

**YADKIN COUNTY BOARD OF COMMISSIONERS  
NOTICE OF MEETING**

Yadkin County Human Services Building  
217 East Willow Street, Yadkinville, NC 27055

**Monday, April 5, 2021**

**9:00am**

A G E N D A

*“The Yadkin County Board of Commissioners asks its members and citizens to conduct themselves in a respectful, courteous manner, both with the Board and fellow citizens. At any time, should any member of the Board or any citizen fail to observe this public charge, the Chairman will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chairman will recess the meeting until such time that a genuine commitment to the public charge is observed.*

*As a courtesy to others, please turn off cell phones during the meeting.”*

NO.	TIME	ITEM	PRESENTER	PAGE
I.		<u>Invocation</u>		
II.	9:00am	<u>Call to Order</u>	Chairman Austin	
III.	9:01am	<u>Pledge of Allegiance</u>	Chairman Austin	
IV.	9:05am	<u>Adjustments/Adoption of Agenda</u>	The Board	
V.	9:10am	<u>Public Comments</u> **Special Note: The public is asked to limit comments to no more than 5 minutes. Comments must be made in a civil and calm manner. There is a limit of no more than 2 speakers “for” and 2 speakers “against” any particular issue, but the issue must relate to matters that are within the authority or jurisdiction of the Board of Commissioners. Comments must be made to the Board as a whole and not towards Commissioners individually. Any issue requiring an actual vote of the Board may not be considered, at the earliest, until the next Regular Meeting. Finally, the Board may vote to amend these rules under unique circumstances.		
VI.	9:15am	<u>Approval of Minutes:</u> March 15, 2021 – Regular Session March 15, 2021 – Closed Session	The Board	4-8 9-11
VII.	9:20am	<u>Reports/Requests of the Board:</u> 1) Cooperative Extension Update.	Addie Wilson	12
VIII.	9:25am	<u>Consent Agenda:</u> 1) Budget Amendments for: a) Human Services/CARES Act. b) Human Services/Foster Care.		13-26

- c) Human Services/Immunization.
  - d) Human Services/Environmental Health.
  - e) Sheriff's Office/Law Enforcement Fund.
  - f) Cooperative Extension/Garden Grant.
- 2) Approve Jonesville Jubilee Fireworks Display Permit. 27-41
- 3) Approve Logan Systems Contract for Register of Deeds Office. 42-49
- 4) Approve Lease Amendment for Wanda Burger dba A Still Waters. 50-69

- IX.** 9:30am **Public Hearing/Action to Set Public Hearing:**  
 \*\* Special Note: Comments are limited to 15 minutes 'for' and 15 minutes 'against' any one issue with an additional 15 minutes for administrative discussion.
- 1) None.

- X.** 9:30am **Board Action:** County Manager, Lisa Hughes
- 1) Create Temporary Public Health Nurse II Position. 70
  - 2) Approve Purchase of Election Equipment. 71-105

- XI.** 9:40am **Calendar Notes:**
- 1) May 31, 2021 – County Offices Closed for Memorial Day. 106

- XII.** 9:45am **Manager's Reports / Board Action:** County Manager, Lisa Hughes
- 1) E. H. Barnard Charitable Trust Grant Request. 107-112

- XIII.** 9:50am **Manager's Budget Amendments & Contracts / No Action Required:** County Manager, Lisa Hughes 113-114
- 1) Central Permitting Funds Transfer (\$1,500).
  - 2) Animal Shelter Funds Transfer (\$3,000).
  - 3) Finance Funds Transfer (\$2,000).
  - 4) Human Services/Family Planning Funds Transfer (\$4,000).
  - 5) EMS Funds Transfer (\$5,000).
  - 6) Human Services/Preparedness Funds Transfer (\$3,003).
  - 7) Human Services/Smart Start Funds Transfer (\$240).
  - 8) Human Services/WIC Funds Transfer (\$1,780).
  - 9) Human Services/Health Funds Transfer (\$1,000).
  - 10) Human Services/WIC Funds Transfer (\$250).
  - 11) Solid Waste Funds Transfer (\$700).

12) Sheriff's Office Funds Transfer (\$1,583).

**XIV.** 9:55am **Board Vacancies/Appointments:** Clerk, Tanya Gentry

- 1) There are Three Vacancies on the Joint Nursing Home Adult Care Home Advisory Committee.
- 2) There is a Vacancy on the Historic Richmond Hill Law School Commission.
- 3) There is a Vacancy on the Surry County Housing Consortium.

**XV.** 10:00am **Commissioner Comments** The Board

(Commissioner Hemric went first last time)

**XVI.** 10:05am **Recess**  
(Time may vary at discretion of Chairman Austin)

**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.

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**XVII.** **Adjournment**

**Special Note to the Public:** Any individual with a disability who wishes to attend or participate in the Commission meeting is asked to contact the Office of the Clerk to the Board or the County Manager at 336-679-4200 no later than 12:00 noon on the Friday prior to the Monday meeting so that adequate plans for accommodation can be arranged.

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

Cooperative Extension / Addie Wilson

**Request:**

Cooperative Extension Update.

**Background:**(Justification for request, please be specific)

Addie Wilson will give the Board an update on Cooperative Extension.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

NA.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

NA.

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

Administration / Tanya Gentry

**Request:**

Authorize the attached budget amendments.

**Background:**(Justification for request, please be specific)

The FY2021 Budget Ordinance was adopted by fund and department. The Departments have requested the Board approve the attached budget amendments.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

Varies depending upon the budget amendment.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

approve the attached budget amendments as presented.



**BUDGET AMENDMENT FORM**

*(change in revenue and expenditure or transfers between departments or funds)*

**This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.**

Digitally signed by Lindsey Cearlock  
DN: cn=Lindsey Cearlock, o=Yadkin County, ou=Finance Department,  
email=lcearlock@yadkincounty.gov, c=US  
Date: 2021.03.19 15:45:18 -0400

**Finance Officer**

**DEPARTMENT:** HSA/DSS

**DEPARTMENT HEAD SIGNATURE:** Kimberly Irvine Digitally signed by Kimberly Irvine  
DN: cn=Kimberly Irvine, o=Yadkin County HSA Director,  
email=krivine@yadkincounty.gov, c=US  
Date: 2021.03.19 15:44:15 -0400

**DATE:** 3/19/2021

LINE ITEM	ACCOUNT NUMBER	REVISED BUDGET	INCREASE (DECREASE)	NEW BUDGET
Foster Care Boarding Home (State)	1055320-57640	400,000	(120,000)	280,000
Foster Care IV-E (Federal)	1055320-57620	500,000	120,000	620,000
Travel/Training	1055300-54010	12,500	(1000)	11,500
Paternity Testing	1055320-51645	1200	1000	2200

**EXPLANATION:** The current children in Foster Care are eligible for Federal Reimbursement; funds need to be transferred from State Foster Care to IV-E (Federal) Foster Care to cover cost of care.  
Request to increase Paternity Testing to cover cost of potential requests for the remainder of the FY.

**This instrument has been approved by the Board of Commissioners as requested.**

**Chairman**

**BUDGET AMENDMENT FORM**

*(change in revenue and expenditure or transfers between departments or funds)*

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.



Digitally signed by Lindsey Carlisle  
DN: cn=Lindsey Carlisle, o=Yadkin County, ou=Finance Department,  
email=lcarlisle@yadkincounty.gov, c=US  
Date: 2021.03.15 15:59:12 -0400

**Finance Officer**

**DEPARTMENT:** HSA/Health

**DEPARTMENT HEAD SIGNATURE:** Kimberly Irvine Digitally signed by Kimberly Irvine  
DN: cn=Kimberly Irvine, o=Yadkin County HSA Director,  
email=KIrvin@yadkincounty.gov, c=US  
Date: 2021.03.15 15:35:13 -0400

**DATE:** 3/15/2021

LINE ITEM	ACCOUNT NUMBER	REVISED BUDGET	INCREASE (DECREASE)	NEW BUDGET
State Immunization	1045162-44198	13,164	10,015	23,179
Salaries	1055162-51010	51,930	8015	59,945
Advertising	1055162-54400	0	2000	2000

**EXPLANATION:** Additional State Immunization Funding "Paycheck Protection Program and Health Care Enhancements Act" funding.

This instrument has been approved by the Board of Commissioners as requested.

**Chairman**





**BUDGET AMENDMENT FORM**

*(change in revenue and expenditure or transfers between departments or funds)*

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

*Leah M. Cochran*

Digitally signed by Leah M. Cochran  
DN: cn=Leah M. Cochran, o=Madison County, ou=Finance Department,  
email=leah.m.cochran@madisoncountymn.gov, c=US  
Date: 2021.03.01 08:22:54 -0500

Finance Officer

DEPARTMENT: Sheriff

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: 03/01/2021

LINE ITEM	ACCOUNT NUMBER	REVISED BUDGET	INCREASE (DECREASE)	NEW BUDGET
Law Enforcement Fund - Appropriated Fund Balance	0	7444716-49000	99,746	99,746
Law Enforcement Fund - Transfer to Federal LEF	0	7454716-57061	99,746	99,746
Federal Law Enforcement Fund - Transfer from LEF	0	7344715-42414	99,746	99,746
Federal Law Enforcement Fund - Treasury Funds	0	7354717-57062	55,069	55,069
Federal Law Enforcement Fund - DOJ Funds	0	7354716-57063	44,677	44,677

EXPLANATION: Moving federal funds to a new Law Enforcement Fund, required by Federal Government.

This instrument has been approved by the Board of Commissioners as requested.

Chairman

**BUDGET AMENDMENT FORM**

*(change in revenue and expenditure or transfers between departments or funds)*

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

*Lindsey M. Ceaslock*

Digitally signed by Lindsey Ceaslock  
DN: cn=Lindsey Ceaslock, ou=Yadkin County, ou=Finance Department, email=lceaslock@yadkincountync.gov, c=US  
Date: 2021.03.29 14:22:56 -0400

Finance Officer

DEPARTMENT: Cooperative Extension

DEPARTMENT HEAD SIGNATURE: *Adeline Wilson*

DATE: 03/29/2021

LINE ITEM	ACCOUNT NUMBER	REVISED BUDGET	INCREASE (DECREASE)	NEW BUDGET
GARDEN GRANT - REVENUE	1044950-43354	0	1,500	1,500
GARDEN GRANT -EXPENSE	1054950-53006	0	1,500	1,500

EXPLANATION: WIC and Cooperative Extension received a grant from Yadkin County Rotary for their garden project.

This instrument has been approved by the Board of Commissioners as requested.

Chairman

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

FIRE MARSHAL 3/15/2021

**Request:**

Approval for the following fireworks display at the Jonesville Jubilee, May 1, 2021 with an alternate date of May 2, 2021

**Background:**(Justification for request, please be specific)

In accordance with N.C.G.S. 14-410. and 14-413., the Board of County Commissioners will have to give permission for the firework displays.

Yadkin County and Arlington FD is included on the Certificate as an Additional Insured.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

No county funding requested. On site inspections will be conducted the day of the events.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

approve the Fireworks Display Permit for the Jonesville Town Celebration.

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

Register of Deeds / 03-29-2021 / Aric Wilhelm

**Request:**

Renew three year contract with Logan Systems, Inc. to provide operating software, hardware, support and internet database service for the Register of Deeds office.

**Background:**(Justification for request, please be specific)

North Carolina statutes require electronic document indexing procedures and management.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

This contract renewal maintains the current budget line item amount with no increase or decrease from the last three years budget amount.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

Approve the Logan Systems, Inc. contract renewal with the Register of Deeds office and authorize the County Manager to sign contract.

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

Administration- 3/23/2021 - Drew Hinkle

**Request:**

Approve lease amendment for Wanda Burger, A Still Waters

**Background:**(Justification for request, please be specific)

Wanda Burger, A Still Waters, currently leases a space at 624 W Main St, Yadkinville NC 27055. She wishes to continue leasing the space. This lease amendment extends the agreement until December 31, 2021.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

Revenue from the lease agreement would total \$6,060 over the term of the amendment.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

Approve the lease amendment with Wanda Burger, A Still Waters and authorize the County Manager to sign the lease amendment.

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

Human Services - Health/ March 16, 2021/Jessica Wall

**Request:**

The Yadkin County Human Services Agency is requesting to create a temporary COVID nurse position. The position will be responsible for oversight of both the communicable disease side of COVID and the lead nurse on COVID-19 vaccine distribution.

**Background:**(Justification for request, please be specific)

The Yadkin County Human Services Agency was given funds for both the communicable disease and vaccine aspects of COVID-19 response. The agency is responsible for investigating each positive case of COVID-19, including determining contacts. Moving into the next fiscal year, this COVID-19 would be the lead on completing these investigations and completing all necessary documentation and communication. They would also become the point person for vaccine distribution, including becoming a member of the Incident Command structure for oversight of inventory and planning/implementation of vaccine clinics. This would also include being the contact/subject expert for the clinical aspects of the vaccine(s).

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

This position was be funded with federal/state funds provided by the Division of Public Health within NC DHHS. The total funding for no more than 12 months (July 2021 through June 2022) would be \$74,000. This covers the cost of salary and required benefits for temporary positions.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

Motion to create a temporary Public Health Nurse II position not to exceed 12 months in the Medical Clinic Division of Human Services at a pay grade of 73 and salary range of \$45,628 to \$68,442.

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

ELECTIONS / 3-24-2021 / YADKIN COUNTY BOARD OF ELECTIONS

**Request:**

Permission to Purchase New Voting Machines and Software

**Background:**(Justification for request, please be specific)

The Elections Dept. has received a grant in the amount of \$42,996 that would go toward the purchase of new voting machines and software.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

The cost of the Voting Machines and Standalone computer total \$147,587, with the HAVA Grant funds of \$42,996, this brings the fund balance appropriation to \$104,591. Making our current appropriated fund balance \$2,613,875

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

approve the Election Systems & Software contracts that purchase new voting machines and software and authorize the County Manager to sign the contracts and approve the necessary Budget Amendments.



## **Calendar** **Notes:**

- 1) May 31, 2021 – County Offices Closed for Memorial Day.

**Manager's Reports /**  
**Board Action**

## YADKIN COUNTY AGENDA ABSTRACT

**Department / Date Submitted to Clerk / Submitted by:**

Parks & Recreation / 03-31-2021

**Request:**

E. H. Barnard Charitable Trust Grant Request.

**Background:**(Justification for request, please be specific)

The E. H. Barnard Charitable Trust Grant funding, if awarded to Yadkin County, would be used to replace the ballfield lights at the Yadkin County Park.

**Fiscal / Budgetary Effect:** (include financial impact on the current fiscal year budget, future years' budgets and increase/decrease from last fiscal year's amount)

The requested grant amount is \$142,000.00.

**Motion:**(Please type a recommended motion for Board consideration)

Make a motion to...

ratify the E. H. Barnard Charitable Trust Grant Request.

# **Manager's Budget Amendments**

## **& Contracts**

### **No Action Required**

Department		Purpose
Central Permitting		
Central Permitting Salary	(1,500)	Transfer of funds needed to pay Planning Board members.
Central Permitting Board Fees	1,500	
Animal Shelter		
Professional Services	(3,000)	Transfer of funds needed to purchase supplies for the remainder of the fiscal year.
Departmental Supplies	3,000	
Finance		
Travel	(2,000)	Transfer of funds needed to purchase supplies.
Supplies	2,000	
Human Services/Health		
Family Planning Equipment	(4,000)	Transfer of funds needed to purchase Long Acting Reversible Contraceptives.
Family Planning Medical & Drugs	4,000	
EMS		
Gasoline/Diesel Fuel	(5,000)	Transfer of funds needed to purchase medication and PPE.
Departmental Supplies	5,000	
Human Services/Health		
Preparedness Contract Services	(53)	Transfer of funds to cover Preparedness supply costs.
Preparedness Gas/Diesel	(1,500)	
Preparedness Travel/Training	(1,450)	
Preparedness Supplies/Materials	3,003	
Human Services/Health		
Smart Start Travel/Training	(240)	Transfer of funds needed to provide for remote/virtual children's activities.
Smart Start Non-Cash Grants	240	
Human Services/WIC		
Client Services Supplies/Materials	(1,780)	Transfer of funds needed to cover the Toby Outdoor billboard contract costs.
Client Services Contracted Services	1,780	
Human Services/Health		
Equipment >\$5000	(1,000)	Transfer of funds needed to cover increased contract costs.
Professional Services	1,000	
Human Services/WIC		
Client Services Travel/Training	(250)	Transfer of funds needed to purchase supplies, including some for the WIC garden.
Client Services Supplies/Materials	250	
Solid Waste		
Disposal Transfer Fee	(700)	Transfer of funds needed to cover fuel costs and to purchase a printer/scanner.
Gasoline/ Diesel Fuel	200	
Equipment Less than \$5000	500	
Sheriff's Office		
Salaries & Wages Full-Time	(1,583)	Transfer of funds needed to cover the Sheriff's supplemental retirement costs.
Supplemental Retirement	1,583	