

CALDWELL COUNTY
Lenoir, North Carolina

BOARD OF COMMISSIONERS
Special Meeting
June 28, 2007
10:00 a.m.

Present: Faye R. Higgins, Chairman
Ron Beane, Vice Chairman
Don Barrier
Herbert H. Greene
Dr. John W. Thuss, Excused

Absent: None

Staff Present: Bobby White, County Manager
Kathy T. Myers, Clerk to the Board
Diane Philyaw, Deputy Clerk
Sam Yearick, Finance Director
Tony Helton, Financial Analyst

Chairman Higgins called the meeting to order and asked if there were any amendments to the June 28, 2007 agenda. Commissioner Greene asked to add appointments to the EDC; Commissioner Barrier asked to add a closed session to discuss possible acquisition of property; Mr. Yearick asked to add a budget revision; and Commissioner Thuss asked to add an item to discuss the upcoming trip to the NACo conference. Commissioner Beane moved to approve the agenda as presented and amended, Commissioner Barrier seconded, and the motion carried unanimously.

Recognition of FY06-07 Interdepartmental Budget Amendments

The County Manager said there had been adjustments to revenue and expenditure line items between departments as necessary throughout the year. He said the actions were limited to directives contained in the County's budget ordinance.

As required by NC General Statutes, Mr. Horton officially presented the following FY06-07 budget actions to the Board of Commissioners in order that they may be reflected in the minutes of the meeting. It was noted the actions did not obligate any new funds, did not create new positions, or recognized new revenues. To the best of staff's knowledge, the actions were in accordance with the ordinance directive for movement of funds between line items without new or additional obligations against the County.

FY 2006-2007

TRANSFERS BETWEEN DEPARTMENTS

BA#	DEPT.	FROM	AMOUNT	TO	DEPT.	AMOUNT
3979	Building & Grounds	104260 435500	\$10,000.00	104261 459600	Courthouse Bldg	\$10,000.00
4005	Sheriff	104310 444100	\$1,450.00	104264 444100	Jail Building	\$1,450.00
4016	Sheriff	104310 43290	\$736.00	104319 452000	Reserves	\$736.00

4039	DSS	105310 412100	\$40,309.74	104210 412100	Comp. Support	\$40,309.74
		105310 418100	\$3,037.36	104210 418100		\$3,037.36
		105310 418200	\$1,975.22	104210 418200		\$1,975.22
		105310 418300	\$5,835.00	104210 418300		\$5,835.00
		105310 418400	\$247.50	104210 418400		\$247.50
		105310 418700	\$27.00	104210 418700		\$27.00
4048	Spec. Approp	10617041 469500	\$2,000.00	105820 419800	Safety	\$2,000.00
4051	Women's Health	805112 412700	\$550.00	805166 412700	Smart Start	\$550.00
4052	Child Health	805113 412700	\$550.00	805112 412700	Women's Health	\$550.00
4067	Communications	104311 412700	\$100.00	104320 412700	Jail	\$800.00
	Support Serv.	104318 412200	\$950.00	104316 412700	Patrol	\$50.00
	Patrol	104316 421200	\$134.52	104318 415700	Supp. Ser	\$900.00
	Support Serv.	104318 431200	\$82.25	104316 421200	Patrol	\$134.52
	Jail	104320 418300	\$700.00	104320 432100	Jail	\$82.25
4084	Support Ser.	104318 412200	\$3,500.00	104320 412200	Jail	\$4,833.61
	Investigations	104317 412200	\$1,333.61			
4088	Reserves	104319 426000	\$175.55	104318 426050	Support Ser.	\$175.55
4090	Communications	104311 444100	\$1,200.00	104264 435500	Jail Building	\$6,600.00
	Communications	104311 431200	\$400.00			
	Sheriff	104310 432100	\$5,000.00			
4094	Reserves	104319 425100	\$2,000.00	104318 425100	Supp. Services	\$12,000.00
	Patrol	104316 425100	\$10,000.00			
4109	Court House building	104261 459600	\$1,500.00	104276 433200	Landfill Building	\$1,500.00
4110	Court House Building	104261 459600	\$1,200.00	104260 435500	Bldg. & G rounds	\$1,200.00
4113	Sheriff	104310 421200	\$391.10	104316 421200	Patrol	\$626.65
	Support Services	104318 421200	\$235.55			
4120	Administration	10411 431200	\$305.00	10617041 449300	Gen. Gov.	\$305.00
4140	Jail	104320 444100	\$1,200.00	104264 435500	Jail Building	\$1,200.00
4143	Investigations	104317 41220 5000	\$7,367.05	104320 412200	Jail	\$4,367.05
				104316 412200	Patrol	\$3,000.00
4150	Communications	104311 444100	\$200.00	104310 435200	Sheriff	\$200.00
4152	Patrol	104316 418200	\$2,500.00	104316 412100	Patrol	\$40,638.00
		104316 418300	\$6,600.00	104316 412200		\$3,500.00
		104316 418400	\$240.00	104316 418100		\$2,705.00
	Sheriff	104310 412100	\$18,000.00	104310 412700	Sheriff	\$300.06

		104310 418100	\$1,300.00	104311 412200	Communications	\$7,500.00
		104310 418200	\$2,000.00	104320 412200	Jail	\$7,000.00
		104310 418300	\$1,500.00			
		104310 418400	\$150.00			
	Communications	104311 412100	\$4,853.06			
		104311 418300	\$700.00			
	Investigations	104317 412100	\$15,500.00			
		104317 418100	\$2,500.00			
		104317 418200	\$5,800.00			
4179	Fire Protection	104340 469400	\$500.00	104390 432100	Fire Marshal	\$500.00
4201	COPlaza	104268 426000	\$400.00	104266 433400	Court Support	\$400.00
4206	Patrol	104316 444100	\$4,240.00	104317 421200	Investigations	\$4,240.00
4212	Library	106110 432500	\$1,500.00	10617041 463800	Law Library	\$1,500.00
4215	Building & Grounds	104260 435500	\$2,500.00	104259 426000	Housekeeping	\$2,500.00
4219	Mulberry Building	104262 433100	\$1,000.00	104259 426000	Housekeeping	\$1,000.00
4223	Mulberry Building	104262 433200	\$2,500.00	104261 444100	Court Building	\$2,500.00
4226	Support Services	104318 412100	\$874.56	104264 412200	Jail	\$1,948.04
		104318 418300	\$468.43	104264 418100		\$149.03
		104318 418100	\$847.20	104264 418200		\$93.12
4227	EMS Building	104265 435502	\$5,442.27	104330 452000	EMS	\$5,442.27
4260	Jail	104320 418300	\$8,400.00	104264 412200	Jail Building	\$316.13
		104320 412100	\$2,500.00	104264 418200		\$25.00
		104320 418200	\$4,000.00	104311 412200	Communications	\$2,075.00
	Support Services	104318 418300	\$800.00	104316 412100 10124	Patrol	\$298.00
		104318 412100	\$600.00	104316 418200 10124		\$35.00
	Investigations	104317 418300 5000	\$550.00	104317 412200 5000	Investigations	\$3,550.00
		104317 418300	\$500.00	104317 418200 5000		\$607.00
		104317 412200	\$656.13	104318 412200	Support Services	\$585.00
		104317 412100	\$2,000.00	104318 418700		\$15.00
	Patrol	104316 418300	\$700.00	104320 412200	Jail	\$13,200.00
4261	Sheriff	104310 426000	\$10.96	104317 426000	Investigations	\$10.96
4262	Investigations	104317 421200	\$4,240.00	104316 444100	Patrol	\$4,240.00
4273	Mulberry Building	104262 433200	\$3,000.00	104260 435500	Building & Grounds	\$3,000.00
4285	Mulberry Building	104262 433200	\$648.00	104261 433400	Courthouse	\$648.00
4286	Building & Grounds	104260 435500	\$50.00	104276 426000	Maint. Building	\$50.00
4289	Building & Grounds	104260 435500	\$800.00	104266 433100	Court Support	\$800.00

4290	Building & Grounds	104260 435500	\$2,000.00	104276 433100	Maint. Building	\$2,000.00
4294	Jail	104320 429900	\$2,372.00	104310 426000	Sheriff	\$295.00
				104316 426000	Patrol	\$2,077.00
4300	Jail	104320 429200	\$1,277.38	104310 431200	Sheriff	\$1,277.38
4301	Planning	104135 431200	\$350.00	104730 444100		\$350.00
	Solid Waste	104710 431200	\$50.00	104710 432100		\$50.00
		104710 431200	\$150.00	104730 432100		\$150.00
		104710 431200	\$300.00	104730 433100		\$300.00
		104710 425100	\$200.00	104730 433100		\$200.00
		104710 419900	\$400.00	104730 443800		\$400.00
	Planning	104135 431200	\$463.00	104730 443800		\$463.00
		104135 431100	\$133.00	104730 443800		\$133.00
		104135 444100	\$1,000.00	104730 443800		\$1,000.00
		104135 432100	\$2,804.00	104730 443800		\$2,804.00
4316	Spec. Approp.	10617041 469550	\$9,750.00	104110 419100	Admin.	\$9,750.00
4317	Spec. Approp.	10617041 469550	\$185.00	10617043 463600	Spec. Approp	\$185.00
						\$237,497.44

Commissioner Greene moved to officially receive the summary listing of administrative budget actions, to ratify them, and directed their incorporation, by the Clerk, in the official minutes of the meeting. Commissioner Thuss seconded the motion and it carried unanimously.

FY06-07 Yearend “Wrap-up” Budget Amendments

Mr. Yearick submitted the following budget amendments to the Board of Commissioners for approval in order to reconcile the budget for the end of the fiscal year:

1. Medicaid Transportation—The following budget amendment is necessary to provide additional funds for Medicaid Transportation. It is important to note that the funds will be reimbursed to the County by federal and state sources.

Increase	81.5693.331600	DSS-Federal	\$15,000.00
Increase	81.5693.445301	DSS-Medicaid Transportation	\$15,000.00

2. FY05-06 Encumbered Purchase Orders—The following budget amendment is necessary to rollover prior year funds from fund balance for water department petition projects.

Increase	42.3000.397000	Fund Balance Appropriated	\$64,304.00
Increase	42.7126.459902	Petition Projects	\$64,304.00

3. Cost Allocation Plan—The following budget amendment is necessary to budget additional monies from fund balance to cover expenses of the County’s indirect cost plan.

Increase	10.3000.397000	Fund Balance Appropriated	\$1,625.00
Increase	10.4110.449500	Cost Allocation Plan	\$1,625.00

4. Building Inspections—The following budget amendment is necessary to transfer funds generated by building inspection fees to cover shortfalls in the salary and benefits line items.

Increase	10.4350.322100	Building Inspection Fees	\$33,500.00
Increase	10.4350.412100	Salary	\$25,000.00
Increase	10.4350.412700	Longevity	\$ 1,000.00
Increase	10.4350.418100	FICA	\$ 2,000.00
Increase	10.4350.418200	Retirement	\$ 2,000.00
Increase	10.4350.418300	Hospitalization	\$ 3,000.00
Increase	10.4350.418700	Life Insurance	\$ 500.00

5. Inmate Medical Expense—The following budget amendment is necessary to provide sufficient funding for anticipated medical expenses for inmates.

Increase	10.3000.397000	Fund Balance Appropriated	\$50,000.00
Increase	10.4320.439700	Medical Care Inmates	\$50,000.00

6. Audit Expenses—The following budget amendment is necessary to provide funding to cover a second billing for expenses associated with the County’s audit.

Increase	10.3000.397000	Fund Balance Appropriated	\$9,750.00
Increase	10.4110.419100	Auditing	\$9,750.00

7. Board of Elections—The following budget amendment is necessary to use remaining HAVA grant monies that will be reimbursed to the County for the purchase of wheeled bags and storage shelving for the department’s computers.

Increase	10.4170.330000	Other Grants	\$3,860.88
Increase	10.4170.426000	Supplies	\$3,506.88
Increase	10.4170.452000	Non-cap Equipment	\$ 354.00

8. Health Department—The following budget amendment is necessary to reflect additional grant funds from the Susan G. Komen Breast Cancer Foundation, Inc. The \$17,500.00 will be used to continue a comprehensive free screening program for underserved women less than 50 years of age that do not qualify for state or federal funding and do not have adequate health insurance.

Increase	10.5116.330503	Clinic-Komen	\$17,500.00
Increase	10.5116.444100	Contractual Expense	\$17,500.00

9. Capital Reserve Projects Completed—The following budget amendment, submitted by the Finance Director, is necessary to correct interfund transfers and return funds in capital reserves from completed project to general fund.

Increase	21.3000.397000	Fund Balance Appropriated	\$416,556.82
Increase	21.9800.498000	Interfund Transfer	\$416,556.82
Increase	10.3000.391001	Interfund Transfer	\$106,238.48
Decrease	10.3000.397000	Fund Balance Appropriated	\$106,238.48

Decrease	10.9800.498500	Interfund Transfer	\$ 80,000.00
Decrease	10.3000.397000	Fund Balance Appropriated	\$ 80,000.00
Increase	13.3000.397000	Fund Balance Appropriated	\$ 20,000.00
Increase	13.9800.498000	Interfund Transfer	\$ 20,000.00

Commissioner Beane moved to approve the budget amendments as presented and to authorize execution of documents associated with the amendments. Commissioner Greene seconded the motion and it carried unanimously.

Capital Project Budget Ordinance for Human Service Building Project

The County Manager informed Commissioners that action was needed to establish a capital project budget for the human services building project. Following discussion about the project, Commissioner Thuss moved to approve the capital project budget ordinance which is hereby incorporated by reference and made a part of these minutes (Exhibit A). Commissioner Greene seconded the motion and it carried by majority vote. Commissioners Barrier and Beane voted against the motion.

Resolution—Reserve Fund Balance for Yadkin Valley Water Project

During the development of the FY2007-08 budget, Mr. Yearick said he was directed by the Board of Commissioners to move \$1,000,000 from the County’s Water Enterprise Fund to be reserved in the County’s General Fund. He presented the Board a budget ordinance and associated budget amendment necessary to move the funds.

Commissioner Beane moved to adopt the resolution and to approve the associated budget amendment as presented with the stipulation that the funds be returned to the Enterprise Fund and Commissioner Thuss seconded the motion.

Discussion followed about the impact on the Water Department operations by reserving the funds in the general fund and whether the action would be beneficial in maintaining a fund balance of at least 8% as required by the Local Government Commission. It was the consensus of the Board that the fund balance should be reviewed and discussed each year prior to the midyear budget review. Commissioner Beane withdrew his motion and Commissioner Thuss withdrew his motion to second.

Commissioner Greene moved to adopt the resolution and approve the budget amendment as written which is hereby incorporated by reference and made a part of these minutes. Commissioner Thuss seconded the motion and it carried unanimously.

Indirect Cost Plan and Reimbursement Rate Increase Proposals

Mr. Horton said, after the meeting with Commissioners Greene and Thuss, Sam Yearick, Tim McKinnie, and himself, Mr. McKinnie provided proposals for three project services. He highlighted the following scope of services and the fees associated with each project.

<u>Project</u>	<u>Quote</u>
1. Indirect Cost Allocation Plan with the fee to remain the same amount for three years.	\$ 7,000.00
2. Jail (Inmate) Rate Study including negotiating increased jail fees with the US Marshal's Office for housing federal inmates	\$ 2,500.00
3. DSS Building Cost Reimbursement Plan including negotiating with State HHS staff	<u>\$ 3,000.00</u>
Total not to exceed amount	\$12,500.00

Commissioner Barrier moved to approve the proposals submitted by Mr. McKinnie and to authorize staff to execute associated documents to implement the projects. Commissioner Greene seconded the motion and it carried unanimously.

July Meeting Schedule

Mr. Horton said when the Board of Commissioners originally adopted a meeting schedule for calendar year 2007, two meetings were scheduled for the month of July: **July 2nd** and **July 23rd**. As a result of the meeting on June 28, 2007, there would not be much, if any, business to take care of during a meeting on July 2nd and because it is during the Independence Day Holiday week, he suggested the Board cancel the first meeting. He said staff felt that the July 23rd meeting would be sufficient for taking care of any remaining issues for the month.

Commissioner Beane moved to cancel the meeting scheduled for July 2, 2007 and to reschedule the August 20, 2007 meeting for August 27, 2007. Commissioner Greene seconded the motion and it carried unanimously.

Request to Schedule Public Hearing

The County Manager reported that Mike Bradshaw, CCATS Director, had requested the Board of Commissioners to schedule a public hearing in order to receive input concerning a Rural Operating Assistance Program (ROAP) grant application in the amount of \$203,120.00.

The funding, if approved, would be designated for use in the following programs:

1. Elderly & Disabled Transportation Assistance (EDTAP)	\$ 98,000.00
2. Employment Transportation Assistance Program (EMP)	\$ 15,496.00
3. Rural General Public (RGP)	<u>\$ 89,624.00</u>
Total	\$203,120.00

Commissioner Greene moved to schedule a public hearing for 6:00 p.m. on Monday, July 23, 2007 in the City-County Chambers in order to receive public comment on a \$203,120.00 ROAP grant application. Commissioner Beane seconded the motion and it carried unanimously.

Designate Voting Delegate for 2007 NACo Meeting

Mr. Horton noted that each year the National Association of Counties requests each board of commissioners to designate a voting delegate for the annual meeting. Therefore, the item was placed on the June 28th agenda in order to meet the deadline for notification to NACo for the conference scheduled for July 13-18, 2007.

Discussion followed about whether or not to attend the conference due to the expense if all commissioners and administrative staff attended as well as the expected arrival of the local National Guard troops during the same time frame.

Commissioner Beane moved to cancel registration for the 2007 NACo conference and Commissioner Thus seconded the motion. The motion carried by majority vote with Commissioner Greene voting against the motion.

Appointments

Commissioner Greene moved to appoint Jim Chapman, Bob Floyd, and Lou Staton to the Economic Development Commission each for a three-year term. Commissioner Beane seconded the motion and it carried unanimously.

Closed Session

Commissioner Barrier moved to go into closed session to discuss the possible acquisition of property, pursuant to N.C.G.S. 143-318.11(a)(5). Commissioner Greene seconded the motion and it carried unanimously.

A motion was moved by Commissioner Barrier, seconded by Commissioner Greene, and carried unanimously to come out of closed session to regular session.

With no further business to conduct, Commissioner Thus moved to adjourn. Commissioner Beane seconded the motion and, by unanimous vote, Chairman Higgins declared the meeting adjourned at 12:05 p.m.