

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

**Monday, September 19, 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 August 15, 2016 at 7:00pm.

## **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 7:04pm.

**PLEDGE OF ALLEGIANCE** led Chairman Austin.

## **ADJUSTMENTS TO/ADOPTION OF THE AGENDA**

An agenda item to Set a Public Hearing on the 2017 Schedule of Values and an agenda item to Accept the Presentation of the 2017 Schedule of Values was added to the agenda Friday afternoon, after the agenda was first sent out on Friday morning. The updated agenda was emailed out and is at the Commissioners' place settings tonight. The copies for the public present tonight also have the additional items on them. County Manager Hughes stated she intended to bring up a couple of contracts in Manager's Reports. One of them is the SHI International contract and the other is the Philips/Southeastern agreement pertaining to the monitors/defibrillators EMS bid out. **Vice Chairman Moxley made a motion to adopt the Agenda as presented tonight at the place settings. Commissioner Hemric second.**

**Vote: 5/0.**

## **PUBLIC COMMENTS**

There were no public comments.

Chairman Austin closed the Public Comments at 7:09pm.

## **APPROVAL OF MINUTES**

The August 29, 2016 Joint and Closed Session Minutes and the September 6, 2016 Regular and Closed Session Minutes were reviewed. **Commissioner Welborn made a motion to approve all four sets of minutes as presented. Commissioner Zachary 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 Zachary second.**

**Vote: 5/0.**

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

**Human Services/Daycare Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
Daycare	1045320-42235	918,617	(409,361)	509,256
Daycare	1055320-57801	918,620	(409,361)	509,259

The adopted budget contained estimated numbers; this funds transfer is needed to reflect the actual State allocation of funds.

**Human Services/WIC Budget Amendment**

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
WIC Peer Counselor	1045170-44221	16,408	(7,776)	8,632
STD – State (Drug)	1045111-42294	781	3,579	4,360
AH –Supplies	1055111-52010	2,500	3,579	6,079
WIC Peer Counselor – Group Ins	1055170-51350	2,250	(2,250)	0
WIC Client Serv – Group Ins	1055167-51350	15,750	(1,926)	13,824
WIC Nutrition – Group Ins	1055168-51350	5,850	(3,600)	2,250

The State funding allocation for the WIC program decreased and the funding for STD Funding increased. The budget amendment reflects those changes in funding.

**Tax Adjustments & Refunds for August 2016**

The Tax Office submitted the tax adjustments and refunds for the month of August 2016. The Board reviewed the information and approved the presented adjustments and refunds as requested.

**Updated Fee Schedule for Human Services**

Human Services requested a form completion fee of \$15.00 be added to the Human Services Agency Fee Schedule for the Medical Clinic. They are often asked to fill out forms after the client has had their physical and left the Clinic because the client forgot to bring the forms. They would like to be able to charge clients for having to fill out their forms later. They estimate it takes the Practitioner and Nurse approximately 15 minutes to fill out the physical forms. The Board approved the revised Human Services Agency Fee Schedule with the \$15.00 fee added as requested.

**Smart Start Contract**

Smart-Start of Yadkin, Inc. received some State funds and they designated 39% of those funds to Yadkin County to subsidize childcare for families who qualify for the funds under the NC Division of Child Development and Early Education (DCDEE) eligibility guidelines. The Board approved the contract and authorized the County Manager to sign it.

**License Plate Agency Contract**

The contract the County has with the NCDMV that allows the County to operate a License Plate Agency is expiring. This renewal contract will allow the County to continue to operate the License Plate Agency. It has a term of eight years. The Board approved the contract and authorized the County Manager to sign it.

**Duke Energy Contract Amendment**

Duke Energy provides exterior lighting services for the Yadkin County Agricultural and Educational Building. The original contract was for 52 outdoor lights but only 49 outdoor lights were needed and installed. The contract amendment reduces the number of lights and the monthly costs of the services. During the term of the contract Duke Energy will maintain all the lights, fixtures, poles, and any other equipment that is included in the contract. The Board approved the contract amendment and authorized the County Manager to sign it.

**Carolina Recording Systems Contract and Budget Amendment**

Carolina Recording Systems software is used to record all calls and radio traffic that comes into and out of the 911 Communications Center. The following budget amendment is needed to cover the costs associated with this contract, a Southern Software contract, a Wireless Communications contract, and a Priority Dispatch contract:

Line Item	Account	Current Budget	Increase/(Decrease)	New Budget
911 App. Fund Balance	2744312-49000	0	27,000	27,000
911 Service & Maintenance Contract	2754312-55030	21,200	27,000	48,200

The Board approved the contract and authorized the County Manager to sign it and approved the associated budget amendment.

**NC Statewide Emergency Management Mutual Aid & Assistance Agreement**

The counties enter into a Statewide Emergency Management Mutual Aid & Assistance Agreement so they can assist each other in the event of a disaster. Approving the agreement will allow Yadkin County to receive help or give help in the event of a disaster. The Board approved the 2016 Revision of the agreement and authorized the County Manager to sign it.

**Brooks Internet Software Contract**

Brooks Internet Software provides Human Services with virtual printer capabilities that allow them to print through the State mainframe. The cost is less than \$55.00 a year. The Board approved the contract and authorized the County Manager to sign it.

**Amendment #4 to Republic Services Contract to add Services**

Amendment #4 to the Republic Services contract is needed to add a dumpster at the Animal Shelter for their trash. The trash will be picked up once a week. This will increase the contract amount by \$576.16 per year. The Board approved the contract amendment and authorized the County Manager to sign it.

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

**Set a Public Hearing on the NC Fire Prevention Code Ordinance**

In North Carolina counties follow the State's Building Code unless they adopt a Code/Ordinance of their own. Yadkin County has not adopted anything of our own so we strictly follow the State's Building Code. There is a section under the Fire Code that is not part of the State's Building Code when it comes to fire inspections. Inspections and the Fire Marshal have asked the Board to consider adopting a NC Fire Prevention Code Ordinance that adopts the NC Fire Prevention Code and Appendices. A public hearing will have to be held prior to the Board's adoption of the Ordinance. **Commissioner Zachary made a motion to set a Public Hearing for Monday, October 3, 2016 at 9:00am for the proposed NC Fire Prevention Code Ordinance. Commissioner Welborn second.**

**Vote: 5/0.**

**Set a Public Hearing on the 2017 Reappraisal Schedule of Values**

A Public Hearing has to be held on the 2017 Reappraisal Schedule of Values prior to the Board's adoption of the Schedule of Values. **Vice Chairman Moxley made a motion to set a Public Hearing for the 2017 Reappraisal Schedule of Values on October 10, 2016 at 7:00pm. Commissioner Zachary second.**

**Vote: 5/0.**

**BOARD ACTION**

**2017 Reappraisal Schedule of Values**

Clayton Campbell addressed the Board to present the proposed 2017 Schedule of Values, Standards, and Rules that will be used in conducting the 2017 county-wide general reappraisal. The reappraisal of real property has to be done at least once every eight years. Yadkin County's last reappraisal was in 2009. The reappraisal will be conducted in accordance with NC G.S. 105-286. The Assessor's Office has to develop a Manual as part of its required duties. The Schedule of Values, Standards, and Rules contained in the Manual will serve as the basis for the appraisal of all types of real property in Yadkin County. The Manual describes in detail all of the different types of property to be appraised and the rates, techniques, rules, and standards that will be used to appraise said property at its "true value" as defined in G.S. 105-283. A copy of the proposed 2017 Reappraisal Schedule of Values Manual will be made available for public inspection in the Assessor's Office. A copy will also be made available in the County Manager's Office. **Commissioner Zachary made a motion to accept the presentation of the 2017 Reappraisal Schedule of Values. Vice Chairman Moxley second.**

Vote: 5/0.

### **NC Emergency Management Performance Grant (EMPG) MOA and Cost Report**

Emergency Management Performance funding is made available through grants to aid with emergency management and preparedness. Each year Yadkin County applies for grant funding for EMS to receive Emergency Management Performance Grant (EMPG) funding. The Board was asked to approve the Memorandum of Agreement and Cost Report for the Grant. The grant has universal things that are mandated to be done to receive the funding and optional things that EMS can choose to do to receive additional funding. This year EMS will receive funding in the amount of \$20,625.00 for the mandated items. To get as much benefit as possible from the grant EMS will also do the optional items it offers. The optional items will increase the funding EMS receives by anywhere from \$16,000.00 to \$18,000.00, depending on the number of optional items that are completed during the term of the grant. **Commissioner Welborn made a motion to approve the NC Department of Public Safety Emergency Management Performance Grant MOA & Cost Report and authorize the designated personnel to sign it. Commissioner Hemric second.**

Vote: 5/0.

### **Legislative Goals**

County Manager Hughes read the proposed two legislative goals. Legislative Goal 1 is to seek legislation to restore funding for Local Health Department Accreditation as required in 10A NCAC 48A .0101 and NCGS 130A-34.1 and streamline Re-Accreditation as provided for in 10A NCAC 48A .0205.

Local Health Departments are required to be Accredited, but the General Assembly eliminated funding for this process. The Institute of Public Health administers these processes and invoices counties through a contractual relationship with the North Carolina Association of Local Health Directors. Through this process, counties have no legal standing or contractual arrangements to pay for Accreditation, yet it needs to be funded.

The Institute of Public Health is also requiring counties to go through the entire Accreditation process for Re-Accreditation even though 10A NCAC 48A .0205 only requires the self-assessment. This process is time consuming and takes staff away from providing services to our citizens. Some of the larger counties have hired full-time staff whose sole responsibility is Accreditation.

Legislative Goal 2 is to seek legislation to provide calendar flexibility to individual school districts and community colleges to best meet the needs of their community.

Most, if not all Community Colleges including those that have Early Colleges start classes in the fall before their LEA(s). Some Community College systems even serve several LEAs in multiple counties. It would benefit all systems and the families involved if the systems were allowed to coordinate their school year calendars to best meet their needs.

The Board discussed the goals. All of the school systems, for public schools and community colleges, are required to be accredited and State funds are allowed to be used to pay for those accreditations. Why should State funds not be allowed to be used to pay for Local Health Departments to be accredited if accreditation is a State requirement for them also? A change was made to the last sentence of Legislative Goal 1. Instead of saying Accreditation, it should say Accreditation and Re-Accreditation. Both of those takes a lot of staff time. **Vice Chairman Moxley made a motion to adopt Legislative Goals 1 and 2, with the noted change, and authorize the Chairman of the Board to submit a letter on behalf of the Board. Commissioner Welborn second.**

Vote: 5/0.

### **Submittal of Proposals and Letter of Intent to Golden Leaf Foundation**

The Golden Leaf Foundation's Community Based Grantsmaking Initiative will provide counties with up to \$1.5 million to be used on projects for economic development, job creation, infrastructure, and/or workforce development. Government entities and non-profits who were interested in applying for some of the funding had to submit their proposals to County Manager Hughes for review by September 9<sup>th</sup>. The Letter of Intent for the proposals the County recommends be provided funding as part of this Initiative has to be submitted to the Golden Leaf Foundation by September 30, 2016 for their consideration. County

Manager Hughes has reviewed the proposals she received and recommends that the proposals submitted by Five and Two Farms, Surry Community College Foundation, and Yadkin County be submitted to the Golden Leaf Foundation. Each governmental unit or non-profit that is awarded funds will have to provide a 20% cash match for the grant funds they requested. Five and Two Farms is a non-profit. Their total project cost is \$240,000.00 and they requested grant funding of \$200,000.00. They want to use the funds to expand their infrastructure. County Manager Hughes went over their proposal with the Board. Surry Community College's total project cost is \$1,042,308.00 and they requested grant funding of \$800,000.00. They want to use the funds to purchase equipment for the Advanced Manufacturing Building they are currently having constructed. The equipment falls into the workforce development category. County Manager Hughes went over their proposal with the Board. Access to healthcare also falls into the category of things the Golden Leaf Foundation considers an expense that is eligible for these grant funds so Yadkin County would like to apply for grant funding to do some refurbishing work at the Hospital facility. The parking lots and driveway at the Hospital facility need work. The driveway needs to connect to the parking lot instead of just going back out to the road. HVAC units need to be replaced. ARC funds have been applied for to replace two of the HVAC units; these grant funds would be used to replace two other HVAC units. The tiles in the hallways are old and need to be replaced. The County would like to replace the regular door that goes into the physician's section of the building where Dr. McGrath is with a power operated door. Some new signage is needed and some sidewalk construction needs to be done. The total project cost is \$592,500.00 and the County requested grant funding of \$474,000.00. The Board was asked to support County Manager Hughes' project recommendations. Also, the Board was asked to approve submitting a letter of support for the Piedmont Triad Regional Council of Government's proposal that they will be submitting to the Golden Leaf Foundation for funding consideration. They want to use the Golden Leaf Foundation grant funding to provide matching funds for the Piedmont Triad Regional's Investment Fund. The Fund will be used to address quality job creation, small to large business & entrepreneurial support, redevelopment, housing and community infrastructure in all twelve of the PTRC counties. The Golden Leaf grant funding they are requesting is separate from the County's portion of funding and will not compete or conflict with Yadkin County's request for funding for our three projects. The Golden Leaf Foundation will decide which projects they want to consider further. They will ask those chosen to submit a full proposal by January 20<sup>th</sup>. They will vote on the funding approvals on April 6<sup>th</sup>. **Commissioner Welborn made a motion to support the County Manager's recommendation of the three projects (Surry Community College, Five and Two Farms, and Yadkin County) for submittal to the Golden Leaf Foundation's Community Based Grantsmaking Initiative and also a letter of support of the Piedmont Triad Regional Council of Governments' proposal. Commissioner Zachary second.**  
**Vote: 5/0.**

#### CALENDAR NOTES

- 1) October 6, 2016 – Annual Board of Health Training in the Board of Commissioners Room. The meal will be at 5:45pm and the meeting will start by 6:30pm.
- 2) November 1, 2016 – Joint Board of Commissioners/Board of Education Meeting at 6:00pm. The Board of Education is hosting the meeting. The Commissioners checked their calendars and there is a Community Foundation meeting the Board will be attending that evening. Tammy Miller will be contacted about rescheduling the meeting.

#### MANAGER'S REPORTS/BOARD ACTION

##### Agricultural and Educational Building

County Manager Hughes has spoken with Thomas Hughes about the kitchen tile. They requested an expert's opinion on the matter. The expert said there is no reason that all of the old tiles can't be removed, the membrane restored, and new tile put down. There are approximately 170 tiles that have cracks in them. The company who manufactured the tile has been spoken with and they are willing to have the retiling work done at their expense. All of the kitchen equipment will have to be removed and it will be messy and loud at times. The Board discussed it and the consensus was to have them go ahead and replace all the kitchen tiles. They will be asked to have as much of the noisy work be done on weekends and/or nights as possible while school is in session.

**Philips/Southeastern Emergency Equipment**

The Board authorized a contract with Philips/Southeastern Emergency Equipment for the purchase of nine monitors/defibrillators for EMS. The financing was with Philips and the interest rate they offered is 3.052%. Southeastern Emergency Equipment has been having some issues with Philips so they found another company they want to finance the equipment. The new financing company is United Financial and they are offering an interest rate of 2.43% for the same 60 months that Philips was going to finance the equipment. With the lesser interest rate, switching to United Financial will save the County approximately \$527.00 per month. The Board discussed it. **Commissioner Zachary made a motion to authorize the County Manager to sign the financing proposal with United Financial presented by Southeastern Emergency Equipment for financing \$249,311.60 for 5 years at an interest rate of 2.43% fixed rate with monthly payments of \$4,416.93 and bring it back for ratification at the next meeting. Commissioner Welborn second.**

**Vote: 5/0.**

**SHI International Contract**

The County’s Microsoft Services Enterprise Agreement (MSEA) is through SHI International. Dale Ring has been preparing a renewal contract with them to go on the October 3, 2016 agenda. SHI International told him today that the renewal contract has to be signed no later than September 30, 2016 because that is the date our current contract with them expires. If we don’t sign it by September 30<sup>th</sup> Microsoft has said that the County will have to start all over with a whole new agreement. The renewal contract has a term of three years. The contract amount is increasing approximately \$2,355.00 per year. Dale Ring has compared the current agreement and the renewal agreement line by line to see what changed and the price of some things increased but the price of some other things decreased. This contract covers the licensing for all the County’s Microsoft products. The renewal contract does have licensing for an additional server on it. The new server is needed for EnerGov. **Vice Chairman Moxley made a motion to authorize the County Manager to sign the SHI International Microsoft Services Enterprise Agreement for a three year term, effective October 1, 2016, and bring it back for ratification at the next meeting. Commissioner Hemric second.**

**Vote: 5/0.**

**PTRC Award Presentation**

The Piedmont Triad Regional Council’s awards presentation will be held at their Kernersville location on October 19, 2016 at noon. They will serve lunch. There is a packet available for nominations for the Grady Hunter Regional Excellence Award and the Randall L. Billings Public Service Award.

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

**Funds Transfers**

Department		Purpose
Elections		Transfer of funds to cover the costs of renting spaces & equipment.
Data Processing	(100)	
Rent Buildings & Equipment	100	
Human Services/Med Clinic		Transfer of funds to cover the costs of RN attending a TB Conference.
TB Supplies	(200)	
TB Travel/Training	200	

**Phoenix Research Industries Contract**

Phoenix Research Industries will provide the Animal Shelter with containers of One Step Parvo Tech, an electric pump, product set up, and train the staff in its use.

**Piedmont Triad Computer Consulting Contract**

Piedmont Triad Computer Consulting will assist the IT Department with the migration of Active Directory to new 2012 R2 servers.

### **Thomas Carpet Contract Amendment**

An amendment was needed to the Thomas Carpet contract to increase the contract amount by \$1,000.00. This brings the contract amount up to \$1,500.00. They will remove the flooring in the men's and women's restrooms in the Sheriff's Office so sewer work can be done. Once the sewer work has been completed, they will put the flooring back down. New flooring will be put in on an as needed basis.

### **Yadkin Concrete Finishing Contract**

Yadkin Concrete Finishing will pour and finish a concrete area under an overhang of the new Agricultural and Educational Building. The work includes putting in two walkways to the concrete area.

## **BOARD VACANCIES/APPOINTMENTS**

### **Human Services Advisory Committee**

There is a vacancy on the Human Services Advisory Committee.

### **Joint Community Child Protection Team/Child Fatality Team**

The Joint Community Child Protection Team/Child Fatality Team recommended that Melissa Casstevens, Yadkin Family Domestic Violence/Sexual Assault Program Coordinator, be appointed to serve on their Joint Team. She is willing to serve. **Commissioner Hemric made a motion to appoint Melissa Casstevens to the Joint Community Child Protection Team/Child Fatality Team to serve as the representative of the domestic violence/sexual assault program. Vice Chairman Moxley second.**

**Vote: 5/0.**

## **COMMISSIONER COMMENTS**

**Commissioner Welborn** thanked everyone that is here for coming. Clayton Campbell gave the Board good information. He learned some things from Clayton Campbell that he didn't know. Keith Vestal is doing a good job. Keith Vestal is on top of things and keeps the Board informed and Commissioner Welborn appreciates that. He hoped everyone had a good weekend.

**Commissioner Zachary** thanked everybody for being here tonight. He appreciated Clayton Campbell's presentation. He appreciates Keith Vestal keeping the Board informed and the work he does. The County is ready to get our feet wet with revaluation. He appreciates Phyllis Adams and Clayton Campbell for guiding the County through revaluation.

**Vice Chairman Moxley** attended the Harvest Festival on Saturday. It was a beautiful day for it. He hasn't heard an official count for the number of attendees but he thinks the crowd this year was the biggest it has been over the last few years. He wanted to personally thank those in attendance today. He thanked Clayton Campbell, Phyllis Adams, Keith Vestal, Kim Harrell, Dale Ring, Christopher Ong, and Gary Groce for being here. He thanked them for their work for the County. No one attended tonight's meeting that was not a County employee.

**Commissioner Hemric** thanked everyone for coming out. The other Commissioners have covered everything he wanted to say. He thanked everyone for the job they do.

**Chairman Austin** thanked everyone for their work. He is not sure how Dale Ring keeps up with all the renewals. The County has so much software and hardware to maintain. He thanked Dale Ring for the job he does keeping it all going. He thanked Keith Vestal and everyone else here for their work. They all do a great job for the County. He attended the Harvest Festival and saw several of the Commissioners there. He attended a program Saturday night called Find Hope. Gary Groce was also there. It was an awesome event. The whole program was great.

There was no Closed Session.

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

**Vote: 5/0.**

Tanya Gentry  
Prepared by Tanya Gentry  
Clerk to the Board

Kevin Austin  
Kevin Austin, Chairman  
Yadkin County Board of Commissioners

10/03/2016  
Date approved by the  
Yadkin County Board of Commissioners