Equipment’s proposal for 9 Heartstart**

**Monitor/Defibrillators with the Philips Medical Capital leasing of sixty (60) monthly payments of \$4,943.97 and an interest rate of 3.052%. Commissioner Hemric second.**  
**Vote: 5/0.**

**Award East Bend Waterline Construction Contracts to Charles D. Lowder, Inc**

The East Bend Waterline construction project bids were opened August 25, 2016. The project was split into two contracts. Contract #1 is for the water main extension and booster pump station. Contract #2 is for the water main extension from the booster station site to East Bend. Contract #1 received six bids. The bidders were Charles D. Lowder, Inc.; Smith Rowe, LLC; Sanford Contractors, Inc.; Yates Construction Co.; Gilbert Engineering Co.; and Ramey, Inc. The bids were close. There was less than \$8,000.00 separating the lowest two bidders. Davis Martin Powell considered the bids and recommended that the County tentatively award the contract to Charles D. Lowder, Inc. They submitted the lowest bid. Contract #2 received seven bids. The bidders were Charles D. Lowder, Inc.; Smith Rowe, LLC; Terry's Plumbing & Utilities; Classic City Mechanical; Sanford Contractors, Inc.; Ramey, Inc.; and Yates Construction Co. These bids were very tight. There was only \$201.00 separating the lowest two bidders. Davis Martin Powell considered the bids and recommended that the County tentatively award the contract to Charles D. Lowder, Inc. They submitted the lowest bid. The two requested contract awards are tentative pending final approval by the Department of Environmental Quality. The Board was also asked to adopt the Resolution of Tentative Award that County Manager Hughes read. **Commissioner Welborn made a motion to tentatively award construction contracts to Charles D. Lowder, Inc. for Contract #1 in the amount of \$1,846,350.00 and Contract #2 in the amount of \$1,345,500.00 for the East Bend Waterline Project pending Department of Environmental Quality approval and to approve the resolution as read. Commissioner Zachary second.**

**Vote: 5/0.**

[The Resolution is attached as Appendix A.]

**One NC Fund Grant Agreement Documents for B & G Foods**

The Board of Commissioners approved an economic incentive agreement with B & G Foods for \$105,000.00 after a public hearing was held on July 18, 2016. The One NC Fund Grant Agreement is an agreement with the Department of Commerce for the \$105,000.00. The funds will be disbursed to B & G Foods over a three year period as they meet the criteria specified in the grant agreement documents. **Commissioner Hemric made a motion to approve the One NC Fund Grant documents as presented for B & G Foods in the amount of \$105,000.00 over a 3-year time period. Commissioner Welborn second.**

**Vote: 5/0.**

**New Atlantic Change Order Request #44R1**

New Atlantic submitted Change Order Request #44R1 to reconcile the allowances in the contract and close it out. The reconciliation resulted in a credit to the County of \$69,604.00 due to a reduction to the New Atlantic contract amount. The Board discussed it. There is an issue with the kitchen tiles that is still being looked at. There are hairline cracks in many of the tiles. County Manager Hughes went over some options that are being looked at to resolve the issue. Chairman Austin said the overall management of the Agricultural and Educational Building project was phenomenal. A good team was built to manage this project and everyone did a great job. Most of the change orders that occurred were things the County asked New Atlantic to make changes to. **Commissioner Welborn made a motion to authorize the County Manager to sign New Atlantic Change Order Request #44R1 and the related AIA Change Order Request form. Vice Chairman Moxley second.**

**Vote: 5/0.**

**CALENDAR NOTES**

- 1) September 11, 2016 - Commemorative Event on September 11, 2016 at 2pm at the Yadkin County Park Amphitheater.

**MANAGER'S REPORTS/BOARD ACTION**

**Abandoned Manufactured Homes (AMH) Plan & Application to the AMH Grant Program**

The County can apply for a State grant that would provide funds to deal with abandoned manufactured homes. Christopher Ong and Dawn Vallieres have been looking into the Abandoned Manufactured Home

Grant Program. They would like to present some information to the Board but no action is needed today. Christopher Ong addressed the Board. As a pre-requisite to the grant, the County has to have an Abandoned Manufactured Home Plan. A draft Plan was reviewed by the Board. The goal of the Plan is to reduce the number of properties that pose a threat to the health, safety, and general welfare of the citizens of Yadkin County. The Plan establishes a program and process to manage the abandoned manufactured homes in the County. This would be a voluntary program. Property owners who would like assistance can submit a request to the Planning Director. Once the County Building Inspector verifies the manufactured home is abandoned and the property is deemed suitable for the program the manufactured home can be demolished and the site cleaned up by a vendor who is under contract with the County. The Board discussed it. Christopher Ong and Dawn Vallieres were asked to look at adding a provision in the Plan that would also allow a private citizen to demolish their own manufactured home if they want to and receive funds from the County to assist with the costs. The final Plan and the Grant will come back to the Board for approval.

#### **Town of Yadkinville Rental Property & Taxes**

The Town of Yadkinville spoke with County Manager Hughes and Phyllis Adams. The County doesn't pay property taxes on buildings that we own. The Town wanted to talk to the County about taxes on the spaces the County is renting out at the Hospital facility. They feel the County is acting in a manner that is like a private landlord and private landlords have to pay property taxes. Their question was, shouldn't the County pay property taxes on the spaces that are being rented out to tenants? The County Attorney is looking into the matter and Phyllis Adams has spoken with the School of Government. The County will look into the matter further. The County could possibly check with other communities and see what they are doing. Having local healthcare available for the citizens is a benefit to the citizens and to the community. It helps bring business into the area. Something that makes the County different from a private landlord is that we don't rent out the space to make a profit. A private landlord is in the business to make money but the County is renting out the space to pay the utility bills and cover costs associated with the building.

#### **Piedmont Triad Regional Council of Governments (PTRCOG) Golden Leaf Request**

The PTRCOG has sent County Manager Hughes a request for some of the Golden Leaf grant funding. They want to take a small portion of the Golden Leaf funding from each of the counties in their area and put it in a fund they will manage. They want to setup a program to assist with small business development and things like that in the counties. Yadkin County may not want to contribute funding for that. How much of the money will come to Yadkin County once Yadkin County starts competing with the bigger counties for projects? The Golden Leaf funding awarded to Yadkin County needs to provide as much benefit as possible to Yadkin County and its citizens.

#### **Schedule of Values**

Phyllis Adams is planning to present the proposed Schedule of Values at the September 19, 2016 Board Meeting. County Manager Hughes asked the Board if they would rather have a Work Session so Phyllis Adams can explain the process and present the information on the proposed Schedule of Values. The Board discussed it and they would like to hold a Work Session at 5:30pm on September 19, 2016. Two Special Called Meetings will be needed. Currently, the date for the Public Hearing on the Schedule of Values is set for October 10, 2016 and the date for the adoption of the Schedule of Values is set for October 27, 2016. The Board discussed times for the meetings. The October 10<sup>th</sup> meeting should probably be held at 7:00pm. A time will be determined later for the October 27<sup>th</sup> meeting.

#### **Backup PSAP**

The financials have been reviewed to see if the equipment could be purchased. There are funds that can be used in the Emergency Telephone Fund. We are currently going through an RFP process for the equipment.

#### **Population for Unincorporated Area**

The Office of State Budget Management sends out a memo with the preliminary population numbers for the unincorporated area. In 2010 the population was 31,320. The population estimate is 30,723 as of July 1, 2015. The County can provide any kind of feedback and/or ask questions about the unincorporated population estimate. The deadline for comments and questions is Friday.

### **Deadline for Legislative Goals**

The deadline to submit Legislative Goals is September 23, 2016. County Manager Hughes asked the Board to let her know of any Goals they have in mind. Possible goals could address the School calendar and accreditation. The final Legislative Goals will need to be adopted at the September 19, 2016 Meeting.

### **MANAGER'S BUDGET AMENDMENTS & CONTRACTS / NO ACTION REQUIRED**

#### **Cummins Atlantic Contract**

Cummins Atlantic will provide maintenance services for the generators the Sheriff's Office has at various locations in the County.

#### **ePlus Contract**

ePlus will provide VMWare software support that is needed for the County's virtual environment.

#### **Foothills Builders Contract**

Foothills Builders will assist Parks & Recreation staff with the remodeling of the amphitheater at the Yadkin County Park.

#### **Metropark Communications Services Contract**

Metropark Communications will provide remote support for the County's VOIP telephone system.

#### **Steam It Kleen Contract**

Steam It Kleen will provide steam cleaning services, floor stripping services, and waxing/sealing services at the Hospital facility.

#### **Terminix Contract**

Terminix will provide pest control services at the Hospital facility.

#### **Thomas Carpet Contract**

Thomas Carpet will remove a portion of the flooring in a restroom at the Sheriff's Office so the plumbing can be repaired and then replace the flooring when the repair is finished.

#### **Yadkin Valley Fire Protection Contract**

Yadkin Valley Fire Protection will provide the annual sprinkler and backflow preventer inspection services at the Yadkin County Agricultural and Educational Building.

---

### **BOARD VACANCIES/APPOINTMENTS**

#### **Human Services Advisory Committee**

There is a vacancy on the Human Services Advisory Committee

#### **Appointment to Yadkin County Planning Board**

Ercel Carter has expressed interest in serving on the Planning Board. He works at Wells Fargo as a Commercial Lender and serves on the Hugh Chatham Memorial Hospital Board. Chairman Austin recommended him. He believes Ercel Carter will do a good job. **Commissioner Hemric made a motion to appoint Ercel Carter as a Planning Board Alternate Member with a term ending 8/31/2019.**

**Commissioner Zachary second.**

**Vote: 5/0.**

### **COMMISSIONER COMMENTS**

**Commissioner Hemric** thanked everyone for coming out this morning. He hoped everyone had a good long weekend. He thanked Christopher Ong and Dawn Vallieres for their report. He thanked Jessica Wall for her report.

**Commissioner Welborn** thanked everyone for being here. He thanked Jessica Wall and Christopher Ong for their reports. He had a good weekend. He took his wife Jewel on a balloon ride on Sunday for her birthday.

**Commissioner Zachary** thanked everybody for being here. He thanked Jessica Wall, Natalie Williams, Christopher Ong and Dawn Vallieres for their reports. He had a good weekend. He is expecting the birth of his grandchild anytime now.

**Vice Chairman Moxley** thanked everyone who came out this morning. He thanked Jessica Wall and the other staff members who worked on the Community Health Plans. He thanked Christopher Ong and Dawn Vallieres for their work on the Abandoned Manufactured Home Grant. Labor Day for him when he was growing up meant it was just another day to prime tobacco. It was a true day of labor instead of a day off.

**Chairman Austin** stated he wanted to echo the comments of the other Commissioners. County Manager Hughes had sent the Board pictures of the landfill and transfer station. He wanted to complement Christopher Ong and all the landfill staff. That place looks fantastic now. Every time he has been out there over the last few years it has been getting better and better. It is phenomenal the difference that has been made in Solid Waste.

**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 and Pursuant to NCGS 131E-97.3 to discuss Confidential Competitive Health Care Information. Vice Chairman Moxley second.

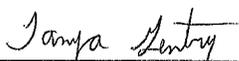
Vote: 5/0.

After a motion to come out of Closed Session was made and the Board was in Open Session, Commissioner Hemric made a motion to authorize the County Manager to issue a bonus to Wendi Thompson in reward for her work. Commissioner Zachary second.

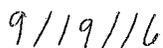
Vote: 5/0.

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

Vote: 5/0.

  
\_\_\_\_\_  
Prepared by Tanya Gentry  
Clerk to the Board

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

  
\_\_\_\_\_  
Date approved by the  
Yadkin County Board of Commissioners

**RESOLUTION OF TENTATIVE AWARD**

**WHEREAS**, the County of Yadkin, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the East Bend Waterline; and,

**WHEREAS**, Davis Martin and Powell, Consulting Engineers have reviewed the bids; and,

**WHEREAS**, Charles D. Lowder, Inc. was the lowest bidder for Contract #1 and Contract #2 of the East Bend Waterline Project, in the total bid amount of \$1,846,350 and \$1,345,500 respectively; and,

**WHEREAS**, the Bid Tabulation Sheet is attached; and,

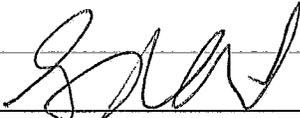
**WHEREAS**, the Consulting Engineers recommend **TENTATIVE AWARD** to the lowest bidder(s).

**NOW, THERE FORE, BE IT RESOLVED** that **TENTATIVE AWARD** is made to the lowest bidder(s) in the Total Bid Amount of \$1,846,350 for Contract #1 and \$1,345,500 for Contract #2.

**BE IT FURTHER RESOLVED** that such **TENTATIVE AWARD** be contingent upon the approval of the North Carolina Department of Environmental Quality.

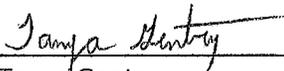
Upon motion of Commissioner Welborn, seconded by Commissioner Zachary, the above **RESOLUTION** was unanimously adopted.

This is 6th day of September, 2016.

  
\_\_\_\_\_  
G. Kevin Austin, Chairman  
Board of Commissioners

(Seal)

**Attest:**

  
\_\_\_\_\_  
Tanya Gentry  
Clerk to the Board