

Surry County Board of Commissioners  
Meeting of June 4, 2018

The Surry County Board of Commissioners met at 6:00 p.m., June 4, 2018. The meeting was held in the Commissioners' Meeting Room, Surry County Government Center, Dobson, N.C.

Board members present for the meeting were Chairman Eddie Harris, Vice-Chairman Van Tucker, Commissioner Larry Johnson, and Commissioner Gary Carson Tilley.

Commissioner Larry Phillips was out-of-town and unable to attend.

Others present for the meeting, at various times, were:  
Chris Knopf, County Manager  
Sandy Snow, Assistant County Manager  
Edwin Woltz, County Attorney  
Tammy Johnson, Assistant to the County Manager  
Don Mitchell, Facilities Director  
Sarah Bowen, Finance Officer  
Stephanie Conner, Communications Director  
News Media

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Chairman Harris called the meeting to order, welcomed everyone and thanked them for their attendance. Commissioner Johnson delivered the invocation and led the Pledge of Allegiance.

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Chairman Harris requested the Board review and approve the agenda.

Upon motion of Commissioner Johnson, seconded by Commissioner Tilley, the Board voted unanimously to approve the June 4, 2018 agenda.

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Chairman Harris requested the Board consider the minutes of the May 21, 2018 meeting as presented.

Upon motion of Commissioner Tucker, seconded by Commissioner Johnson, the Board voted unanimously to approve the minutes.

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Chairman Harris requested the Board consider the consent agenda.

Upon motion of Commissioner Tucker, seconded by Commissioner Tilley, the Board voted unanimously to approve the following consent agenda items:

Requests from the County Manager:

- Approve spending up to \$3,959 from the Facilities Management Budget towards the installation of security cameras at Shoals Recreation Park and Shoals Recycling Center.

Requests from the Assistant County Manager:

- Approve a one-year lease agreement for June 1, 2018 through May 31, 2019 between Surry County and Ray and Sue Southard for Sue's Restaurant.

- Approve the FY 2018-2019 renewal of the County's workers' compensation with the North Carolina Association of County Commissioners Risk Management Pool with a \$350,000 per claim deductible.
- Approve the adjustment of well permitting fees from \$260 to \$65 on the second well when it is known that two wells, regardless of yield, will be required to serve one facility.
- Approve for Daniel White to send out letters of support for the Yadkin River State Trail access areas.

Requests from the Finance Officer:

- Approve Budget Amendment #27.

ACCOUNT CODE	DESCRIPTION	PREVIOUS AMOUNT	CHANGE	REVISED AMOUNT
<u>GENERAL FUND</u>				
<u>EXPENDITURES</u>				
<u>DOBSON PLAZA BUILDING</u>				
1054188 52900	Small Equipment	0	9,879	9,879
	Increase departmental total	28,000	9,879	37,879
<u>HISTORIC COURTHOUSE BUILDING</u>				
1054192 52900	Small Equipment	0	8,448	8,448
	Increase departmental total	171,125	8,448	179,573
<u>COURT FACILITIES</u>				
1054193 55020	Rent-Buildings & Equip.	0	9,000	9,000
	Increase departmental total	15,808	9,000	24,808
<u>HEALTH BUILDING</u>				
1054195 53010	Buildings & Grounds Maint.	40,000	(9,000)	31,000
	Decrease departmental total	94,000	(9,000)	85,000
<u>ADMIN BUILDING</u>				
1054196 53010	Buildings & Grounds Maint.	55,000	(10,000)	45,000
	Decrease departmental total	284,252	(10,000)	274,252
<u>RESOURCE CENTER</u>				
1054197 53010	Buildings & Grounds Maint.	60,000	10,000	70,000
	Increase departmental total	225,150	10,000	235,150
<u>CENTRAL SERVICES</u>				
1054200 52900	Small Equipment	103,291	(90,821)	12,470
	Decrease departmental total	325,099	(90,821)	234,278
<u>MIS</u>				
1054210 52900	Small Equipment	0	3,293	3,293
	Increase departmental total	698,654	3,293	701,947
<u>SHERIFF'S OFFICE</u>				
1054310 52900	Small Equipment	0	43,479	43,479
1054310 53040	Vehicle Maintenance	107,418	1,614	109,032
	Increase departmental total	5,147,963	45,093	5,193,056
<u>JUDICIAL CENTER OFFICER</u>				
1054318 52350	Automotive Supplies	5,635	(1,400)	4,235

1054318	52900	Small Equipment	0	3,350	3,350
		Increase departmental total	163,964	1,950	165,914
<u>EMERGENCY MANAGEMENT</u>					
1054330	52900	Small Equipment	0	732	732
		Increase departmental total	180,797	732	181,529
<u>EMS</u>					
1054370	52900	Small Equipment	0	14,100	14,100
		Increase departmental total	6,421,950	14,100	6,436,050
<u>RABIES CONTROL</u>					
1054380	52010	Supplies & Materials	11,000	1,400	12,400
		Increase departmental total	526,909	1,400	528,309
<u>PARKS MAINTENANCE</u>					
1056125	52900	Small Equipment	0	4,675	4,675
		Increase departmental total	262,810	4,675	267,485
<u>TRANSFERS</u>					
1059810	59211	Trans to Sher. Narcotics	0	2,865	2,865
		Increase departmental total	6,715,699	2,865	6,718,564
<u>REVENUES</u>					
1044000	48500	Insurance Refunds	79,475	1,614	81,089
		Increase fund totals	72,571,378	1,614	72,572,992
<u>SHERIFF'S NARCOTICS FUND</u>					
<u>EXPENDITURES</u>					
<u>SHERIFF'S-NARCOTICS</u>					
1854311	52900	Small Equipment	0	2,865	2,865
		Increase departmental total	116,351	2,865	119,216
<u>REVENUES</u>					
1844311	49800	Trans. From Gen. Fund	0	2,865	2,865
		Increase fund totals	116,351	2,865	119,216

- Approve Deputy Finance Officer List. Deputy Finance Officers: Chris Knopf, Sandy Snow, Ben Pratt, Jean-Pierre DeCelle, and Sandra Harris. Department of Social Services Trust Account Only: Kristina Preston and Karen Smith. Inmate Trust Account Only: Lieutenant Randall Shelton, Sergeant Brandon Gentry, Sergeant Tony Holyfield, Sergeant Tim Ward, Sergeant Randy Jenkins, Sergeant Keith Watson, Senior Officer Twain Atkins, Senior Officer Mike Hale, Senior Office Jimmie Johnson, Senior Officer Justin Jones, and Senior Officer Angie Marion. Sheriff's Levy Account Only: Lieutenant Mike Creed, Sergeant Michael C. Murphy, and Deputy Jeffrey Byrd.
- Approve revisions to the Financial Policy and Purchasing Policy.
- Approve revisions to the EMS MC Agreement.

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Chairman Harris declared the meeting to be an open forum and invited members of the audience to address the Board on any matters of civic concern.

Donna Collins thanked the Board for the recognitions to be presented to two players from Surry Community College's Surry Knights baseball team. Ms. Collins commended the two players that would be recognized and for the baseball team's accomplishments and the team's character. Commissioner Tilley, president of the Surry Knights Booster Club, spoke about the program and commended the coaches, players and team for their efforts.

There being no additional comments, Chairman Harris closed the open forum.

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Chairman Harris and the Board recognized the following Surry Community College Surry Knights baseball players:

Michael Roberts, named "National Junior College Athletic Association Player of the Week" April 2-8, 2018; named to "Region 10 All-Defensive team"; named "First Team All-Region 10 Infielder; and, named "Region X Player of the Year".

Aaron Mitchell, "National Junior College Athletic Association Pitcher of the Week" for March 12-18, 2018 and named "First Team All-Region 10 Pitcher".

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Chris Knopf, County Manager, advised that a budget work session would need to be scheduled for either June 12<sup>th</sup> or 14<sup>th</sup> as identified on the budget calendar.

It was the consensus of the Board to hold a budget work session on June 14, 2018 at 6:00 p.m. in the Surry County Government Center, Room 335.

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Chris Knopf, County Manager, asked Stephanie Conner, Communications Director, to discuss a request to replace the Fire F4 antenna at Turner Mountain. Ms. Conner advised that over the past year they have had continued communication issues with the antenna. They have been unable to resolve the issues. She has solicited quotes for a new antenna. Two were received to date: 1) Wireless Communications (Mobile Communications) for \$7,858.74 and 2) Piedmont Tower for \$7,253.71. Ms. Conner advised that Wireless Communications is the current radio vendor, and she recommended staying with the vendor for the replacement because they will perform future maintenance on their equipment if they perform the installation. Ms. Conner advised she does not have enough funds in the current budget to make the purchase. She asked for the Board's consideration to approve amending the budget and to purchase the antenna from Wireless Communications for \$7,858.74.

Commissioner Johnson asked about the timeframe to purchase and the possibility of waiting for the 2019 budget. Ms. Conner advised that this expense was not included in her FY18-19 budget request. The new antenna will improve communications for the volunteer fire departments.

Mr. Knopf mentioned that if the Board approves the request it will also need to approve Budget Amendment #28.

Upon motion of Commissioner Johnson, seconded by Commissioner Tilley, the Board voted unanimously to approve the Wireless Communications quote for \$7,858.74 and approve Budget Amendment #28 as follows:

ACCOUNT			PREVIOUS		REVISED
<u>CODE</u>		<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHANGE</u>	<u>AMOUNT</u>
<u>GENERAL FUND</u>					
<u>EXPENDITURES</u>					
		<u>COMMUNICATION CENTER</u>			
1054325	56010	Equipment	24,030	7,859	31,889
		Increase departmental total	1,221,567	7,859	1,229,426
<u>NON-DEPARTMENTAL</u>					
1054199	59510	General Fund Contingency	18,122	(7,859)	10,263
		Decrease departmental total	507,484	(7,859)	499,625

Mr. Knopf requested that the Board consider amending his agenda notes to add two additional items for consideration.

Upon motion of Commissioner Tucker, seconded by Commissioner Johnson, the Board voted unanimously to approve amending the County Manager's agenda.

Upon motion of Commissioner Tucker, seconded by Commissioner Tilley, the Board voted unanimously to appoint Dirk Ballou with the Drug Enforcement Agency to serve on the Opioid Response Advisory Council.

Don Mitchell, Facilities Director, and Tony Chilton, Brite Engineering, discussed three change orders for the Dobson Plaza project as follows:

Change Order #13 (includes Change Order #14 as well)  
 Labor and materials to add armor panels and ballistic glass to the Collections area of the Tax Department. (\$15,090.90)

Change Order #15  
 Labor and materials required to remove two sets of 8 x 8 dock seals and install one set of dock bumpers. (\$1,935.45)

Change Order #16  
 Additional cost to add cabinets at the drive thru window based on revised drawings from Brite Engineering. (\$1,369.12)

Mr. Chilton reported that the change orders total \$18,395.47.

Commissioner Johnson asked about the project's timeframe and meeting the July deadline to have Tax and Board of Elections moved into their portion of the facility. Commissioner Tucker expressed concerns with Change Order #13 details not being included in the original design.

Commissioner Tilley and Mr. Woltz expressed concerns of citizens clearly communicating well when speaking to employees of the Tax Department through the glass. Mr. Mitchell commented that they would explore options to make it easier to communicate through the glass. The Board asked Mr. Mitchell to discuss this issue with the Tax Administrator as well as other counties.

Upon motion of Commissioner Tucker, seconded by Commissioner Johnson, the Board voted unanimously to approve Dobson Plaza Project Change Orders #13, #15, and #16, in the amount of \$18,395.47, as presented.

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Chris Knopf, County Manager, presented the FY 2018-2019 recommended budget. Mr. Knopf stated the expenditures and revenues are in balance. A copy of the recommended budget is available in the County Manager's Office for public inspection.

Mr. Knopf stated that the recommended budget totals \$78,495,954 and he recommends that the property tax rate remain at \$0.582.

Mr. Knopf discussed steps used in preparing the budget and presented a budget trends analysis. Mr. Knopf stated that department heads were instructed to review the public service needs of the County's citizens served by their programs and to request only what they absolutely needed to operate. Mr. Knopf stated that once budgets were submitted, they were reviewed and reduced, where necessary. Mr. Knopf discussed guidelines for making budget recommendations and addressed property tax rate comparisons with surrounding counties. Mr. Knopf discussed budget impacts, expenditure highlights, the Dedicated Capital Improvement Fund, capital needs related to public schools, Enterprise Funds, Special District Funds and personnel recommendations.

The Board commended Mr. Knopf for a job well done in preparing the recommended budget and finding a way to leave the tax rate at \$0.582.

Upon motion of Commissioner Tucker, seconded by Commissioner Johnson, the Board voted unanimously to schedule a public hearing on June 18, 2018 for public comment on the FY 2018-2019 Recommended Budget.

Upon motion of Commissioner Tilley, seconded by Commissioner Tucker, the Board voted unanimously to schedule a public hearing on June 18, 2018 for public comment on requested fire district tax rate increases.

Upon motion of Chairman Harris, seconded by Commissioner Tucker, the Board voted unanimously to schedule a public hearing on June 18, 2018 for public comment on requested supplemental school district tax rate increases.

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The Board took action on the following board and commission reappointments and appointments:

Upon motion of Commissioner Johnson, seconded by Commissioner Tilley, the Board voted unanimously to appoint Tony Davis to serve on the Animal Control Committee and reappoint the following individuals: Joan Vasata, Kenneth Johnson, Dr. Renfrow Hauser, Tony Tilley, and Lt. Abraham Doby.

Upon motion of Commissioner Johnson, seconded by Commissioner Tucker, the Board voted unanimously to appoint Samantha Coleman to serve on the Workforce Development Board for a one-year term initially.

Upon motion of Commissioner Johnson, seconded by Commissioner Tilley, the Board voted unanimously to appoint Allison Hemrick to serve on the Surry Aging Planning Committee.

Upon motion of Commissioner Johnson, seconded by Commissioner Tilley, the Board voted unanimously to appoint Christopher Cook and Luke Morrison to serve on the Surry County Industrial Facilities & Pollution Control Financing Authority.

Upon motion of Commissioner Johnson, seconded by Commissioner Tilley, the Board voted unanimously to appoint Barbara Kirk to serve on the Northwestern Regional Library Board.

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Upon motion of Commissioner Tucker, seconded by Commissioner Tilley, the Board voted unanimously to go into closed session for personnel and legal matters, pursuant to G.S. 143-318.11(a)(3)(6).

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The Board came out of closed session and resumed regular business.

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Upon motion of Commissioner Tucker, seconded by Commissioner Johnson, the Board voted unanimously to approve but not release the May 21, 2018 closed session minutes.

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Upon motion of Commissioner Johnson, seconded by Commissioner Tucker, the Board voted unanimously to recess the meeting until Thursday, June 14, 2018 at 6:00 p.m. in Room 335 of the Surry County Government Center for a budget work session. The meeting ended at 9:00 p.m.

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Sandra Snow  
Interim Clerk to the Board