

OXFORD, NORTH CAROLINA
January 19, 2021

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Tuesday, January 19, 2021 at 7:00 p.m. via Zoom conference call in order to adhere to the COVID-19 restrictions.

Present via Zoom were:

- Chair:** Sue Hinman
- Commissioners:** Tony W. Cozart Jimmy Gooch
 Zelodis Jay Timothy Karan
 Russ May David T. Smith
- County Manager:** Michael S. Felts
Assistant County Manager: Korena Weichel
- County Attorney:** James C. Wrenn, Jr.

MEETING CALLED TO ORDER

Chair Sue Hinman called the meeting to order at 7:00 p.m. She then recognized Commissioner Zelodis Jay for the invocation and Pledge of Allegiance. At this time, Clerk to the Board, Debra A. Weary, did a roll call. Chair Hinman reminded Board members to identify themselves when speaking or making motions and also announced that votes would be done by a roll call by the Clerk.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Timothy Karan, and unanimously carried, the Board approved the consent agenda as follows:

- (A) Approved the Summary of Contingency and Use of Fund Balance report that showed the following balances:

General Contingency Balance	\$	1,560
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	5,664,396

- (B) Approved Budget Amendment #5 as recommended by the Finance Director:

Budget Amendment #5
01/19/2021

Be it ordained, the FY 2020-2021 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)		
General Government		
Administration		6,800
Board of Elections		110,000
Finance		(6,800)
Public Safety		
Emergency Management		19,625
Human Services		
Social Services		132,497
	<i>Total Expenditures</i>	262,122
Revenues: Increase/(Decrease)		
Restricted and Intergovernmental		152,122
Appropriated Fund Balance		110,000

Total Revenues 262,122

Budget Amendment #5

(For reference only) **Balance**

General Fund/DSS					
Expenditures: Increase/ (Decrease)					
10-	5300	623	Duke Energy Progress	\$372	
10-	5300	623	Duke Energy Progress	\$1,134	
10-	5300	623	Duke Energy Progress	\$497	\$5,308
10-	5300	652	LIEAP	\$130,494	
Revenues: Increase/(Decrease)					
10-	3538	332	Public Assistance	\$132,497	\$561,426

Description : To update funding for energy public assistance. (Duke / Progress Energy - Correction of DSS Budget Amendment #4 (\$371) and addition of Budget Amendments #6 (\$1,134) #7 (\$497)). Also, to recognize Federal pandemic funding for LIEAP.

General Fund/Emergency Management					
Expenditures: Increase/ (Decrease)					
10-	4330	602	Supplemental Grant Expense	(\$1,000)	
10-	4330	602	Supplemental Grant Expense	\$20,625	\$91,173
Revenues: Increase/(Decrease)					
10-	3327	329	Emer. Mgmt Grant CFDA	\$19,625	\$28,625

Description : To correct BA #4 (\$1,000) and recognize receipt of FY 2021 Emergency Management Grant (Base Grant) for FY 2021

General Fund/Board of Elections					
Expenditures: Increase/ (Decrease)					
10-	4170	398	CARES Supplemental Fund Expenditures	\$50,000	\$50,000
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$50,000	\$5,604,396

Description: Fund expenditures for sanitizing of polling facilities. County has already received \$26,500 in CARES Act grant funding revenue.

General Fund/Administration					
Expenditures: Increase/ (Decrease)					
10-	4120	381	Computer Services	\$6,800	\$6,800
10-	4130	381	Computer Services	(\$6,800)	\$14,016

Description : to move budget for E-Civis grant tracking system from Finance to Administration, as this function falls under the Administration Department.

General Fund/Board of Elections					
Expenditures: Increase/ (Decrease)					
10-	4170	399	Contracted Services - Equipment	\$40,000	\$68,075
10-	4170	126	Pollholders and Others	\$20,000	\$102,233
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$60,000	\$5,664,396

Description : Fund expenditures for additional election equipment and poll workers needed for Fall 2020 elections.

(C) Approved the Tax Refunds, Releases and Write-offs as follows:

Refunds	December 2020:	\$10,475.03
Releases	December 2020:	\$17,187.06
Write-offs (\$2 and less)	December 2020:	\$25.87

(D) Approved the tax release of \$632.84 on the 2016 taxes for Harvey Alston, Jr.

(E) Approved the *Resolution in Support of NCACC Presidential Initiative to Promote Food System Resiliency* as follows:

**Resolution in Support of NCACC Presidential Initiative
to Promote Food System Resiliency**

WHEREAS, access to food is a basic human need and is vital to the well-being of a community; and

WHEREAS, all 100 North Carolina counties are committed to ensuring the needs of their citizens are met; and

WHEREAS, food security, defined as reliable access to quality, affordable food, is vital to a thriving community and food insecurity threatens the fabric of a healthy society; and

WHEREAS, according to Feeding America's annual Map the Meal Gap study, conducted to improve our understanding of food insecurity and food costs at the local level, the average food insecurity rate across North Carolina's counties is 14 percent. And Feeding America projects that the rate will rise to 19.3 percent due to the pandemic; and

WHEREAS, the current pandemic is only further exacerbating the issue of food insecurity and families are facing difficult decisions about how to make ends meet, including whether they can afford the food they need; and

WHEREAS, it is projected that the food insecurity rate in North Carolina will rise to 19.3 percent due to the pandemic and the child food insecurity rate is projected to rise from 19.3 percent to 28.6 percent; and

WHEREAS, according to state officials, agriculture and agribusiness account for 17% of all jobs in the state and an annual economic impact of \$91.8 billion and is a vital aspect of the economy in North Carolina; and

WHEREAS, County Commissioners have a responsibility to ensure the basic needs of our citizens are met; and

WHEREAS, the North Carolina Association of County Commissioners (NCACC), under the direction of President Ronnie Smith will be leading a task force to address food system resiliency to help counties take actions to ensure the resources we have are getting to the people in need; and

WHEREAS, the NCACC Task Force will be meeting to examine the various issues that go into creating and sustaining a resilient food system for our residents; and

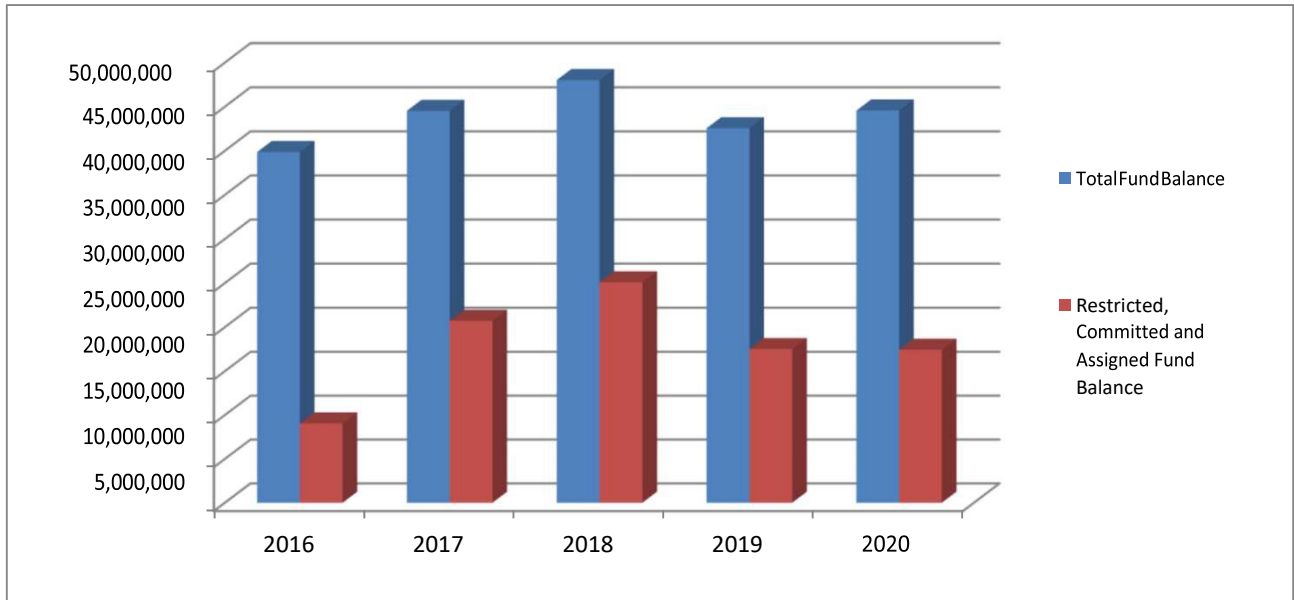
WHEREAS, by supporting our farmers, supply chains, agribusiness, food industry, and hungry families, we can build resilient communities;

NOW, THEREFORE, LET IT BE RESOLVED, that the Granville County Board of Commissioners, do hereby resolve to support the work of the NCACC Task Force and will commit to examining the food system in Granville County and take steps to help strengthen the system in the service of sustaining a thriving community.

AFTER HEARING PRESENTATION, BOARD APPROVED FISCAL YEAR 2019-2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

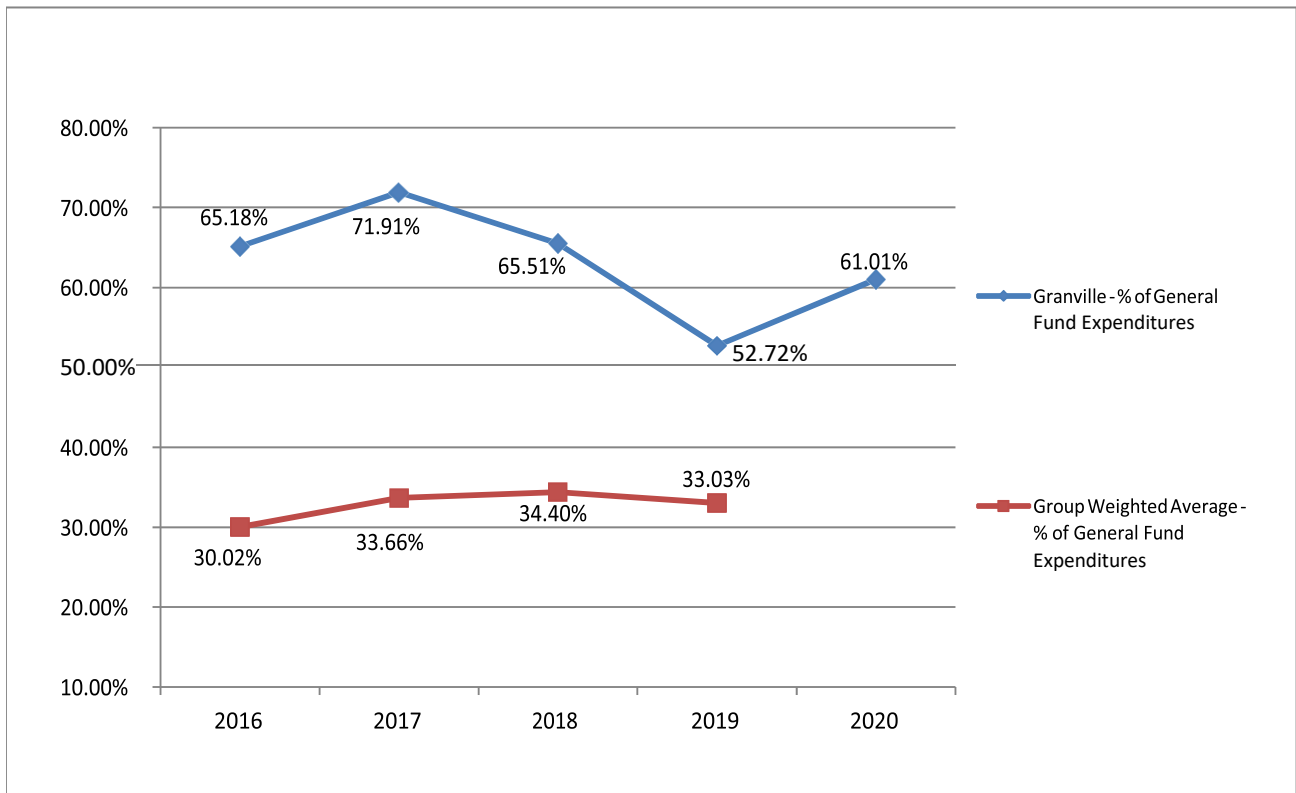
Chair Hinman recognized Alan W. Thompson, CPA, with Thompson, Price, Scott, Adams & Co., P.A. Mr. Thompson reported that Granville County received an unmodified report and then spoke about the audit findings from the following slides:

Granville County Analysis of Fund Balance



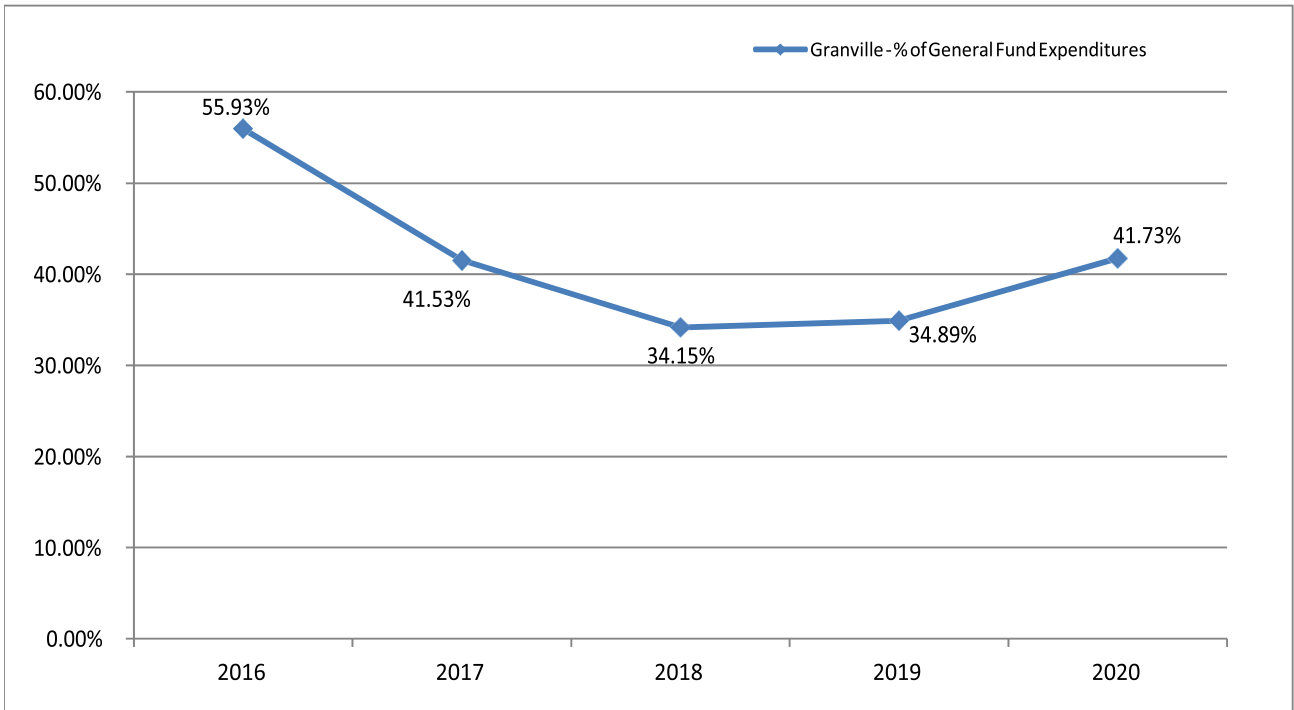
Granville County Analysis of Fund Balance Available

(Note - 2020 Group Weighted Average Not Available at Date of Presentation)



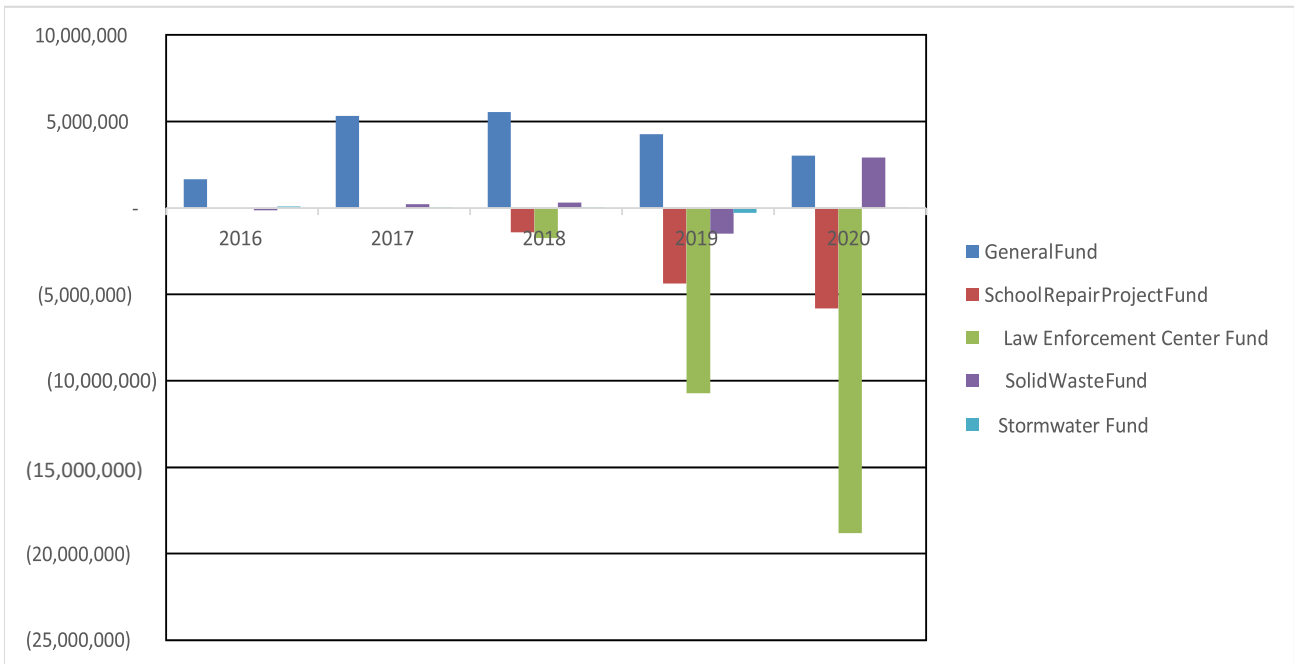
Granville County

Analysis of Unassigned Fund Balance as a % of General Fund Expenditures

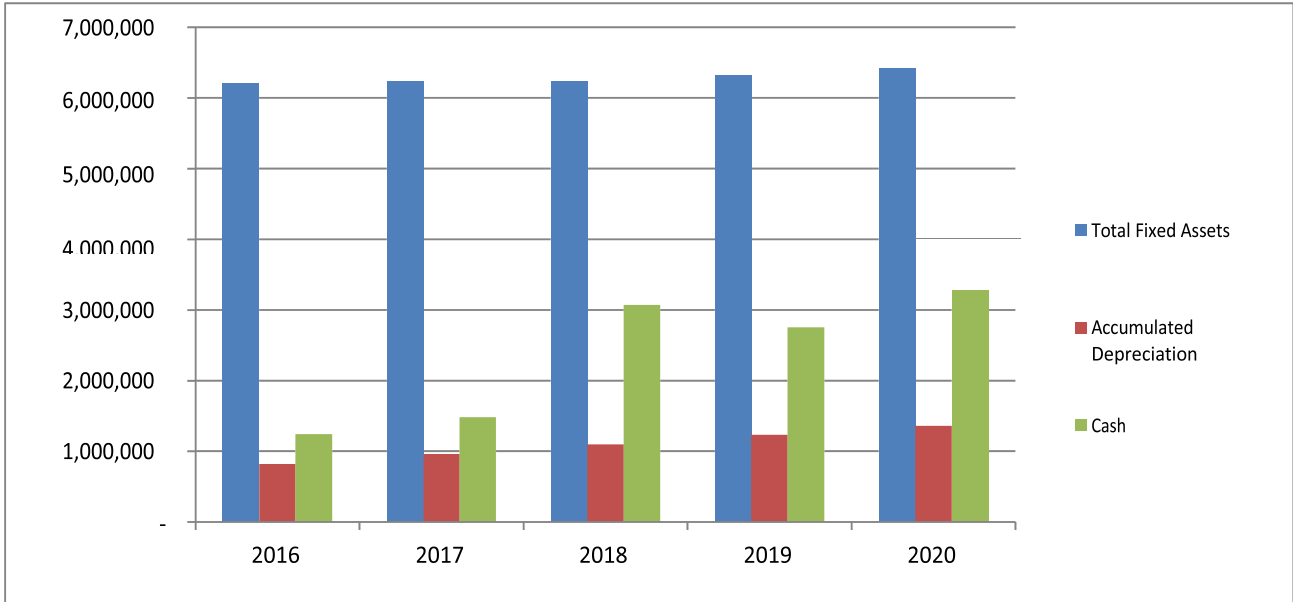


Granville County

Analysis of Revenues Over (Under) Expenditures before Transfers

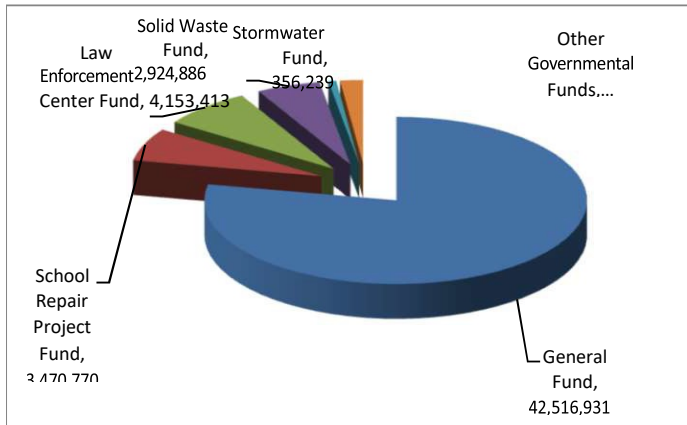


Granville County Cash vs. Accumulated Depreciation (Funded Depreciation) Business-Type Activities

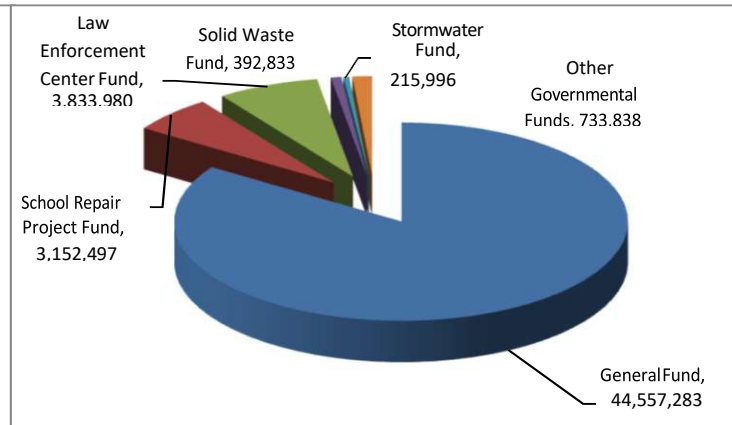


Granville County Analysis of Cash and Fund Balances at June 30, 2020

CASH BALANCES



FUND BALANCES



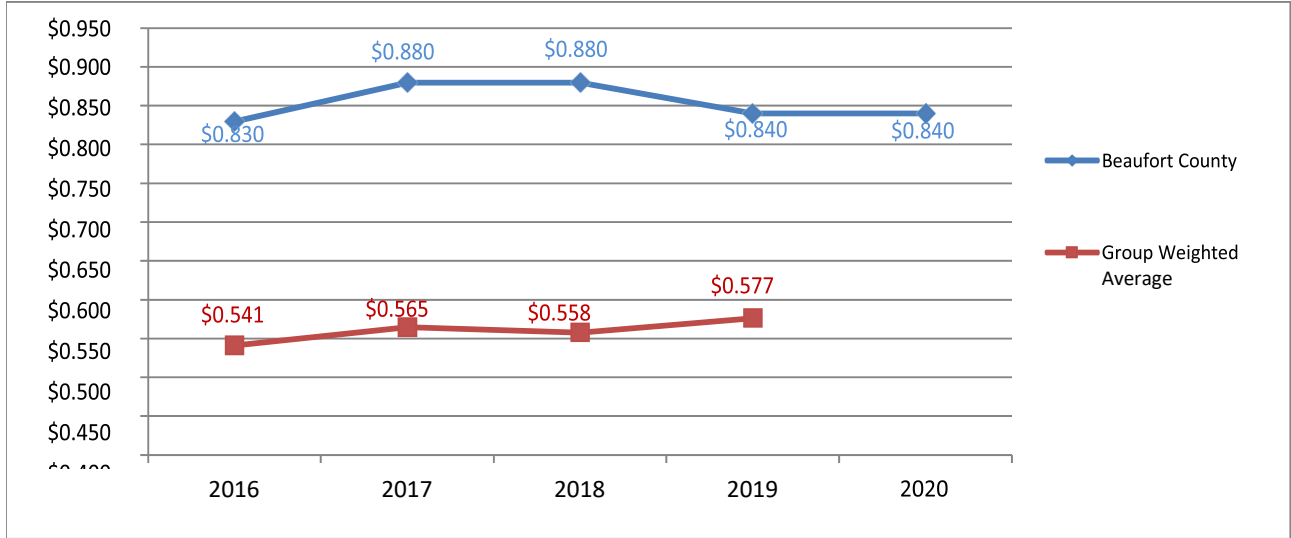
2020

	<u>Cash Balances</u>	<u>Fund Balances</u>
General Fund	\$ 42,516,931	\$ 44,557,283
School Repair Project Fund	3,470,770	3,152,497
Law Enforcement Center Fund	4,153,413	3,833,980
Water Districts Fund	2,924,886	392,833
Solid Waste Fund	356,239	215,996
Other Governmental Funds	1,042,094	733,838
Total	\$ 54,464,333	\$ 52,886,427

Granville County

Property Tax Rates

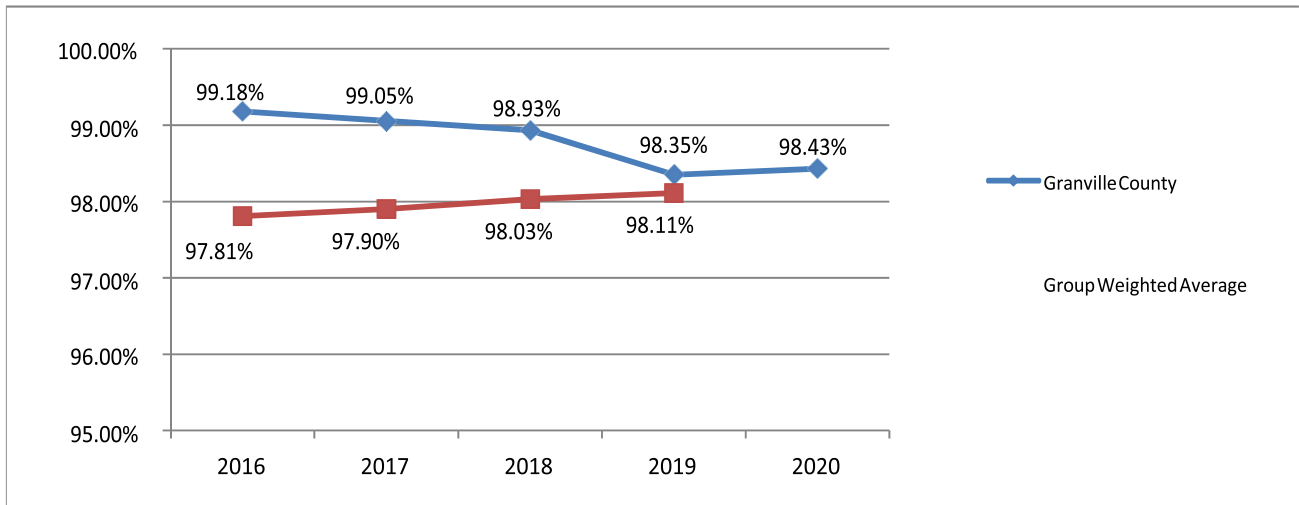
(Note - 2020 Group Weighted Average Not Available at Date of Presentation)



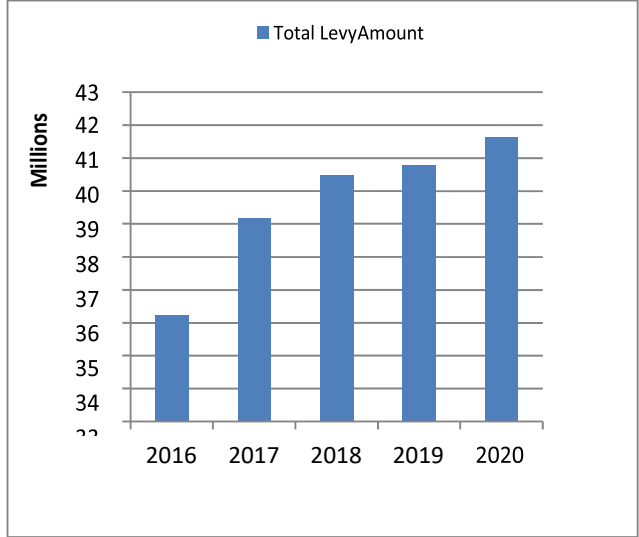
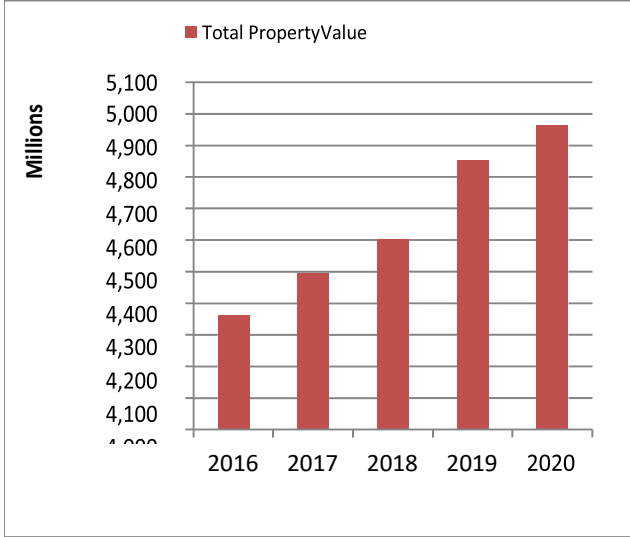
Granville County

Collection Percentages

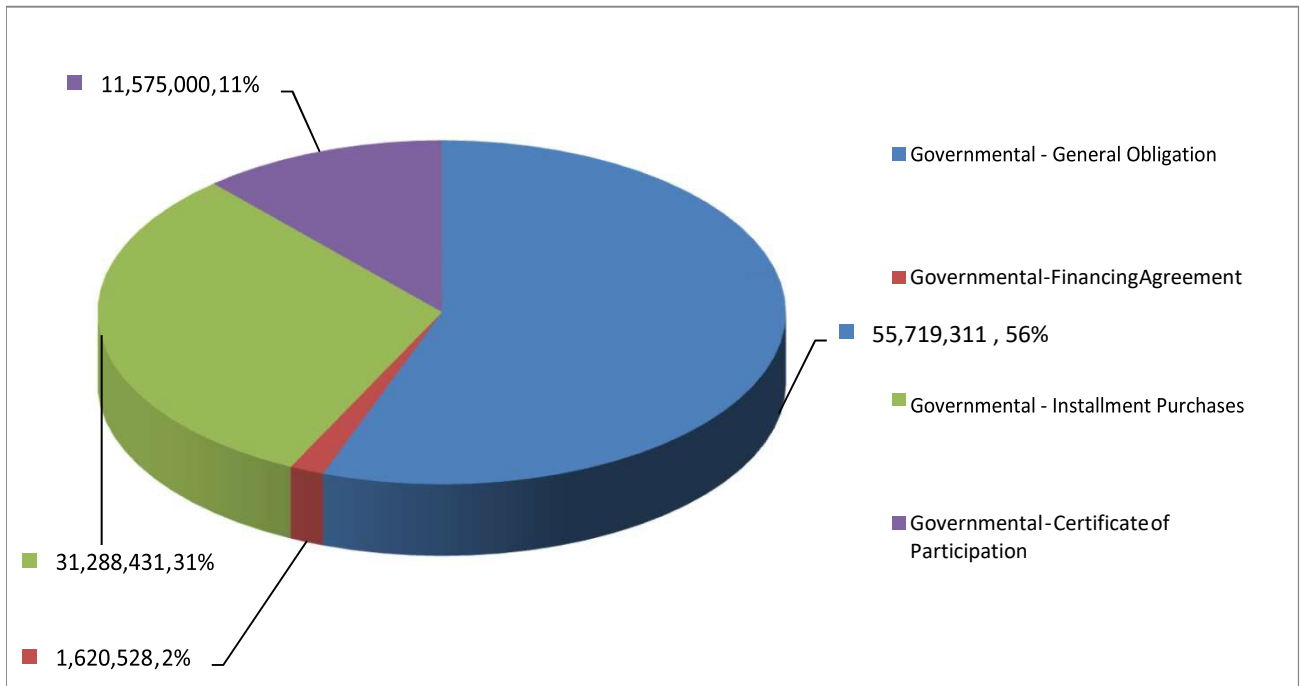
(Note - 2020 Group Weighted Average Not Available at Date of Presentation)



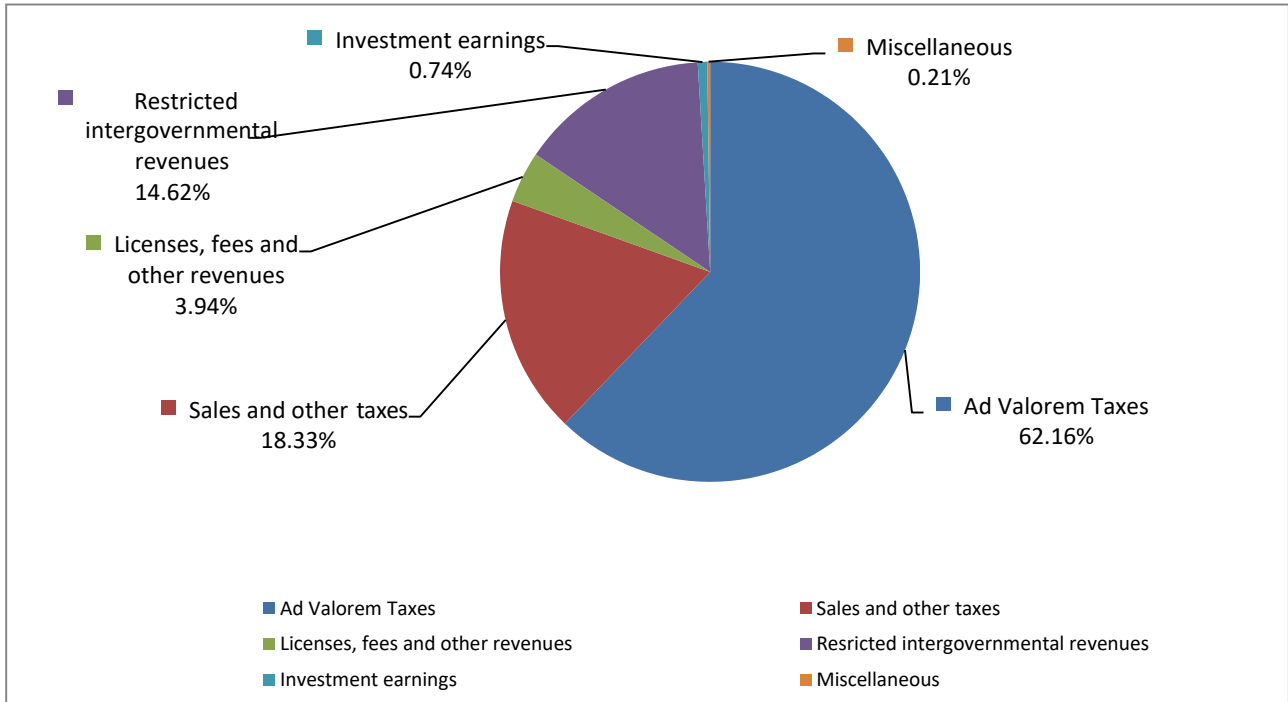
Granville County Property Valuation and Levy Amount



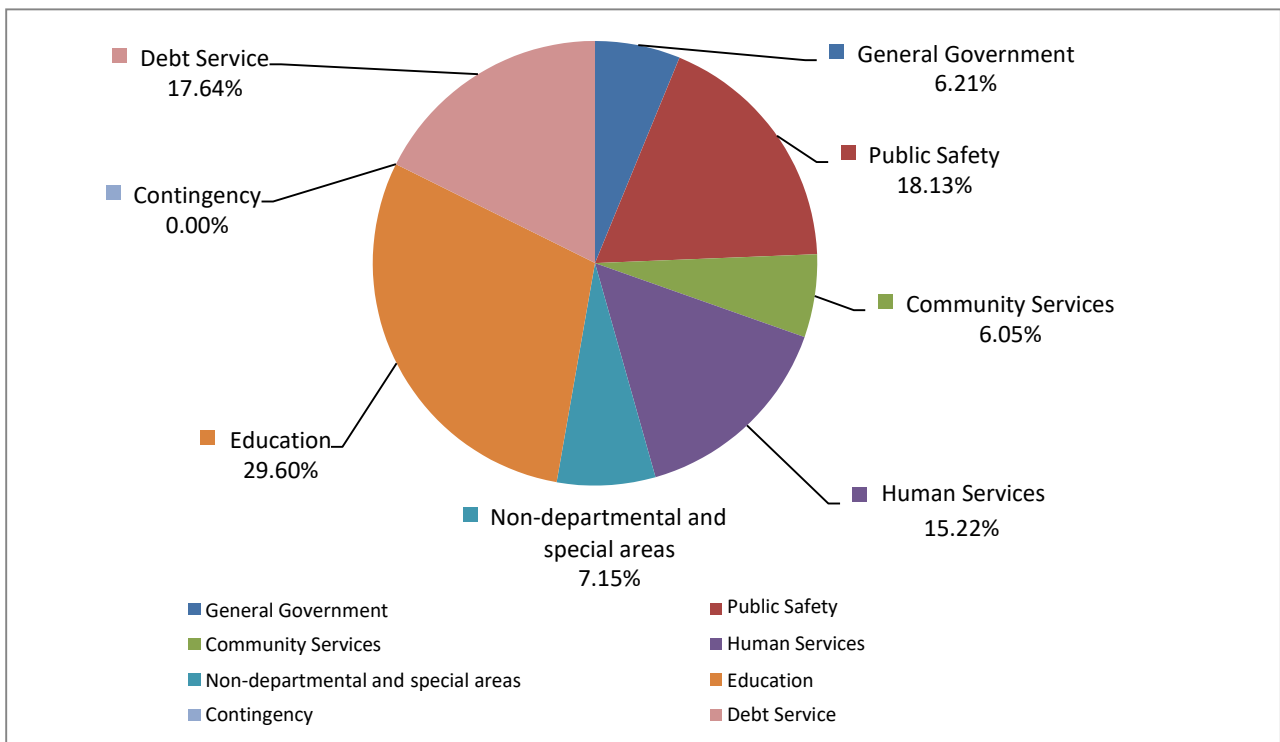
Granville County Debt Analysis (excluding Compensated Absences, Pension Liability & OPEB Liability) FYE June 30, 2020



Granville County
Break Down of General Fund Revenue
FYE June 30, 2020



Granville County
Break Down of General Fund Expenditures
FYE June 30, 2020



After questions and clarification by Finance Director Steve McNally, the Board took action.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board accepted the Fiscal Year 2019-2020

Comprehensive Annual Financial Report (CAFR) as presented and explained by the County's outside auditing firm.

BOARD DENIED LATE APPLICATION FOR THE METHODIST HOME FOR CHILDREN

Chair Hinman said the next item was to consider approval of the untimely filed application for exemption. Pamela Patrick with the Methodist Home for Children submitted an application for exemption for the 2020 taxes on May 8, 2020 and the application deadline was January 31, 2020. NC Department of Public Safety owns the building, so the Methodist Home is applying for exemption on their business personal property. The Methodist Home operates as a juvenile crisis and assessment center under contract with the NC Department of Public Safety, a Division of Adult Correction and Juvenile Justice. On October 14, 2020, the Tax Administrator emailed Ms. Patrick a denial letter stating she (Ms. Patrick) would need to respond within 10 days if she wanted the application to go before the Board of Commissioners for a decision. On October 21, 2020, the Methodist Home for Children requested to be placed on the agenda for review by the Board.

The Deputy Tax Assessor recommended denial of the late application and noted that the Methodist Home for Children should apply for the exemption in 2021. County Manager Felts emphasized that the recommendation is consistent with previous actions and he also recommended denial.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board denied the late application of the property tax exemption for the Methodist Home for Children.

BOARD APPROVED REFUND REQUEST FOR RONALD RIEFLER

Chair Hinman said the next item was to consider approval of a tax refund request. Ronald Riefler contacted the Tax Office after the Board of Equalization and Review adjourned for the year 2020. Mr. Riefler was told that he could not appeal until the following year. The County's appraiser, Gary Piner, visited the inside of the property and determined that the heated square feet and percent completion were incorrect.

The Deputy Tax Assessor and County Manger Felts recommended refunding the difference back to Mr. Riefler as a refund for the judgement error.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the refund request of Ronald Riefler in the amount of \$371.19 for parcel # 182700436207 due to judgement error.

BOARD APPROVED DESIGN SERVICES FOR 141 AND 143 WILLIAMSBORO STREET

Chair Hinman said the next item was to award a Design Services Agreement for Interior Renovations/Alterations to 141 and 143 Williamsboro Street. The vacant space at 143 Williamsboro Street, formerly the Granville County Sheriff's Office, requires alterations needed to accommodate the relocation and functional needs of DSS Child Support Services, currently located at 122 Williamsboro Street, Oxford. In conjunction with this need, minor office alterations may be determined within the County Manager's Administration space to accommodate the relocation of Granville County Register of Deeds, currently located in the Granville County Courthouse, as well as needed changes to convert the vacant Evidence Room into an Administrative Training Room. This request is to award a Design Services Agreement to Stephen Baxter Architect, PLLC for the necessary space planning needs, and to produce the construction bid documents needed for the space alterations and permitting requirements that is planned for fiscal year 2021-2022. Funding up to \$25,000 is included in the existing budget for this project.

County Manager Felts gave the Development Services Director's recommendation and then Scott Phillips, Development Services Director, made comments.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved exempting the County from the Davis Bacon Act (NCGS 143-64.32) requiring Request for Qualification based selection for professional services based on: (1) The contract value is less than the mandatory threshold of \$50,000.00 and (2) Stephen Baxter Architect, PLLC has extensive experience within this space, conducting a Space Needs study in FY 2009 – 2010; and approved awarding a Design Services Agreement to Stephen Baxter Architect in the amount of \$21,150.

BOARD DECLARED VEHICLES AS SURPLUS PROPERTY AND AUTHORIZED SALE

Chair Hinman explained that North Carolina General Statutes require the Board of Commissioners to formally declare items surplus prior to the sale. Per Granville County's

surplus procedures, all vehicles must be approved for sale or transferred by the Granville County Board of Commissioners prior to their sale or transfer.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board approved declaring the following vehicles as surplus property and authorized County Staff to sell them on the online platform GovDeals.com:

- 1988 International Dump Truck – VIN # 6304
- 2014 Ford Fusion –VIN # 4015

BOARD REAPPOINTED DELORES LYONS (DISTRICT 4) AND VERNESTINE BANNERMAN (DISTRICT 6 APPOINTED BY DISTRICT 1) TO THE ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Russ May, and unanimously carried, the Board reappointed Delores Lyons (District 4) to the Adult Care Home Community Advisory Committee.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Vernestine Bannerman (District 6 appointed by District 1) to the Adult Care Home Community Advisory Committee.

BOARD REAPPOINTED JIMMY CREWS (DISTRICT 2) AND STEVE HICKS (DISTRICT 4) TO THE AGRICULTURAL ADVISORY BOARD

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board reappointed Jimmy Crews (District 2) to the Agricultural Advisory Board.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Steve Hicks (District 4) to the Agricultural Advisory Board.

BOARD REAPPOINTED MIKE ARRINGTON AND MARK PENNINGTON TO THE BUTNER BOARD OF ADJUSTMENT AS EXTRA-TERRITORIAL MEMBERS

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Mike Arrington and Mark Pennington to the Butner Board of Adjustment as Extra-Territorial Members.

BOARD APPOINTED KECHIA BRUSTMEYER-BROWN (DISTRICT 5) AND JACOB MOORE (DISTRICT 5) AND REAPPOINTED MARY CORDREY (DISTRICT 7) TO THE GRANVILLE COUNTY HUMAN RELATIONS COMMISSION

Upon a motion by Commissioner Russ May, seconded by Commissioner Timothy Karan, and unanimously carried, the Board appointed Kechia Brustmeyer-Brown (District 5) and Jacob Moore (District 5) to the Granville County Human Relations Commission.

Upon a motion by Commissioner Jimmy Gooch, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Mary Cordrey (District 7) to the Granville County Human Relations Commission.

BOARD APPOINTED JOHN MARTIN (DISTRICT 5) TO THE GRANVILLE COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

Upon a motion by Commissioner Russ May, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board appointed John Martin (District 5) to the Granville County Economic Development Advisory Board.

BOARD REAPPOINTED KAREN ALLEY (DISTRICT 7 APPOINTED BY DISTRICT 3) TO THE GRANVILLE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Karen Alley (District 7 appointed by District 3) to the Granville County Library System Board of Trustees.

BOARD MADE APPOINTMENT AND REAPPOINTMENTS TO THE SENIOR SERVICES ADVISORY COMMITTEE

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Betty Crews (District 2) and appointed Kathy Wolford (District 2) to the Senior Services Advisory Committee.

Upon a motion by Commissioner Tony W. Cozart, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Laverta Cooper (District 4) to the Senior Services Advisory Committee.

Upon a motion by Commissioner Russ May, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Bonnie Breedlove (District 5) to the Senior Services Advisory Committee.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Shirley Daniel Watson (District 5 appointed by District 6) to the Senior Services Advisory Committee.

BOARD MADE REAPPOINTMENTS TO THE GRANVILLE COUNTY VETERANS AFFAIRS COMMITTEE

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board reappointed Michael K. Allen (District 1) to the Granville County Veterans Affairs Committee.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board reappointed Michael O'Briant Turner (District 6 appointed by District 3) to the Granville County Veterans Affairs Committee.

Upon a motion by Commissioner Russ May, seconded by Commissioner Timothy Karan, and unanimously carried, the Board reappointed Michael Scott (District 5) to the Granville County Veterans Affairs Committee.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Tony W. Cozart, and unanimously carried, the Board reappointed Lynette Breisacher (Spouse of a Veteran), Judy Smith (Female Veteran) and Anne Williams (At-Large Member) to the Granville County Veterans Affairs Committee.

COUNTY MANAGER'S REPORT

County Manager Felts recognized staff on the Zoom meeting and noted he would be out of the office until January 26th.

BOARD PRESENTATIONS

Commissioner Cozart reported that he, Commissioner May, and Chair Hinman met virtually with Congressman David Price and shared challenges and needs of Granville County. He said that he enjoyed the Martin Luther King Jr. (MLK) virtual event hosted by the Granville County Human Relations Commission and noted that the student speeches are always a highlight of this unifying event. He thanked County Manager Felts, Lynn Allred, Patrice Wilkerson and others that coordinated the virtual event. He commended Granville Health System on the efficiency of the vaccination clinics they have been holding. He said it takes a lot of teamwork to pull off such an event and noted he was impressed with Martha Wrenn and her dedication and efforts in coordinating volunteers.

Commissioner May reported that he was privileged to attend the North Carolina Association of County Commissioners (NCACC) Legislative Goals Conference. He commented that he was happy to see progress with the utilization of County buildings and cost-savings methods being implemented for employees to have space needs met to serve citizens.

He said he has been working on filling the positions on boards and committees and that he was excited about those appointed. He reported from his virtual meeting with Congressman Price that they are working on things for Granville County with the new administration in Washington, DC and hopes that funding can be brought to Granville County. He thanked County Manager Felts for his constant tutoring and guidance as a new commissioner.

Commissioner Karan stated it is a new year and everything is getting ramped back up quickly. He reported that he attended the South Granville Water and Sewer Authority (SGWASA) Strategic Plan Meeting, SGWASA Regular Meeting, and the NCACC Legislative Goals process via Zoom meetings. He echoed comments about efficiency and teamwork at the drive-thru COVID vaccination clinic at Granville Health System, noting that people came from far and wide.

Commissioner Gooch also mentioned the excellent reviews and positive remarks he has seen on social media regarding the COVID vaccine clinics. He thanked all of those that made the Human Relations MLK Event a success. He said he participated in several Zoom meetings last week including the SGWASA Strategic Plan Meeting and the NCACC Legislative Goals session. He thanked County Manager Felts and county staff for all that they do.

Commissioner Jay reported that that it was an honor to receive the Robert Blackwell Award from the Human Relations Commission and thanked those that made it happen. He echoed comments about the vaccine clinic at Granville Health System and thanked Martha Wrenn for her hard work. He reported that Judy Cheek from District 7 is the new chair of the Environmental Affairs Committee. He asked staff to add Central Avenue, starting at 33rd Street, to the litter pick-up list. He commended Granville County staff for having the best staff.

Commissioner Smith echoed comments about the successful MLK Event hosted by the Human Relations Commission and thanked Lynn Allred and all those that made it happen virtually this year. He congratulated Commissioner Jay on receiving the much deserved Robert Blackwell Award. He thanked the Granville-Vance Public Health Department and Granville County Senior Center for their efforts to vaccinate those 75 and older. He also thanked Granville Health System (GHS) for clinics on Tuesday, Wednesday, Saturday and Sunday from 7:00 a.m. – 7:00 p.m. He thanked John Snow, CEO, staff from GHS, Martha

Wrenn and volunteers for coordination and teamwork to run the successful vaccine clinics in the sun, rain and snow. He said clinics are on Tuesdays and Thursday through January and that you can sign-up for the vaccine on the Granville Health System website. He noted there is a waiting list if the clinic is full.

Chair Hinman thanked the Board for selecting her as a NCACC voting delegate for Granville County, noting that doing the session by Zoom was quite different than meeting in person with fellow commissioners. She commended Commissioner Jay for receiving the Robert Blackwell Award and then thanked staff for producing the successful MLK Event. She noted that she missed being in person at both events.

County Manager Felts noted that Attorney Wrenn had no comments as he had some technical difficulties during the meeting.

COMMISSIONERS ADJOURN

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board adjourned at 8:16 p.m.

Respectfully submitted,
Debra A. Weary, NCCCC, MMC
Clerk to the Board