

Surry County Board of Commissioners
Meeting of May 7, 2018

The Surry County Board of Commissioners met at 6:00 p.m., May 7, 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, Commissioner Larry Phillips, and Commissioner Gary Carson Tilley.

Others present for the meeting, at various times, were:
Chris Knopf, County Manager
Sandy Snow, Assistant County Manager
Kim Bates, Planning Director
Don Mitchell, Facilities Director
Maggie Simmons, Assistant Health Director
Sarah Bowen, Finance Officer
Ben Pratt, Assistant Finance Officer
Dennis Bledsoe, Public Works Director
Johnny Easter, Development Services Director
Mark Willis, Opioid Response Director
Chief Deputy Lauren Osborne
Lieutenant Mike Creed
News Media

Chairman Harris called the meeting to order. Commissioner Tilley delivered the invocation and led the Pledge of Allegiance.

Chairman Harris requested the Board review and approve the agenda.

Upon motion of Commissioner Phillips, seconded by Commissioner Johnson, the Board voted unanimously to approve the agenda.

Chairman Harris requested the Board consider the minutes of the April 10, 2018, April 16, 2018, and April 24, 2018 meetings.

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

Chairman Harris requested the Board consider the consent agenda.

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

Requests from the County Manager:

- Approve replacing Dr. Druery DeVore on the Northern Hospital of Surry County Board of Trustees with Dr. Jason Edsall, who is the 2018 Chief of the Medical Staff.
- Instruct the County Manager to solicit the interest of the seven candidates identified by the Special Called Committee during their meeting on April 24, 2018, and report back to

the Board once responses have been received for possible appointment to the Industrial Facilities and Pollution Control Financing Authority.

- Approve the Mount Airy/Surry County Airport Authority to dispose of Parcel Number 5946-00-60-5904, consistent with G.S. 63-56(f).

Requests from the Finance Officer:

- Approve Budget Amendment #23:

Communications Building: This amendment budgets for additional cooling system needs to properly cool the server equipment. Funding is from Departmental Contingency.

Stream Grant: This amendment budgets for prior year Stream Restoration Grant Match that was not paid out but budgeted in the prior year. This is payment #1 of 3. Payment #2 is already budgeted in the current year budget. Funding is from unencumbered fund balance.

Central Services: This amendment budgets for Opioid Response Director's vehicle mentioned in item #2 below. Funding is from Salary Contingency.

Sheriff's Office: This amendment budgets for vehicle insurance money received into the Vehicle Maintenance line to offset costs already incurred.

County Jail: Increases Prisoner Safekeeping with funding from Salary Contingency.

Homeland Security Grant: This amendment budgets for MOU #1660, an emergency management message board upgrade, with funding from a non-matching grant.

Medical Examiner: This amendment budgets \$40,000 for additional Professional Services to run through the end of June. Funding is from General Fund unencumbered fund balance.

Animal Control: This amendment budgets for additional salaries and wages and 401K supplemental retirement. When Animal Control moved to the Sheriff's Office, some of the salaries and wages budget was pulled back to Health for their portion of administration salaries that would remain with Health. Funding comes from Salaries Contingency. This amendment also budgets for additional expenditures that are expected through June with funds coming from Departmental Contingency.

Environmental Health: This amendment budgets to add Environmental Health to the CityView software project as approved at the 4/16/18 BOCC meeting. Funding is from Departmental Contingency.

Mount Airy HVAC: This amendment budgets \$64,878 of lottery funds for HVAC project at Tharrington. This was approved at the 4/16/18 BOCC meeting.

Interstates Capital Project: Budgets \$2,200 of capital project unencumbered fund balance to install 6" service on Johnson Property.

Change #23

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>COMMUNICATIONS BUILDING</u>					
		Buildings and Grounds			
1054184	53010	Maint.	9,500	5,000	14,500
		Increase departmental			
		total	39,500	5,000	44,500
<u>SPECIAL APPROPRIATIONS</u>					
		Stream Restoration			
1054198	57096	Grant Match	75,000	75,000	150,000
		Increase departmental			
		total	534,668	75,000	609,668
<u>NON-DEPARTMENTAL</u>					
1054199	59520	Salary Contingency	585,053	(185,320)	399,733
		Departmental			
1054199	59545	Contingency	35,206	(30,535)	4,671
		Increase departmental			
		total	748,266	(215,855)	532,411
<u>CENTRAL SERVICES</u>					
1054200	56010	Equipment	93,582	26,120	119,702
		Increase departmental			
		total	234,109	26,120	260,229
<u>SHERIFF'S OFFICE</u>					
1054310	53040	Vehicle Maintenance	105,904	1,514	107,418
		Increase departmental			
		total	5,146,449	1,514	5,147,963
<u>COUNTY JAIL</u>					
1054320	55480	Prisoner Safekeeping	650,000	100,000	750,000
		Increase departmental			
		total	2,951,816	100,000	3,051,816
<u>NCEM GRANT</u>					
1054339	52010	Supplies & materials	0	32,052	32,052
		Increase departmental			
		total	0	32,052	32,052
<u>MEDICAL EXAMINER</u>					
1054360	51500	Professional Services	50,000	40,000	90,000
		Increase departmental			
		total	51,200	40,000	91,200
<u>ANIMAL CONTROL</u>					
1054380	51010	Salaries & Wages	226,400	47,740	274,140
		Salaries & Wages Part			
1054380	51030	Time	6,000	8,130	14,130

		401K Supplement			
1054380	51130	Retirement	0	3,330	3,330
1054380	51500	Automotive Supplies	15,000	6,130	21,130
		Increase departmental			
		total	437,300	65,330	502,630

ENVIRONMENTAL HEALTH

1055181	56010	Equipment	26,120	19,405	45,525
		Increase departmental			
		total	690,370	19,405	709,775

REVENUES

1044000	48500	Insurance Refunds	77,961	1,514	79,475
1044000	49900	Unencumbered Balance	5,274,989	115,000	5,389,989
		Homeland Security			
1044339	42328	Grant	0	32,052	32,052
		Increase fund totals	72,397,812	148,566	72,546,378

GENERAL FUND - CAPITAL IMPROVEMENT FUND

EXPENDITURES

CAPITAL IMPROVEMENT

		Transfer to School			
2554245	59130	Capital	2,764,193	64,878	2,829,071
		Increase departmental			
		total.	9,498,278	64,878	9,563,156

REVENUES

2544245	43346	Lottery - MA Schools	215,000	64,878	279,878
		Increase fund totals	9,498,278	64,878	9,563,156

SCHOOLS' CAPITAL PROJECT FUND

EXPENDITURES

CAPITAL OUTLAY-SCHOOLS

2755912	57039	MA-Tharrington HVAC	255,600	64,878	320,478
		Increase departmental			
		total.	3,288,332	64,878	3,353,210

REVENUES

2745912	49810	Trans. From GF-CIP	2,764,193	64,878	2,829,071
		Increase fund totals	3,288,332	64,878	3,353,210

INTERSTATES CAPITAL PROJECT FUND

EXPENDITURES

INTERSTATES SEWER

8858420	51640	Project Construction	6,000	2,200	8,200
		Increase departmental			
		total.	8,000	2,200	10,200

REVENUES

8848420	49900	Unencumbered Balance	8,000	2,200	10,200
		Increase fund totals	8,000	2,200	10,200

- Approve request to purchase a vehicle for the Opioid Response Director at the request of the County Manager. Vehicle cost would be \$26,120, funded from Salary Contingency.

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

Caroline Hamlin came forward to discuss "Grey Death" and the loss of her child. She expressed her concerns and wants to see the County become more proactive about the drug opioid crisis.

The County Manager introduced Mark Willis as the new Opioid Response Director. Mr. Willis addressed the Board and indicated his appreciation to have been chosen for the position.

Chet Jessup, representing Pilot Knob Fire Department, stated that he would like to see a correction and clarification from the news media regarding incorrect information printed from Pilot Knob's FY2018-19 budget proposal presented to the Board at the April 24, 2018 meeting. Mr. Jessup stated Pilot Knob had not requested a tax increase.

There being no additional comments, Chairman Harris closed the open forum, and the Board resumed regular business.

Kim Bates, Planning Director, presented a request to close an alleyway named "Riverside Drive". Mr. Bates presented facts pertaining to the closing of the alleyway deeded from the County to the City, located off E. Pine Street. The City was to close the 40X400 foot alleyway but due to it being located outside of the City's corporate limits, the County must execute the closing. It has been confirmed the property was never part of the State road system, therefore no abandonment action is necessary by NCDOT. The property will be split and conveyed to adjoining property owners. A Resolution of Intent was adopted by the Board on April 2, 2018.

Chairman Harris then declared the meeting to be a public hearing on Closing an Alleyway named "Riverside Drive".

Chairman Harris asked for comments from the public.

No one spoke.

Chairman Harris closed the public hearing and asked the Board for a recommendation.

Upon motion of Commissioner Phillips, seconded by Commissioner Tilley, the Board voted unanimously to approve the closing of the alleyway "Riverside Drive".

Chairman Harris and the Board recognized Alexander Ryan Hege, Troop #505; Henry Barker Freeman, Troop #648; Morgan Anthony East, Troop #545; Nathaniel Michael Cox, Troop #561; Troy Lee Yates, Troop #505; Levi Jared Roundy, Troop #591; Matthew Paul Hill, Troop #561; and, Zachary Eugene Eaton, Troop #538 for their attainment as Eagle Scout.

Don Mitchell, Facilities Director, addressed the Board for their consideration to renew the Gentry Road Lease Agreement, parcel 4972-00-30-8546, for twelve months. The current lease terminates on May 31, 2018. Mr. Mitchell stated that the property is leased to Phillip Park, an adjoining property owner who mows

the property for hay. Chairman Harris asked Mr. Mitchell to make periodic inspections.

Upon motion by Chairman Harris, seconded by Commissioner Tucker, the Board voted unanimously to approve renewing the lease between Surry County and Phillip Park for twelve months.

Don Mitchell, Facilities Director, Tony Chilton, Brite Engineering, and Wade White, Brite Engineering, presented the following construction change orders.

Historic Courthouse Project:

Change Order #03

"Add for changing the switchgear from eight space MDP (Main Distribution Panel) to 12 space MDP with an additional 200-amp three phase breaker for Panel L12 per designer's direction due to unforeseen existing conditions." Cost \$7,993.00

Upon motion of Commissioner Johnson, seconded by Commissioner Tucker, the Board voted unanimously to approve Change Order #03 at a cost of \$7,993.00.

Change Order #04

Add for removal of existing ceilings on 2nd floor that were originally shown to remain. Includes demo of plaster ceilings and installing new acoustical ceilings and new lighting. Cost \$28,484.00

Change Order #05

Add for removal of two masonry surrounds in attic not shown to be removed on original drawings. Cost \$12,878.00

Upon motion of Commissioner Tucker, seconded by Commissioner Tilley, the Board voted unanimously to approve Change Order #04 at a cost of \$28,484.00 and Change Order #05 at a cost of \$12,878.00.

Dobson Plaza Project:

Change Order #07

Labor and materials to grind floors and apply floor leveling compound. Cost: \$4,964.85

Change Order #08

Labor and materials required to modify original plans at the request of Cooperative Extension. Cost: \$7,730.33

Change Order #09

Labor and materials to rewire the parking lot lights back to the building electrical panel and add a time clock. Cost: \$7,180.80

Change Order #10

Labor and materials to change the ductwork due to plan revisions. Cost: \$4,865.22

Change Order #11

This change order is for the overhead door and dock leveler work. There is a \$15,000 allowance included in the bid documents so this will be a credit change order. Cost: (\$4,363.80)

Change Order #12

Labor and materials to remove the existing metal wall panels on the front of the building behind the EIFS and use to replace damaged panels. This will also include painting of the panels.

Cost: \$9,065.76

The Board discussed the addition of a window in the southwest corner of the building. Upon motion of Chairman Harris, seconded by Commissioner Johnson, the Board voted unanimously for the Facilities Director to work with Brite Engineering to add a front facing window for an amount not to exceed \$8,000.

Upon motion of Commissioner Tucker, seconded by Chairman Harris, the Board voted unanimously to approve Change Orders #06 thru #12 for the Dobson Plaza totaling \$29,443.16.

Maggie Simmons, Assistant Health Director, presented a request for the creation of a permanent full-time Housekeeper position at Grade/Step up to 55-10 to maintain new specialized cleaning requirements for the Health Department.

Upon motion of Chairman Harris, seconded by Commissioner Tucker, the Board voted unanimously to approve the full-time Housekeeper position at a Grade/Step up to 55-10.

Chairman Harris declared a five-minute break.

The Board resumed regular business.

Sarah Bowen, Finance Officer, and Ben Pratt, Assistant Finance Officer, presented the responses received from the Request for Proposals for banking services released on April 3, 2018. Three of the five formal responses have physical locations in Dobson. Ms. Bowen stated that following review, BB&T was the most favorable due to the interest rate. The Assistant County Manager will need to speak with banking staff to address the switchover of the payroll process. Commissioner Phillips asked about using an armored vehicle for transport. Ms. Bowen and Mr. Pratt said that the County must make a deposit once each day, and the cost would not be feasible. Commissioner Johnson suggested possibly having two employees take the deposits to the bank together.

Upon motion of Commissioner Tucker, seconded by Commissioner Tilley, the Board unanimously voted to approve a banking services contract with BB&T initially for three-years and one-year extensions thereafter, contingent upon the Assistant County Manager getting payroll questions and concerns addressed.

Sarah Bowen, Finance Officer, and Ben Pratt, Assistant Finance Officer, discussed financial processes for the volunteer fire departments and rescue squads. They reported their findings as requested by the Board at the April 16th meeting to contact peer counties: Rockingham, Wilkes, Stokes and Yadkin counties to inquire if their VFD's are required to provide annual audited statements to the County. Commissioner Johnson commented that he would like to see uniform reporting and appreciated their research and hopes to partner with the fire departments and rescue squads. Commissioner Tilley stated that he didn't think it was time to make a recommendation and

would like to discuss further. Ms. Bowen advised that QuickBooks was an option explored but wasn't feasible due to potential issues with the frequent turnover of VFD treasurers. Commissioner Johnson said there is a meeting of the Fire Chiefs scheduled next week and that would be a good time to meet with the VFD's Council. Ms. Bowen and Mr. Pratt offered to attend the meeting and report back to the Board. Ms. Bowen recommends continuing with the current compilation used due to it being near the end of the fiscal year. Commissioner Phillips asked that they continue to contact other counties. Ms. Bowen will report back to the Board on May 21.

The County Manager presented a request from the U.S. Board on Geographic Names (BGN) to name a pond that is located off Pilot Church Road, near the Ararat River, as "Tilley Mill Pond". There were no objections following review from the Development Services, Tax and Soil and Water departments.

Upon motion of Commissioner Tucker, seconded by Commissioner Tilley, the Board voted unanimously to recommend approval of the request to name the pond "Tilley Mill Pond".

The County Manager presented two tire disposal quotes for the proposed Scrap Tire Recycling & Disposal Contract from Central Carolina Holdings, LLC and U.S. Tire Recycling. The County Manager recommended Central Carolina Holdings, LLC due to being the least expensive. Commissioner Phillips asked if a quote was received from the company in Pilot Mountain. Dennis Bledsoe, Public Works Director, advised that they did not solicit a quote, but had previously.

Upon motion of Commissioner Tilley, seconded by Commissioner Johnson, the Board voted unanimously to accept the proposal of Central Carolina Holdings, LLC.

The County Manager presented a request from the Mount Airy City Schools to accept the transfer of parcel 5020-19-61-8113 (E. Haymore Street), that serves no useful purpose and desire for it to be placed in surplus. The County Manager recommended that the Board accept the transfer and immediately surplus the parcel. Following this action, the County can solicit purchase offers.

Upon motion of Commissioner Phillips, seconded by Commissioner Johnson, the Board voted unanimously to accept the transfer, surplus and accept bids for parcel 5020-19-61-8113.

The County Manager presented a request from South Surry Volunteer Fire Department asking for all fees to be waived for the construction of a new station. The Board asked if waiving of fees had been approved in the past. Johnny Easter, Development Services Director, shared fees accrued by other fire department projects where fees were not waived. Commissioner Johnson commented that he would like to waive some of the fees.

Following discussion, the Board tabled the request.

The County Manager presented Budget Amendment #25 to purchase items needed for the departments that must be moved into Dobson Plaza around July 1, 2018.

Change #25

ACCOUNT CODE	DESCRIPTION	PREVIOUS AMOUNT	CHANGE	REVISED AMOUNT
<u>GENERAL FUND</u>				
<u>EXPENDITURES</u>				
<u>NON-DEPARTMENTAL</u>				
1054199 59520	Salary Contingency	399,733	(85,000)	314,733
	Decrease departmental			
	total	515,732	(85,000)	430,732
 <u>CENTRAL SERVICES</u>				
1054200 52900	Small Equipment	18,291	85,000	103,291
	Increase departmental			
	total	260,229	85,000	345,229

Upon motion of Chairman Harris, seconded by Commissioner Phillips, the Board voted unanimously to approve Budget Amendment #25.

The County Manager presented to the Board a list of 70 seized weapons provided by the Sheriff's Office that are of no useful value. Chief Deputy Lauren Osborne and Lieutenant Mike Creed discussed a quote from Town Police Supply in Virginia that would allow the Sheriff's Office to trade the seized weapons for five firearms that are needed by the Sheriff's Office. The County Manager asked the Board for permission to allow the Sheriff's Office to proceed. No County funds would be expended in the even trade.

Upon motion from Commissioner Phillips, seconded by Commissioner Tilley, the Board voted unanimously to allow the trade.

Sarah Bowen, Finance Officer, presented Budget Amendment #24, to fund upgrades to the Animal Control software from Tritech Software Systems. Ms. Bowen advised that the software is currently used by the Sheriff's Office and will allow Animal Control to communicate with other officers in the field.

Change #24

ACCOUNT CODE	DESCRIPTION	PREVIOUS AMOUNT	CHANGE	REVISED AMOUNT
<u>GENERAL FUND</u>				
<u>EXPENDITURES</u>				
<u>NON-DEPARTMENTAL</u>				
1054199 59520	General Fund Contingency	36,415	(16,679)	19,736
	Decrease departmental total	532,411	(16,679)	515,732
 <u>ANIMAL CONTROL</u>				
1054380 53020	Equipment Maintenance	1,000	16,679	17,679
	Increase departmental total	502,630	16,679	519,309

Upon motion of Chairman Harris, seconded by Commissioner Tucker, the Board voted unanimously to approve Budget Amendment #24.

Upon motion of Chairman Harris, seconded by Commissioner Tucker, the Board voted unanimously to go into closed session pursuant to G.S. 143-318.11(a)(3)(6)(9).

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

Upon motion of Commissioner Phillips, seconded by Commissioner Johnson, the Board voted unanimously to approve but not release the closed session minutes from April 16, 2018.

Upon motion of Commissioner Tilley, seconded by Commissioner Tucker, the Board voted unanimously to approve the 2015 and 2016 Property Tax Settlement Agreement with Lowes Home Centers, as recommended by the County Attorney.

Upon motion of Commissioner Tucker, seconded by Commissioner Phillips, the Board voted unanimously to adjourn. The meeting ended at 9:55 p.m.

Sandra Snow
Interim Clerk to the Board