

STATE OF NORTH CAROLINA

COUNTY OF VANCE

The Vance County Board of Commissioners met in regular session on Monday, January 4, 2016 at 6:00 p.m. in the Commissioners' Conference Room, Vance County Administration Building, 122 Young Street, Henderson, NC. Those Commissioners present were as follows: Chairman Gordon Wilder, Commissioners Dan Brummitt, Deborah F. Brown, Terry E. Garrison, Thomas S. Hester, Jr., Leo Kelly, Jr. and Archie B. Taylor, Jr.

Absent: None.

Also present were Interim County Manager Robert M. Murphy, Deputy County Manager Jordan McMillen, Finance Director David C. Beck, County Attorney Jonathan S. Care, and Clerk to the Board Kelly H. Grissom.

Chairman Gordon Wilder gave the invocation.

The first item on the agenda was public comments. Ms. Sandra Butler Tubbs reminded the Board that her home was broken into in November. She expressed her concerns that she did not receive a follow-up call from the Sheriff's Office until 11 days after the initial reporting of the break-in. She suggested that a program be formed that would make security cameras available to citizens at a reduced rate. She stated that crime seems to be prevalent in Vance County. She distributed a flyer to the Board for the NC Tomorrow Building Communities for Tomorrow's Jobs 2016 Summit to be held in Raleigh in April.

Ms. Tracy Madigan, Farmers Market Director, presented the 2015 Year-End Report on activities at the farmers market. The highlights are as follows: installation of heating system, paving of parking lot, facility use, community classes, Master Gardener certification classes, NC REAL entrepreneurial classes, community partners, donation station and public presentations. Donation funds were used to purchase over 3,400 pounds of unsold produce. The produce was then donated to ACTS (Area Christians Together in Service) to help feed the needy in Vance County. In addition, local farmers donated approximately 1,000 pounds of produce.

Commissioner Deborah F. Brown asked Ms. Madigan what type of marketing is being done to promote the Farmers Market. Ms. Madigan replied that WIZS runs ads for the market, an ad was taken out in the Henderson Dispatch Diner's Guide, and an ad was put in the maps that are given to campers at Kerr Lake. There is also a sign on Beckford Drive.

Commissioner Dan Brummitt asked that in future reports, expenses be included as well as revenues. The Board thanked Ms. Madigan for her report.

Ms. Porcha Brooks, Tax Administrator, was next on the agenda and presented two untimely exemption applications for 2015 as follows:

Name	Exemption Requested	Tax Administrator's Recommendation
Thomas A. White, Jr. 929 Jacksontown Road	Elderly Exemption	Approve Application
Ethel Venable 1140 Stagecoach Road	Elderly Exemption	Approve Application

Ms. Brooks noted that both exemption applications met the qualifications of the exemptions and would have been approved if the applications had been submitted by the deadline. Since it is past the deadline, approval of the exemption application must be made by the Board of Commissioners.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Deborah F. Brown, vote unanimous, to approve the two untimely applications as presented by the Tax Administrator.

Mr. Dean Horne, Carr Riggs & Ingram was next on the agenda to present the FY 2014-15 Audit Report. Mr. Horne reported that the County had received an unmodified opinion which is the best a county can receive. The total fund balance increased by \$2,025,118 for the General Fund for a balance of \$18,947,487. The total revenues last year were \$45,751,344 and expenditures for the General Fund were \$44,340,865. Unassigned funds are \$13,213,882, which is 29.8% of next year's budget. This is well within what is required by the Local Government Commission.

After discussion, motion was made by Commissioner Thomas S. Hester, Jr. to accept the FY 2014-15 Audit Report as presented. This motion was seconded by Commissioner Dan Brummitt and unanimously approved.

Mr. Jordan McMillen, Deputy County Manager/Planning Director, appeared before the Board regarding the award of bid and adoption of the project ordinance for the construction of the new animal shelter. He stated that the County received bids for the construction of the new Vance County Animal Shelter on December 8, 2015. Seven construction firms submitted bids, with the lowest bid submitted by Riggs-Harrod Builders of Durham, NC. The Riggs-Harrod bid was somewhat above the architect's estimate, but the architect and the firm were able to negotiate a mutually acceptable contract that reduced the original bid amount by \$43,300. In

addition to the construction cost reductions, staff was able to identify other budget modifications totaling \$135,250 that brought the entire project within budget. The Board was presented with the following:

- Tabulation of the bids received on December 8, 2015
- Letter from the architect, Baxter Armistead, recommending award of bid to Riggs-Harrod
- Memorandum of Understanding between the architect and contractor describing the changes in the bid amount (with supporting documents).
- Project budget with a comparison of original and revised budgets
- Construction Project Timeline
- Capital Project Ordinance

Mr. McMillen stated that the Local Government Commission (LGC) will meet on January 5, 2016 to consider the County’s application for approval of short term financing in anticipation of securing permanent financing from the USDA once construction is complete. Upon LGC approval, it is anticipated that funds will be available for construction to begin in early February 2016 (weather permitting). A groundbreaking is planned for January 21st at 10:00 a.m. on site at 1243 Brodie Road. *Recommendation:* (1) Award the construction contract in the amount of \$1,354,842 to Riggs-Harrod Builders and authorize the Chairman to execute the USDA memorandum of negotiation and construction contract contingent upon financing approval from the Local Government Commission. The County Manager is authorized to issue an authorization to proceed with construction following approval by the USDA, LGC and upon contract signing. (2) Approve the capital project ordinance.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to award the construction contract in the amount of \$1,354,842 to Riggs-Harrod Builders and authorize the Chairman to execute the USDA memorandum of negotiation and construction contract contingent upon financing approval from the Local Government Commission. The County Manager is authorized to issue an authorization to proceed with construction following approval by the USDA, LGC and upon contract signing.

Motion was made by Commissioner Thomas S. Hester, Jr. to approve the capital project ordinance as presented. This motion was seconded by Commissioner Dan Brummitt and unanimously approved.



New Vance County Animal Shelter Capital Project Ordinance

BE IT ORDAINED by the Governing Board of the County of Vance, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is the construction of a new facility to be used as an animal shelter. The project will be funded by the proceeds of a USDA loan and funds donated to the County for this purpose.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Contracted Services	\$	137,250
Interest Expense		45,000
Contingency		62,908
Construction		1,474,842
Total		1,720,000

Section 4. The following revenues are anticipated to be available to complete this project:

USDA Loan Proceeds	\$	1,703,000
Vance County Contribution of Donations		17,000
Total		1,720,000

Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of each project element in Section 3.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out the project.

Adopted this 4th day of January, 2016.

Gordon Wilder (signed)
Gordon Wilder, Chairman
Vance County Board of Commissioners

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Water District Board

At this time, Chairman Gordon Wilder called the Water District Board to order.

The December 2015 monthly operations report was submitted to the Board members for their information.

Chairman Gordon Wilder adjourned the Water District Board.

Committee Reports and Recommendations

Joint Human Resources/Public Safety Committee - EMS Department Reorganization.

Commissioner Dan Brummitt stated that the Public Safety Committee (Brummitt [C], Brown & Wilder) and the Human Resources Committee (Brown [C], Taylor & Wilder) met jointly Wednesday, December 16th to discuss the next steps in the EMS and Fire Department reorganizations. In reviewing the EMS reorganization, it was noted that a total of 28 employees are within the department consisting of one director, three battalion chiefs (currently shared with the fire department), and 24 EMT/Paramedics staffing three shifts of four ambulances. The committee discussed the current arrangement where the battalion chiefs are operating on both the Fire and EMS sides and recommended proceeding with creating three equivalent division chief positions for the EMS department. Following the creation of these positions, all positions would be separated among the two departments. In addition to this, the committee reviewed a proposal to provide a 2% salary supplement to three qualified senior paramedic positions who would serve as field training officers (FTOs) for each of the three shifts. The FTOs would continue operating on an ambulance, and would have the additional duties of teaching and training new employees. The committee discussed the budget impacts of the three new positions and the FTOs and believes the additional \$65,000 in expenditures will be covered by the revenue options being considered for the EMS department. Both the HR and the Public Safety Committees recommended proceeding with the creation of the three division chief positions and with the salary supplements for the three FTO classifications and believes that the changes will greatly assist the department's goal of providing the highest quality emergency medical services within acceptable response times. *Recommendations:* 1) Approve the EMS Division Chief job description and authorize the creation of three EMS Division Chief Positions within the EMS Department. 2) Authorize staff to provide a 2% salary supplement for three qualified paramedic positions to serve as Field Training Officers.

Motion was made by Commissioner Deborah F. Brown to approve the EMS Division Chief job description and authorize the creation of three EMS Division Chief Positions within the EMS Department. This motion was seconded by Commissioner Dan Brummitt and unanimously approved.

Motion was made by Commissioner Deborah F. Brown, seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to authorize staff to provide a 2% salary supplement for three qualified paramedic positions to serve as Field Training Officers.

Joint Human Resources/Public Safety Committee - Fire Department Reorganization. The Committee continued its discussion of the Fire Department reorganization and reviewed input from the staff and Fire Chief Chris Wright. It was noted that the department has budgeted 13 full-time positions and five part-time positions. These positions consist of the following: one Fire Chief, three Battalion Chiefs, one Captain, three Fire Engineers, five Fire Personnel and five part-time positions. The committee members stressed the importance of creating a separate Fire Marshal position that would be responsible for overseeing fire inspections and investigations as well as serving as a liaison to the volunteer fire departments. The committee also discussed the potential for increasing the number of part-time positions to be distributed at the volunteer stations and would like to look at the number of full-time positions at the main station that are necessary to maintain adequate ISO (Insurance Services Organization) levels. The committee asked the fire chief to revise the reorganizational plan to include the creation of a separate fire marshal position, to consider the overall number of full-time positions at the main station and its impact on ISO ratings, and to address the distribution of additional part-time positions at volunteer stations throughout the county.

Finance Director's Report

Surplus Property - Police K-9. Finance Director David C. Beck stated that Sheriff Peter White has requested the Board of Commissioners to declare Police K-9 Beretta as surplus property. The animal is beyond the normal life expectancy of a useful police dog and has failed certification due to her age. Additionally, Sheriff White is requesting the County sell K-9 Beretta to her handler, Det. Bobby C. Martin, for the sum of \$1.00. *Recommendation:* Declare Police K-9 Beretta surplus County property and sell her to Detective Bobby C. Martin for the sum of \$1.00.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to declare Police K-9 Beretta surplus County property and sell her to Detective Bobby C. Martin for the sum of \$1.00.

NSP Grant Agreement Amendment. Mr. Beck stated that the North Carolina Department of Commerce has requested an addendum to the grant agreement for the Neighborhood

Stabilization Program dated January 9, 2013. Commerce is leaving \$451,245.13 in the budget for reimbursement to Vance County for eligible NSP expenditures. The remaining budgeted funds for Vance County will be de-obligated. Any NSP expenditures in excess of \$451,245.13 can be reimbursed to the County through available program income generated by the sale of NSP homes. The County has submitted a requisition in the amount of \$287,834.26 for reimbursement of outstanding expenditures to date. *Recommendation:* Approve the NSP grant addendum as presented.

Motion was made by Commissioner Thomas S. Hester, Jr. to approve the NSP grant addendum as presented. This motion was seconded by Commissioner Deborah F. Brown and unanimously approved.

County Attorney's Report

Withdrawal of Offer to Purchase. County Attorney Jonathan S. Care stated that Ms. Susan Silva had recently submitted an offer to purchase county owned property located at 715 Chestnut Street. Due to family matters, she needs to rescind her offer, and has verbally requested that the deposit (\$750) be refunded to her. Attorney Care stated that the contract that she signed states that if the offer is withdrawn, the refund is forfeited. Commissioner Archie B. Taylor, Jr. asked Attorney Care what his recommendation is on this matter. Attorney Care responded that he recommends that the Board follow the contract and not refund the \$750 deposit. After discussion, the Board decided to follow the recommendation of the County Attorney and not refund the \$750 deposit.

Renewal of NSP Real Estate Contract. Attorney Care stated that the contract with Century 21 Hancock Properties (Tonya Hester) to market/sell Neighborhood Stabilization Program (NSP) houses needs to be extended. Real Estate Agent Tonya Hester has been successful in selling four of the six houses, and is working on the remaining two (225 Hawkins Drive and 661 Charles Street). *Recommendation:* Renew the existing contract with Century 21 Hancock Properties (Tonya Hester) through June 30, 2016 for the marketing and sale of Neighborhood Stabilization Program houses located at 225 Hawkins Drive and 661 Charles Street.

Motion was made by Commissioner Dan Brummitt, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, to renew the existing contract with Century 21 Hancock

Properties (Tonya Hester) through June 30, 2016 for the marketing and sale of Neighborhood Stabilization Program houses located at 225 Hawkins Drive and 661 Charles Street.

County Manager's Report

DOT Secondary Road Program. Interim County Manager Robert M. Murphy noted that NC General Statute 136-44.9 requires the Department of Transportation to furnish the Board of Commissioners an Annual Statement of the Secondary Road Program for each calendar year. The Statement was provided to the Board denoting secondary road improvement projects by secondary road name and number, a brief description of the improvement, and the amount expended on each project. Commissioner Dan Brummitt stated that patch work done throughout the county is sub-par. He asked the Interim County Manager to relay that information to DOT.

REI Engineering Contract. Deputy County Manager Jordan McMillen stated that the County has been working with REI Engineers to complete a roof analysis of the Henry A. Dennis Building and the Administration Building. The full analysis with recommendations was presented to the Board during a work session on November 23, as well as a summary of findings. During the work session, the Board indicated a desire to proceed with replacement of the Dennis Building roof within this fiscal year utilizing funds set aside in the FY 2015-16 budget for capital needs. The engineer estimates a total project cost of \$114,385 which includes a small contingency. The engineering fees total \$13,100 and the project is estimated to be complete by June 15, 2016. *Recommendation:* Authorize the Interim County Manager to execute a contract for construction documents and construction administration with REI Engineers for replacement of the Henry A. Dennis Building roof.

Motion was made by Commissioner Dan Brummitt to authorize the Interim County Manager to execute a contract for construction documents and construction administration with REI Engineers for replacement of the Henry A. Dennis Building roof. This motion was seconded by Commissioner Terry E. Garrison and unanimously approved.

Annual Planning Retreat. Mr. Murphy presented a draft agenda for the Board's planning retreat later this month and stated that the focus of this year's retreat will be the development of the FY 2016-17 budget and items that may have major impacts on the budget. The retreat is scheduled for Tuesday, January 26 at the Perry Memorial Library Farm Bureau Room from 9:00 a.m. to 3:00 p.m.

Consent Agenda

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Dan Brummitt, vote unanimous, to approve the following consent agenda items as presented: Budget Transfer #7, December Ambulance Charge-offs in the amount of \$3,705.27, November 2015 Tax Refunds and Releases, Departmental Monthly Reports received and filed, and the minutes of the December 7, 2015 regular meeting and the December 16, 2015 special meeting.



**Budget Transfer #7
FY 2015-2016
Social Services**

Transfer From:	Account Number	Amount
Auto Supplies	10-610-500031	1,500
Total		\$ 1,500

Transfer To:	Account Number	Amount
Vehicle Maintenance	10-610-500017	1,500
Total		\$ 1,500

Purpose: To cover anticipated costs for the remainder of the fiscal year.

Authorization: Vance County Board of Commissioners
January 4, 2016



Tax Office Refund and Release Report for November 2015

Taxpayer Name	Tax Year	Real	Personal	Motor Vehicle	MV Fee	Solid Waste Fee	Reason
Stevenson Brad A.	2009	450.10	0	0	0	0	correct value
Stevenson Brad A.	2010	450.10	0	0	0	0	correct value
Stevenson Brad A.	2011	450.11	0	0	0	0	correct value
Bowman Daphene	2012	0	48.86	0	0	105.00	pers prop billed
Bowman Daphene	2012	0	0	0	0	105.00	pers prop billed
Bowman Daphene	2013	0	48.87	0	0	105.00	pers prop billed
Vann Bessie J.	2013	228.68	0	0	0	0	real prop - bill
Vann Bessie J.	2014	231.46	0	0	0	0	real prop - bill
Bates Sabrina B.	2015	0	0	0	0	0	add solid waste
Dansey George	2015	0	14.60	0	0	0	remove late list
Dansey George	2015	0	0.08	0	0	0	remove late list
Farlow Patricia B.	2015	469.82	0	0	0	0	correct value
Maynard Phyllis	2015	0	17.90	0	0	0	correct value
Neal Tracey D.	2015	0	0	0	0	0	add solid waste
Royster Joyce Marie	2015	0	0	0	0	0	add solid waste
Tabbs Creek Development Co.	2015	0	0	0	0	105.00	remove solid was
Tabbs Creek Development Co.	2015	0	0	0	0	105.00	remove solid was
Tabbs Creek Development Co.	2015	0	0	0	0	105.00	remove solid was
Vann Bessie J.	2015	231.46	0	0	0	0	real prop - bill
Worley Donald Wayne	2015	0	55.41	0	0	105.00	pers prop billed
Total		2,511.73	185.72	-	-	735.00	
Total Refunds and Releases	\$3,432.45						

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MONTHLY REPORTS: 911 Emergency Operations, Administrative Ambulance Charge-Offs, Cooperative Extension, Fire and EMS, Public Health Department, Human Resources, Information Technology, Planning & Development, Parks & Recreation, Department of Social Services, Tax Office, and Veterans Service.
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Miscellaneous

Appointments. The following appointments were presented to the Board for consideration:

Vance County Industrial Facility and Pollution Control Financing Authority - six year term
Re-appoint Ron Dorsey

Farmers Market Advisory Committee - three year term

Appoint Annette Roberson, Carrie Harvey, and Christeen Crudup to fill vacant positions.

Motion was made by Commissioner Thomas S. Hester, Jr., seconded by Commissioner Archie B. Taylor, Jr., vote unanimous, to re-appoint Ron Dorsey to the Vance County Industrial Facility and Pollution Control Financing Authority for a six year term.

Motion was made by Commissioner Leo Kelly, Jr. to appoint Annette Roberson, Carrie Harvey, and Christeen Crudup to the Vance County Farmers Market Advisory Committee for three year terms. This motion was seconded by Commissioner Deborah F. Brown and unanimously approved.

As there was no further business, at 7:25 p.m., motion was made by Commissioner Deborah F. Brown, seconded by Commissioner Thomas S. Hester, Jr., vote unanimous, that the meeting be adjourned.

Approved and signed February 1, 2016.

Gordon Wilder (signed)
Gordon Wilder, Chairman