

OXFORD, NORTH CAROLINA
June 20, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met in a regular meeting on Monday, June 20, 2022, at 7:00 p.m. in the Auditorium, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford.

Present were:

Chair: Tony W. Cozart

Commissioners: Jimmy Gooch Timothy Karan
Sue Hinman Russ May
Zelodis Jay David T. Smith

County Manager: Michael S. Felts
Assistant County Manager: Korena Weichel
County Attorney: James C. Wrenn, Jr.

News Reporters: Amanda Dixon – *Butner-Creedmoor News*
David Murray – *Oxford Public Ledger*

MEETING CALLED TO ORDER

At 7:00 p.m., Chair Tony W. Cozart called the meeting to order. He then recognized Commissioner Jimmy Gooch for the invocation and Pledge of Allegiance.

CONSENT AGENDA APPROVED

Upon a motion by Commissioner Russ May, seconded by Commissioner David T. Smith, 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	\$	14,000
School Bond D/S Contingency	\$	100,000
Environmental Disaster Contingency	\$	10,000
General Fund Appropriated Fund Balance	\$	6,154,148

- (B) Approved Budget Amendment #7 for Fiscal Year 2021-2022 as follows:

**Budget
Amendment #7
6/20/2022**

Be it ordained, the FY 2021-2022 Annual Budget Ordinance is hereby amended as follows:

GENERAL FUND

Expenditures: Increase/(Decrease)

General Government	
IT	64,000
Board of Elections	10,000
Finance	7,000
Human Resources	11,200
Public Safety	
Sheriff's Department	82,500
Emergency Management	9,000

Community Services					
			Cooperative Extension Service	9,500	
			County Library System	12,300	
Area Projects and Other Appropriations					
			Pass Thru Funds and Transfers	122,175	
			<i>Total Expenditures</i>		327,675
Revenues: Increase/(Decrease)					
			Restricted and Intergovernmental	131,175	
			Appropriated Fund Balance	196,500	
			<i>Total Revenues</i>		327,675
LANDFILL					
Expenditures: Increase/(Decrease)					
			Landfill Operations	39,500	
			<i>Total Expenditures</i>		39,500
Revenues: Increase/(Decrease)					
			Appropriated Fund Balance	39,500	
			<i>Total Revenues</i>		39,500
COUNTY HEALTH PLAN					
Expenditures: Increase/(Decrease)					
			Administration	150,000	
			<i>Total Expenditures</i>		150,000
Revenues: Increase/(Decrease)					
			Appropriated Fund Balance	150,000	
			<i>Total Revenues</i>		150,000
			Budget Amendment #7		
(For reference only)					Balance
General Fund/IT					
Expenditures: Increase/ (Decrease)					
10-	4122	381	License	\$11,000	\$221,000
10-	4122	399	IT Connectivity	\$53,000	\$283,000
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$64,000	\$6,021,648
<i>Description:</i> Fund Licensing and IT Connectivity expenditures.					
General Fund/Human Resources					
Expenditures: Increase/ (Decrease)					
10-	4125	199	Professional Services	\$10,000	\$44,000
10-	4125	321	Telephone	\$1,200	\$1,400
10-	4125	370	Advertising	-\$2,000	\$2,000
10-	4125	381	Computer Services	-\$800	\$400
10-	4125	399	Contracted Services - Equipment	\$2,800	\$3,200
Revenues: Increase/(Decrease)					
10-	3990	991	Appropriated Fund Balance	\$11,200	\$6,032,848
<i>Description:</i> Fund various overages in the Human Resources department.					
General Fund/Board of Elections					
Expenditures: Increase/ (Decrease)					
10-	4170	125	Part-Time Salary	-\$5,000	\$616
10-	4170	131	Board Member Salaries	\$5,000	\$14,250
10-	4170	183	Health Insurance	-\$14,000	\$20,400
10-	4170	192	Legal Fees	-\$4,000	\$0
10-	4170	198	Contractual Services-Labor-COVID	\$6,000	\$6,000
10-	4170	199	Contractual Services-Labor	\$8,000	\$26,051
10-	4170	260	Supplies and Materials	\$4,000	\$13,000
10-	4170	312	Travel	-\$3,000	\$7,500
10-	4170	352	R&M - Equipment	-\$10,000	\$17,263
10-	4170	399	Contracted Services - Equipment	\$38,000	\$66,175
10-	4170	510	Capital Outlay	-\$15,000	\$85
Revenues: Increase/(Decrease)					

10-	3990	991	Appropriated Fund Balance	\$10,000	\$6,042,848
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Description: Adjust various BoE expenditures. Increase primarily due to May primary elections.

General Fund/Emergency Mgmt

Expenditures: Increase/ (Decrease)

10-	4330	603	Homeland Security Grant	\$9,000	\$9,000
10-	4330	219	Hurricane / Disaster Prep	(\$1,000)	\$0
10-	4330	360	Dues & Subscriptions	(\$1,000)	\$1,008
10-	4330	604	Tier II Grant Expenditures	\$2,000	\$2,000

Revenues: Increase/ (Decrease)

10-	3433	240	Homeland Security Grant	\$9,000	\$9,000
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Description: Fund Homeland Security Grant expenditures. AAR/IP Grant reimbursement has been requested by Emergency Mgmt.

General Fund/Cooperative Extension

Expenditures: Increase/ (Decrease)

10-	4950	234	Special Functions	\$2,000	\$2,000
10-	4950	235	United Way Expenditure	\$11,000	\$26,000
10-	4950	236	Family and Consumer Sciences	\$2,000	\$2,100
10-	4950	399	Contracted Services	(\$4,500)	\$25,500
10-	4950	510	Capital Outlay	(\$1,000)	\$1,500

Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$9,500	\$6,052,348
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Description: Fund additional United Way expenditures and adjust various expenditure amounts in the Cooperative Extension department.

General Fund/Pass Thru

Expenditures: Increase/ (Decrease)

10-	8580	101	Reg. Dds. Domestic Violence	\$1,000	\$3,550
10-	8580	103	Register Dds. Child Trst	\$175	\$600
10-	8580	105	Reg Dds. - Rec. & Natural Heritage	\$121,000	\$436,000

Revenues: Increase/ (Decrease)

10-	3418	415	Reg. Dds. Domestic Violence	\$1,000	\$3,550
10-	3418	413	Register Dds. Child Trst	\$175	\$600
10-	3240	110	Register Ds - State Excise	\$66,000	\$391,000
10-	3240	113	Excise Recreation/Heritage	\$55,000	\$360,000

Description: Reflect additional passing through of Register of Deed Excise and other taxes due to the State. Increase is likely due to higher than anticipated number of real estate transactions.

General Fund/Library

Expenditures: Increase/ (Decrease)

10-	6110	399	Contracted Services	\$10,000	\$45,616
10-	6110	600	Library Hotspot Initiative	\$2,300	\$5,500

Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$12,300	\$6,064,648
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Description: Fund greater than anticipated Contracted services and Hotspot grant. Have not yet received grant funds.

General Fund/Sheriff

Expenditures: Increase/ (Decrease)

10-	4310	122	Overtime	\$14,500	\$100,564
10-	4310	123	Separation Allowance	\$9,000	\$108,000
10-	4310	251	Gas, Oil and Tires	\$30,000	\$280,000
10-	4310	321	Telephone	\$9,000	\$64,000
10-	4310	341	Printing	\$1,000	\$4,500
10-	4310	354	Contract Services	\$15,000	\$75,000
10-	4310	396	Ammunition Expenditure	\$4,000	\$22,000

Revenues: Increase/ (Decrease)

10-	3990	991	Appropriated Fund Balance	\$82,500	\$6,147,148
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Description: Fund various overages in the Sheriff's department.

General Fund/Finance

Expenditures: Increase/ (Decrease)

10-	4130	121	Salaries	\$3,000	\$275,515
10-	4130	199	Professional Services	\$4,000	\$24,800
Revenues: Increase/ (Decrease)					
10-	3990	991	Appropriated Fund Balance	\$7,000	\$6,154,148

Description: Fund payout of exiting Finance personnel and temporary help to fill in for her until a permanent replacement hired.

Landfill Fund					
Expenditures: Increase/ (Decrease)					
60-	4729	126	Part-Time Salaries	\$7,500	\$25,000
60-	4729	181	FICA	\$1,000	\$1,331
60-	4729	199	Professional Services	\$30,000	\$45,000
60-	4729	321	Telephone	\$500	\$2,200
60-	4729	331	Utilities	\$500	\$2,500
60-	4729	511	Butner Concrete Pad Construction	(\$27,000)	\$0
60-	4729	599	Construction & Permitting	\$27,000	\$28,000
Revenues: Increase/ (Decrease)					
60-	3991	991	Appropriated Fund Balance	\$39,500	\$370,540

Description: Fund additional part-time salaries and temporary salaries for the materials management department of landfill.

County Health Plan

Expenditures: Increase/ (Decrease)					
85-	4200	193	Health Plan Admin	\$150,000	\$888,699
Revenues: Increase/ (Decrease)					
85-	3991	991	Appropriated Fund Balance	\$150,000	\$150,000

Description: Fund overages in Health Plan Administration costs.

(C) Approved Project Ordinance Amendment #1 – American Rescue Plan as follows:

Project Ordinance
American Rescue Plan Grant Project
Budget Amendment # 1 (during Fiscal Year 2022)
 (Budget Amendment # 1 for project ordinance)

Be it ordained; the American Rescue Plan Grant Ordinance is hereby amended as follows:

Expenditures: Increase/(Decrease)		
Water/Waste Water infrastructure	(\$3,522,103)	
Broadband	(\$3,522,103)	
Economic Relief	(\$1,174,035)	
Healthcare	(\$3,522,103)	
Fiber Optic/GREAT Grant Expenditures	\$1,740,344	
Revenue Replacement	\$10,000,000	
Total Expenditures	\$0	

(For Reference Only)			
American Rescue Plan Grant Project			
Expenditure Increase/ (Decrease):			Balance
32-4000-001	Water/WasteWater Infrastructure	(\$3,522,103)	0
32-4000-002	Broadband	(\$3,522,103)	0
32-4000-003	Economic Relief	(\$1,174,035)	0
32-4000-004	Health Care	(\$3,522,103)	0
32-4000-005	Fiber Optic/GREAT Grant Funding	\$1,740,344	\$1,740,344
32-4000-006	Revenue Replacement (Trans. Gen Fund)	\$10,000,000	\$10,000,000

Description: *Reclassify spending categories for the American Rescue Plan as agreed upon by the Granville County Board of Commissioners on April 6, 2022.*

ESTABLISHMENT OF BUDGET LEVELS
American Rescue Plan
Grant Project Ordinance Budget Levels
(For County Auditors Reference)

Expenditures		Revenues	
Fiber Optic/GREAT Grant Expenditures	\$1,740,344	American Rescue Plan Funding	\$11,740.344
RevenueReplacement (Trans. To Gen Fund)	\$10,000,000		
Total Expenditures	\$11,740,344	Total Revenues	\$11,740,344

- (D) Approved Grant Project Ordinance – National Opioid Settlement Project Ordinance as follows:

GRANT PROJECT ORDINANCE
National Opioid Settlement Project Ordinance

Be it Ordained by the Governing Board of Granville County, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the National Opioid Settlement Project to receive funds as defined in the Distributor Settlement dated as of July 21, 2021.

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

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

Project Description

<u>Component</u>	<u>Amount of Proceeds</u>
National Opioid Settlement Expenditures	\$3,800,363
Total	\$3,800,363

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

<u>Component</u>	<u>Amount of Proceeds To Be Used</u>
National Opioid Settlement Proceeds	\$3,800,363
Total	\$3,800,363

Section 5. The Finance Director is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements as required by the Grant Agreement and Federal and State regulations. This grant project fund will be designated as a special revenue fund.

Section 6. The Finance Director is directed to report, on a periodic basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7. Copies of this grant 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 this project.

Adopted this 20th day of June, 2022

- (E) Approved authorizing the Finance Director to make changes to the Sheriff’s Execution Account signature card at Union Bank in Oxford to add on Korena Weichel, Steve McNally, Debra Weary, and John Hardy and remove previous signers.
- (F) Approved a Letter of Support of Delay of Issuance of CFSP (Child and Families Specialty Plan) Request for Proposal as approved to be sent to Secretary of DHHS

Kody Kinsley and Granville County's legislative delegation at the June 6, 2022 meeting.

SUMMER CIVIC LEADERSHIP PROGRAM-INTERN INTRODUCTIONS

Chair Cozart noted that the Board was also happy to be back into their recognitions and having their Summer Civic Leadership Program Interns. He continued that for the past couple of years, due to COVID concerns, the Board did not have the program, but he must admit it is very refreshing to see them at this meeting to be introduced. He then called on Charissa Puryear to introduce the class this year and address the Board with any comments that she would like to make.

Ms. Charissa Puryear stated that she would like to introduce the Summer Civic Interns for 2022. She stated that she was very excited and that she had a short amount of time with them as they had just started their first day in the department. She continued that they did have an opportunity to do some training last Thursday and Friday and she believed the Board would be very pleased with some of the activities and ideas that they have for the county. She then allowed them to introduce themselves individually. She noted that Courtney Williams from Granville Early College was not able to attend this meeting, but that she would meet the Board in July as she was representing Granville County in a volleyball tournament in Florida.

Kristopher Arias stated that he attends Granville Early College High School and is a rising senior; Jayla Gregory stated that she is also a rising senior at Granville Early College High School; MacKayla McBride stated that she attends Granville Early College High School and she is a rising senior; and Kenyan Smith stated that he is rising senior at J. F. Webb High School.

Chair Tony Cozart stated that the Board looks forward to their contributions and would like to challenge them to learn all they can about Granville County and to get all the experience they can. He stated further that obviously they have gone through a screening process, and it would not surprise him if they would not become an employee of Granville County one day and do even bigger and better things. He continued that he did share with Ms. Puryear earlier that he would like for them to do one thing for the Board when they return in August and that is for them to share recommendations on solving all of the Board's problems. He stated further that he has seen their schedules and it appears that they are in for a very busy summer.

Ms. Puryear stated that they are very appreciative of the departments taking time with each one of the students and the ones that are not able to host an intern or to do a lunch and

learn with them, they are still very excited for all the activities that they will be doing this summer.

Some board members made comments and welcomed them to the program.

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED THE ADOPTION OF THE RESOLUTION FOR THE TOWN OF STOVALL REQUEST TO JOIN THE GRANVILLE COUNTY FIRE PROTECTION SERVICE DISTRICT

Chair Tony Cozart stated that the purpose of this item was to hold a public hearing in accordance with North Carolina General Statute §153A-303 to consider the request from the Town of Stovall to include the Town of Stovall in the Granville County Fire Protection Service and Rescue Service District effective July 1, 2022. He recognized Greg Grayson, North Carolina Fire Chief Consultant, for a brief overview.

Mr. Grayson thanked the Board for the opportunity to introduce this item to them. He continued that Granville County progressively adopted and approved a Fire Protection Service District for the unincorporated areas of Granville County that will become effective July 1, 2022 with the new fiscal year. He continued that the same statutes that enabled that for the county also enabled that for municipalities to make a request to be a part of that service district. It is considered an expansion of the service district and the statutes do allow that for municipalities to consider. Therefore, the Town of Stovall is making such a request tonight. He stated further that process is prescriptive, and he then reviewed the highlights of that request. He stated that it does require that a report be generated with a map and a plan to provide the essential services in accordance with the statute and meet all the state requirements as well. The Town making that request or the municipality does have to adopt a resolution in writing requesting the county to include that municipality in the service district and the Town of Stovall did that on May 10, 2022. The County Commissioners had to then call for a public hearing and this Board did call for that public hearing to be held tonight. He continued that next there had to be a written notice that goes out to every property owner in that municipality who can be affected. The Town of Stovall did carry that out and Stovall Mayor Michael Williford did so on May 15, 2022, so every person that could be affected by this sent a notice about this public hearing. In addition to that, the county must post notice of this public hearing and Clerk Debra Weary has accomplished that as well. He stated further that the Board was there tonight to hold this public hearing at the request of the Town of Stovall and to determine if Stovall could be included in the Granville County Fire Protection Service District.

Chair Tony Cozart thanked Mr. Grayson and declared the public hearing open for those individuals who signed up or any others who wished to speak. There was no one scheduled to speak nor did anyone from the audience come forward.

Chair Cozart then asked if the Board had any questions. There were none and Chair Cozart closed the public hearing.

Chair Cozart then asked if the Board needed further clarification. Clarification was not needed. Chair Cozart stated that they did have a recommendation in reference to this matter in the agenda.

Upon a motion by Commissioner Russ May, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved the Adoption Resolution for the Town of Stovall as follows:

**REQUEST BY THE TOWN OF STOVALL TO EXPAND
THE GRANVILLE COUNTY FIRE PROTECTION SERVICE DISTRICT
TO INCLUDE THE TOWN OF STOVALL**

WHEREAS, North Carolina General Statutes (“NCGS”) § 153A-301 and 153A-309.2 authorize the Granville County Board of Commissioners to establish and define a service district in order to finance, provide, or maintain for the district certain services in addition to or to a greater extent than those financed, provided, or maintained for the entire county;

WHEREAS, the Board followed all necessary and prescribed steps outlined under North Carolina General Statutes to properly research, define and establish a fire protection service district including establishing a rate cap pursuant to NCGS § 153A-309.2;

WHEREAS, on March 22, 2022, the Board established the Granville County Fire Protection Service District effective July 1, 2022 and directed the Granville County Tax Assessor/Collector to levy a special tax in an amount to be determined by the Granville County Board of Commissioners on behalf of Granville County within said service district in addition to those levied throughout the County in order to finance, provide and maintain fire protection and rescue services within the newly defined and established service district in addition to or to a greater extent than those financed, provided, or maintained for the entire County;

WHEREAS, the Town of Stovall duly adopted a resolution on May 10, 2022, requesting the Granville County Board of Commissioners to include the Town of Stovall in the Granville County Fire Protection Service District;

WHEREAS, The Town of Stovall has previously been funding their fire and rescue services through the Town of Stovall General Fund;

WHEREAS, North Carolina General Statutes (“NCGS”) § 153A-303 prescribes a process whereby municipalities may request the Granville County Board of Commissioners (the “Board”) to consider including municipalities within the county’s fire protection service district, which has been created in order to finance, provide, or maintain certain services in addition to or to a greater extent than those financed, provided, or maintained for the entire County;

WHEREAS, the Town of Stovall acknowledged their responsibility for mailing written notice at least four weeks before the date of the public hearing to all property owners

as shown by the county tax records as of the preceding January 1 of all property located in the municipality;

WHEREAS, the Town of Stovall acknowledged their responsibility to make available a report containing certain specified information to be prepared and filed with the Clerk to the Board;

WHEREAS, the Board is authorized by NCGS § 153A-303 to extend service districts and levy additional taxes in a county service district to finance the level of service provided in the district that is not provided in the entire county;

WHEREAS, the Granville County Board of Commissioners called for a public hearing on June 20, 2022, to consider the request from the Town of Stovall to include the Town of Stovall in the Granville County Fire Protection Service District effective July 1, 2022; and

WHEREAS, the Clerk to the Board made publication of the notice of public hearing regarding the proposed extension of the Granville County Fire Protection Service District as set forth in NCGS § 153A-303.

NOW THEREFORE, BE IT RESOLVED BY THE GRANVILLE COUNTY BOARD OF COMMISSIONERS:

1. At the written request of the Town of Stovall, the countywide service district is hereby extended to include the Town of Stovall, for the purpose of providing needed fire protection and rescue services within said district area. The municipal limits of the Town of Stovall will now be recognized from here forward as an integral part of the "Granville County Fire Protection Service District" consistent with North Carolina General Statutes.
2. At the written request of the Town of Stovall, the Granville County Tax Assessor/Collector shall levy a special tax in an amount to be determined by the Granville County Board of Commissioners on behalf of Granville County and the Town of Stovall within said service district in addition to those levied throughout the County in order to finance, provide and maintain fire protection and rescue services within the newly defined and established service district in addition to or to a greater extent than those financed, provided, or maintained for the entire County.
3. At the written request of the Town of Stovall, this resolution extending the countywide service district to provide fire protection and rescue services into the Town of Stovall shall take effect on July 1, 2022.

Adopted this the 20th day of June 2022

Commissioner Smith noted that the Mayor of Stovall, the Fire Chief, and several safety officers were present and asked if they would raise their hands to be recognized and thanked them for being at the meeting.

AFTER HOLDING PUBLIC HEARING, BOARD APPROVED GRANT MATCHES AND INCENTIVES FOR THE ECONOMIC DEVELOPMENT PROJECT PIZZA – D'ARTAGNAN

Chair Tony Cozart stated that the purpose of this public hearing was to receive the views of the public on aiding and encouraging the location or expansion of industrial facilities in Granville County – Project Pizza. He recognized Harry Mills, Economic Development Director, for a brief overview.

Mr. Mills thanked the Board for the opportunity to present Project Pizza; the company name which is D'Artagnan which is relocating here. He stated that N.C. General Statute §158-7-1 requirement notice for a public hearing was completed prior to this hearing. He explained that Project Pizza is the relocation and expansion into a manufacturing industrial facility in Oxford. Mr. Mills stated that he was proud to say that this facility will be at the old Burlington Industry building at 325 Lewis Street. He continued that Project Pizza will begin to remodel that building and put refrigeration to distribute high-quality meat products. The company will invest approximately \$2.7 million dollars and employ 23 new employees. Mr. Mills requested a total incentive package of \$50,000 which includes a 50% match of \$25,000 of the \$50,000 One NC from the Department of Commerce and a 5% match of potential Building Reuse Grant that they will be seeking also from the Department of Commerce. He stated further that following this hearing, he was requesting approval of the total \$50,000 incentive package and approval of the associated resolution for the Building Reuse Grant match.

Chair Cozart then declared the public hearing open to anyone wishing to speak on this matter. There were no questions from the Board nor was there anyone wishing to speak from the audience. Chair Cozart declared the public hearing closed.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved a \$25,000 match for the \$50,000 One NC Fund Grant, a 5% match of a potential Building Reuse Grant, and the remaining balance as a cash incentive for Project Pizza (D'Artagnan) for a maximum cost of county-funded improvements of \$50,000 and the following associated resolution:

AUTHORIZING RESOLUTION BY GOVERNING BODY OF THE APPLICANT

North Carolina Department of Commerce Building Reuse Program

WHEREAS, in June 2004, the North Carolina General Assembly passed House Bill 1352, authorizing funds to stimulate economic development and job creation in distressed areas through constructing critical water and wastewater facilities, addressing technology needs, renovation of vacant buildings, and implementation of research and demonstration projects; and,

WHEREAS, in July 2007, the General Assembly passed House Bill 1473 to expand the Economic Infrastructure Fund and to provide funding to facilitate economic transitions in rural communities; and,

WHEREAS, The North Carolina Department of Commerce's Rural Economic Development Division's Building Reuse Program was created to spur economic activity and job creation by assisting in the productive use of buildings in rural areas; and,

WHEREAS, the County of Granville is engaged in activities to assist in the productive use of buildings, specifically the renovation and an existing building and the

construction of a new building for D'Artagnan located at 325 Lewis Street, Oxford, NC that will increase the number of jobs in the area; and,

WHEREAS, the County of Granville requested grant assistance from the North Carolina Department of Commerce's Rural Economic Development Division's Building Reuse Program;

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNTY COMMISSIONERS OF THE COUNTY OF GRANVILLE:

That the County of Granville will provide a total Incentive of \$50,000.

That the County of Granville will provide 50% match of the \$25,000 One NC grant award for the project,

That the County of Granville will provide a 5% match of the potential Building Reuse Grant, and cash incentive,

That the County of Granville will provide for efficient administration, implementation, and operation/maintenance of the grant.

That the County Manager is hereby authorized and directed to furnish such information as the North Carolina Department of Commerce may request in connection with the grant application and project; to make assurances as contained above; and to execute such other documents as may be required in connection with the application and grant.

That the County of Granville has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 20th of June, 2022.

PUBLIC COMMENTS

There were no public comments.

BOARD APPROVED HOME AND COMMUNITY CARE BLOCK GRANT

Chair Tony Cozart stated that the purpose of this item was to consider approving the Local County Funding Plan for the fiscal year 2022-2023 Home and Community Care Block Grant. He continued that North Carolina General Statute §143B-181.1(a)(11) establishes a Home and Community Care Block Grant for Older Adults to be administered by the North Carolina Division of Aging. He said that the Board was happy to have Kathy May, Senior Center Director, and asked her to come and share any comments she had with the Board. He stated that the County is always happy to get these types of funds to be of assistance to our aging citizens.

Kathy May, Senior Services Director, stated that just for clarity, the Home and Community Care Block Grant is their largest outside funding source. It is allocated yearly for specific services such as congregate and home-delivered meals, transportation, in-home aid services, and a few other things. She continued that their allocation for the upcoming fiscal

year is going to be approximately \$17,000 more than it was last year with their total being \$511,251. She stated this is a combination of federal and state money that is funneled to Granville County through the Area Agency on Aging which is under the umbrella of the Kerr-Tar Regional Council of Governments. Mrs. May stated that she met with the Funding Plan Committee on June 10th, noting that Commissioner Smith was in attendance at that meeting, and it was their job to distribute that \$511,000 between allowable services in a way that will best serve their senior population. She noted that in the agenda packet, the Board had a list of the services and the recommended distribution of funds and stated that they just needed the Board's approval of the recommendation in front of them.

Chair Cozart stated that Commissioner Smith had been working very hard on this as the Board's liaison and he stated that all these services are so important.

Commissioner Smith noted that the Funding Plan Committee did vote unanimously, and they were thankful that they did receive \$17,000 more in funding for this fiscal year. He made a motion regarding the matter.

Upon a motion made by Commissioner David T. Smith, seconded by Commissioner Sue Hinman, and unanimously carried, the Board approved the fiscal year 2022-2023 Home and Community Care Block Grant in the amount of \$511,251 and the required County match of \$56,806 from the Senior Center Department budget.

BOARD APPROVED COUNTY ADMINISTRATION OFFICES SECURITY ENHANCEMENTS AT 104 BELLE STREET

Chair Tony Cozart stated that the purpose of this request was for consideration to award a service contract for the installation of security enhancements for the Belle Street Administration Offices. He stated that it seems like security is discussed quite a bit now. He noted that, just in general, a few features of this security enhancement would be:

- Electronic access control for the interior Lobby door and two (2) exterior Staff entrance doors.
- Video Intercom System allowing for two-way communication and remote unlock of the interior Lobby door from two interior office stations.
- Intrusion Detection system providing exterior door monitoring and audio sensors within the primary corridors.

The two proposals were received as follows:

- | | |
|--------------------------------|-------------|
| ▪ Sonitrol Integrated Security | \$10,186.00 |
| ▪ Network South, Inc. | \$12,513.55 |

Chair Cozart stated that there was a recommendation from the Development Services Director that the Board award the installation and service contract to Sonitrol Integrated Security for an amount not to exceed \$10,186.00.

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved awarding the installation and service contract to Sonitrol Integrated Security for an amount not to exceed \$10,186.00 for security enhancements at 104 Belle Street, Oxford.

BOARD HEARD MORE INFORMATION ON THE PROPOSED FISCAL YEAR 2022-2023 BUDGET

Chair Tony Cozart recognized County Manager Felts to make any comments on this item that has been brought back to the Board g.

County Manager Felts stated that the Board held a public hearing on June 6, 2022 and a Budget Workshop on May 31, 2022. During the budget work session, the Board deferred discussion of several items. Some items were deferred until later during fiscal year 2022-2023 and these items are not included in the list provided in the agenda. Discussion of two position requests and the school system’s request to assist with the funding of salary decompression resulting from the State’s mandated hourly rate were deferred until after holding the public hearing on June 6th and are listed below.

Page	Department	Title	Dept. Mgr. Priority	Strategic Plan Reference	Estimated Cost	R N	Comments
5	Finance	Finance Technician			\$28,315	R	Implement Jan. 16, 2023
18	Emergency Management	Fire Inspector/Deputy Fire Marshal		Objective #7	\$43,500 \$38,000	R N	\$81,500 1 st year total. Implement July 16, 2022
33	GCPS	Current Expense Increase		Objective #5	\$1,408,000	R	To help fund salary decompression due to the State’s hourly wage mandate. (See Manager’s comment below)

County Manager Felts stated that as a County Manager, he does support at this time service expansion #5 to be implemented January 16, 2023. He noted that he has had follow-up conversations with Jason Reavis, Emergency Services Director, and he is working through some data collection around the fire inspections. He continued that he does believe that it is going to be important that the County hires another fire inspector. He asked that the Board consider this maybe at a later date after some data collection and can bring back a formal plan to the Board looking at the number of inspections that they are able to do currently, the number of inspections that they believe they may need to do over time to reach full compliance, and

then work out a phased plan to get from point A to point B. County Manager Felts then read the following footnote with Board numbers taken from Item 33, the funding for the school system:

***The State has required a minimum wage rate for all State employees which impacts local school districts. The State is funding State paid positions, however, has left it to the local governments to fund classified locally funded positions to fund. The County Manager believes this request provides an opportunity for the County Board to partner with the Board of Education to address the associated salary decompression. The Manager recommends entering into a 3-year funding agreement by which the school system would utilize a portion of their fund balance to assist with the funding of the decompression over the 3-year period. Should the State decide to contribute towards the decompression, then the payments can be amended as appropriate. The County Manager's recommendation would be to fund \$470,000 in FY 22-23, \$484,000 in FY 23-24, and \$499,000 in FY 24-25. (Increase in amounts recognize an annual 3% inflationary adjustment). These amounts would be added to the Manager's recommended budget for each of the noted years and would not impact other future funding requests made to the County by the Granville County Board of Education.**

Commissioner Timothy Karan asked whether County Manager Felts had originally put \$251,244 into the school system's budget for inflationary funding.

County Manager Felts stated that it is not. He said that in the continuation budget, there was a portion in the manager's recommended budget; then the budget work session, the Board addressed the remaining balance of the inflationary adjustment. Those inflationary adjustments were for the existing current expense, so they come up just under \$500,000; so the Board has already tentatively approved those items to be in the budget. This amount is in addition to those amounts, so this would be another \$470,000 and goes directly to decompression where the other funding went to operating expense.

Chair Cozart thanked County Manager Felts for his explanation of the items on page 54 of the agenda packet.

BOARD APPROVED FISCAL YEAR 2022-2023 BUDGET ORDINANCE INCLUDING THE COUNTY HEALTH PLAN SERVICE FUND AND FIRE PROTECTION AND RESCUE SERVE TAX DISTRICT FUND; AND COMPENSATION AND CLASSIFICATION PLAN AND FEE MANUAL

Chair Cozart stated that the purpose of the next item was to consider approval of the fiscal year 2022-2023 Budget Ordinance, Compensation & Classification Plan, and Fee Manual with the recommendation coming from County Manager Felts that the Board include service expansion item 5 for a Finance Technician position to be implemented on January 16; to hold the Emergency Management item 18 for right now for further study; and to include item 33, the recommendation for Granville County Schools as a part of the budget ordinance.

Commissioner Karan stated that in the past the Board had set up assignments from the general fund (the last time it was done was in 2017) and asked if it would be an appropriate spot to insert this item since it is budget related.

County Manager Felts stated that it can be discussed now or later as it will impact the assignment of fund balance and it will adjust the June 30, 2022 audit amounts. He said that it would need to be done in this meeting if they are going to make the assignment.

Chair Cozart stated to the Board that the assignment of fund balance that Commissioner Karan was mentioning is before the Board and as part of this discussion, he is asking that the Board go ahead and include the assignment as they adopt the budget.

Commissioner Karan stated that that was correct. He noted that one of the things that was not crystal clear in the item presented this evening is that it talked about recreation and other county needs. He believed that the background discussion that he and County Manager Felts had on this item is fire service related and that we want to have a facility that checks a lot of boxes and not just a recreational facility since the Board is going to have to put at the recommendation of the Fire Services Committee that got this whole entire ball rolling was two locations, one in the north and one in the south. He continued that to keep it clean, to keep it as a budget assignment within the County budget, and not try to pair it within fire services because then it would muddy up the funding and explained. He continued that he would also like for the Board to do a fund assignment of \$500,000 that can be used for fire services because it is going to be fire-specific related and then they will have a little bit of seed money as they move forward with their recommendations that come back before the Board.

Commissioner Smith asked for clarification on his request. He asked if the \$2,000,000 for recreation and other needs in the southern end and the \$500,000 for the fire services would be the same thing done in June of 2017 when the Board set aside money for Law Enforcement, Animal Shelter, and Senior Center upgrades.

County Manager stated that this was correct and that these two amounts would not be budgeted in the 2022-2023 budget, but that these would be fund balance assignments. So in other words, it will be taken out of an unassigned bucket and moved into an assigned bucket until needed, whether that be one year or five years, then it will be available to pull out of those assignments. He explained that basically it just earmarks the funds to a future date so they will

not be in the current year’s budget, but they will be a fund balance assignment and the Board will see that in their audits when completed.

Commissioner May stated that really helps when you are talking about the fire service district which has no capital balance.

County Manager Felts stated that that was correct. At the time it is needed, you can choose to spend it as county dollars, it can be transferred into the fire service district if you choose to do it that way and then spend it out of the district, but holding it outside the district right now is the correct thing to do until it is identified.

Commissioner Smith asked if they were still okay with their fund balance once the Board approves this budget.

County Manager Felts stated that he believed the budget will remain in the range of 30-35% unassigned fund balance and with these two assignments, the budget will still be at 30-31% of the range.

County Manager Felts stated that if this is the desire of the Board, he wanted to restate his recommendation and then the Board took action.

Upon a motion by Commissioner Zelodis Jay, seconded by David T. Smith, and unanimously carried, the Board approved the budget as recommended by the County Manager and including the 2022-2023 Fee Manual; the 2022-2023 Compensation and Classification Plan; and the 2022-2023 Budget Ordinance including the General Fund, County Health Plan Service Fund, and Fire Protection and Rescue Service District Fund, and the other annually budgeted funds; and including service expansion #5 for the Finance Technician effective January 16, 2023, and service expansion #33 the first of three installment payments of \$470,000 for fiscal year 2022-2023 for Granville County Public Schools for salary decompression; and two fund balance assignments: (1) \$2 million dollars for recreation and other county uses, and (2) \$500,000 assignment for fire services:

GRANVILLE COUNTY 2022-2023 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Granville County, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore established for this County.

<u>General Government:</u>	
Board of Commissioners	304,348
Administration	705,451
Information Technology	867,055
Human Resources	247,208

Finance Department	525,001
Internal Auditing	164,345
Board of Elections	608,611
Register of Deeds	381,314
Tax Administration	1,050,031
General Services & Court Facilities	682,256
Total General Government	5,535,620

Human Services:

Social Services	8,954,310
Veterans Services	132,566
Health and Human Services	7,432,549
Senior Services	1,597,945
Total Human Services:	18,117,370

Community Services:

Library	1,877,276
Cooperative Extension/4-H BEST, U.T.G.	585,629
Soil Conservation	92,382
Recreation	307,244
GAP/Jonesland Park Operations	597,522
Tourism	81,255
Development Services - Inspections Division	850,932
Development Services - Planning Division	446,177
Addressing/GIS	126,715
Construction Administration	398,581
Construction Projects	1,039,200
Economic Development	1,201,216
Total Community Services	7,604,129

Education:

Granville County Schools (Current Expense)	17,623,294
Granville County Schools (Debt Service)	5,802,697
Granville County Schools (Capital – Category 1)	1,119,518
Granville County Schools (Capital - Cat. 2 & 3 & S/w)	411,252
Vance-Granville Community College	1,233,588
Total Education	26,190,349

Public Safety:

Sheriff	9,684,863
Detention Center	4,372,883
Emergency Communications	1,659,435
Animal Management	894,481
Emergency Management	406,624
Forestry Administration	122,230
Other Emergency Services	70,000
Total Public Safety	17,210,516

Area Projects & Other Appropriations:

Special Projects	290,014
Non-Departmental	3,730,021
Pass Thru Funds	777,180
Total Area Projects & Other Appropriations	4,797,215

Contributions to Other Funds:

Transfer to Tourism Development Authority	250,000
Total Contributions to Other Funds	250,000

Contingency:

General Contingency	180,000
Contingency for Natural Disasters	10,000
School Repair Contingency	350,000
Total Contingency	540,000

TOTAL GENERAL FUND BUDGET 2022-2023	80,245,199
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Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Ad Valorem Taxes	44,009,780
Prior Years Taxes	500,000
Penalties & Interest	233,500
Less Tax Discount	(430,000)
Sales & Other Taxes	14,705,000
Licenses, Fees & Other Revenue	4,002,137
Investment Earnings & Operating Transfers In	5,010,000
Restricted & Intergovernmental	9,246,821
Appropriated Fund Balance	2,967,961
TOTAL REVENUES - GENERAL FUND 2022-2023	80,245,199

Section 3. The following amount is appropriated in the Emergency Telephone System Fund (ETSF), a Special Revenue Fund, for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Phone System & Furniture	135,000	Software
Operations	141,500	Hardware Operations
54,224		
Training		8,000
Implemental Functions		25,000
Total Expenditures		363,724

Section 4. It is estimated that the following revenues will be available in the Emergency Telephone System Fund, a Special Revenue Fund, for fiscal year beginning July 1, 2022 and ending June 30, 2023:

911 Board – State Funding	363,724
Total Revenues	363,724

Section 5. The following amount is appropriated in the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Memorial Projects	20,000
Total Expenditures	20,000

Section 6. The following revenues are available for the R. H. Thornton Library Memorial Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Memorial Donations	20,000
Total Revenues	20,000

Section 7. the following is appropriated in the Solid Waste Convenience Sites Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Operations	1,478,800
Total Expenditures	1,478,800

Section 8. It is estimated that the following revenues will be available in the Solid Waste Convenience Sites Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Collection Fees	1,301,400
Appropriated Fund Balance	177,400
Total Revenues	1,478,800

Section 9. The following amount is appropriated in the Construction & Demolition / Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Landfill Operations	5,701,570
Total Expenditures	5,701,570

Section 10. It is estimated that the following revenues are available for the Construction &

Demolition/ Municipal Solid Waste Landfill Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

User Fees	1,650,175	
Other Revenue	160,500	
Vance Co. Mgr. Reimbursement	36,000	
Loan Proceeds	3,863,895	Total Revenues
	5,710,570	

Section 11. The following amount is appropriated in the Storm Water Management Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Storm Water Management Operations	351,828
Total Expenditures	351,828

Section 12. It is estimated that the following revenues are available for the Storm Water Management Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Storm Water Fees	260,000
Contributions from other units of Government	91,826
Total Revenues	351,828

Section 13. The following amount is appropriated in the Health Plan Internal Service Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Administration	819,017
Claims – Current Year	2,870,093
Total Expenditures	3,689,110

Section 14. It is estimated that the following revenues are available for the Health Plan Internal Service Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Health Plan Contributions	3,689,110
Total Revenues	3,689,110

Section 15. The following amount is appropriated in the Social Services Contribution and Entrustment special revenue fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Total Expenditures	200,000
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Section 16. It is estimated that the following revenues will be available in the Social Services Contribution and Entrustment special revenue fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Total Revenues	200,000
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Section 17. The following amount is appropriated in the Equitable Sharing/Forfeiture special revenue fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Total Expenditures	500,000
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Section 18. It is estimated that the following revenues are available for the Equitable Sharing/Forfeiture special revenue Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Total Revenues	500,000
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Section 19. The following amount is appropriated in the Sheriff’s Special special revenue fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Total Expenditures	30,000
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Section 20. It is estimated that the following revenues are available for the Sheriff’s Special special revenue fund for fiscal year beginning July 1, 2022 and ending June 30, 2023:

Total Revenues	30,000
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Section 21. There is hereby levied a tax at a rate of \$.84 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2022 for the purpose of raising the revenue listed as Ad Valorem Taxes in the General Fund in Section 2 of this Ordinance. The total rate of \$.84 is based on an estimated total valuation of \$5,306,654,084 and an estimated collection rate of 98.73%.

Section 22. The following amounts are hereby appropriated in the Fire Protection & Rescue Service Tax District Fund for the operation of the Fire Protection & Rescue Service District and its activities for the fiscal year beginning July 1, 2022, and ending June 30, 2023, in accordance with the chart of accounts heretofore established for this Service District.

<u>Base Funding Program Expenditures:</u>	
Fire Department Funding	1,122,183
Total Base Funding Program	1,122,183

<u>Fire Service Enhancement Funding Program Expenditures:</u>	
Enhancement Funding	314,099
Total Fire Service Enhancement Funding Program	314,099

<u>System-Wide Program Expenditures:</u>	
VFD Worker’s Comp Supplement	24,180
Professional Services	900
Volunteer Service Stipend	44,640
Capital Reserve – Apparatus Replacement	314,099
Grant Funding Program	50,000
Emergency Contingency Reserve	6,007
Total Contributions to Other Funds	439,826

TOTAL FIRE PROTECTION & RESCUE DISTRICT	
BUDGET 2022-2023	1,876,108

Section 23. It is estimated that the following revenues will be available in the Fire Protection & Rescue Service Tax District for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Fire & Rescue District Taxes	1,884,594
Prior Years Taxes	10
Penalties & Interest	4,689
Less Tax Discount	(14,185)
Donations	1,000

TOTAL REVENUES - FIRE PROTECTION	
& RESCUE DISTRICT 2022-2023	1,876,108

Section 24 There is hereby levied a tax at a rate of \$.06 per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2022 for the purpose of raising the revenue listed as Fire & Rescue District Taxes in the Fire Protection & Rescue Service Tax District Fund in Section 23 of this Ordinance. The total rate of \$.06 is based on an estimated total valuation of \$3,181,393,212 and an estimated collection rate of 98.73%.

Section 25. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. The Budget Officer may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- b. The Budget Officer may transfer amounts between departments, including contingency appropriations, within the same fund.
- c. The Budget Officer may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

Section 26. The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Board of Commissioners. Any advances that extend beyond 60 days must be approved by the Board. All advances that will be outstanding as the end of the fiscal year must be approved by the Board. The Budget Officer should comply with the Fiscal Policy adopted by the Board annually as a part of the budget process.

Section 27. Copies of this Budget Ordinance shall be furnished to the Clerk of the Board of Commissioners and to the Budget Officer and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 28. It will be the policy of this Board that it will not absorb any reduction in State and Federal funds; that any decrease shall be absorbed in the budget of the agency by reducing personnel or department expenditures to stay within the County appropriation as authorized. This policy is extended to any agency that is funded by the County and receives State or Federal money. This shall remain in effect until otherwise changed or amended by the Board of Commissioners.

Section 29. This Ordinance was adopted by the Granville County Board of Commissioners on June 20, 2022 and will become effective July 1, 2022.

Chair Cozart thanked everyone for all their hard work on the budget.

County Manager Felts thanked the Board for the adoption of the budget on behalf of Finance, Administration, and all other departments that helped and participated in the budget process.

BOARD APPROVED REVISIONS TO THE GRANVILLE COUNTY CONTRACT AND PURCHASING POLICY

Chair Tony Cozart stated that the purpose was to consider adopting the revised Granville County Contract and Purchasing Policy. He stated that the policy was adopted in 2000 and was last looked at in 2018.

Korena Weichel, Assistant County Manager, noted that the Board had received in their agenda packet the revised Contract and Purchasing Policy. The preliminary draft of the revised policy and a side-by-side comparison was included in the June 6, 2022 meeting materials. In addition, she noted a summary of the proposed changes was included in the agenda. She stated that there had been minor wording revisions to the policy which are included in the final draft in the Board packet after meeting with the County Attorney. She noted that nothing of substance has changed since presenting it on June 6th.

Assistant County Manager Weichel noted that the summary of changes had not changed since the last meeting date either. She stated that Chair Cozart was correct that the policy was originally adopted in the year 2000 and there had not been any updates since 2018. She continued that they are updating the policy at this time because as the county is required to adopt policies to the expenditure of ARPA fund, it just made sense at this time to update the policy in conjunction with those. She noted that is why the Board was seeing this request in conjunction with the ARPA policies that they will be considering next.

Chair Cozart thanked Assistant County Manager Weichel for the explanation and said that the Board had a recommendation to approve the revised county Contract and Purchasing Policy.

Commissioner Timothy Karan made a motion to approve the revised policy and Commissioner Sue Hinman seconded the motion.

Commissioner May asked Assistant County Manager Weichel if the county encouraged finding businesses that can do the work from within the county if they meet the qualifications.

Assistant County Manager Weichel stated that the county does seek local vendors and noted that you cannot specifically section them out and say that we are only awarding to local businesses, but that the county does seek local vendors and contractors when they are bidding out work.

Commissioner May stated that he knows that they have to be able to do it and that there is no special parameter in regard to them being from Granville County, but he would just like to see the county do what it can to keep the qualified suppliers locally.

Assistant County Manager stated that that section is included on Page 5 of the policy under “Contract and Purchase Goals”; there is a statement that says, “local preference would conflict with legal requirements,” but as discussed earlier in the policy, bid awards are made to the most responsive and responsible bidder and the county does send those out as Section C says, “It is our desire to purchase from local vendors whenever possible.”

Commissioner May thanked Assistant County Manager Weichel and stated that he just wanted to make sure that folks know that we are seeking Granville first.

When Chair Cozart called for a vote on the motion, the Board unanimously approved adopting the revised Granville County Contract and Purchasing Policy with the following changes:

SECTION	NEW/REVISION	DESCRIPTION
Introduction	New	Introduces the policy and identifies the legislative authority to enforce requirements.
Formal Bids	Revision	Establishes requirement to coordinate a preliminary planning meeting and submission of bid documents to the county manager and county attorney prior to solicitation of bids.
Informal Bids	Revision	Updates steps to follow when three quotes cannot be obtained and establishes requirements for contracts or purchases exceeding \$30,000 or for with unique or unusual

		characteristics. Also raises informal bid limits for purchase or lease-purchase beginning at <u>\$1,000 instead of \$500.</u>
All Other Purchases	Revision	Raises informal bid limits for purchase or lease-purchase from those less than \$500 to those less than \$1000.
Service and Lease Contracts	New	While not required by statute, establishes that the County will ensure competitive pricing is obtained for service and lease contracts.
Architectural, Engineering, and Surveying Services	Revision	References NC General Statute <u>§143-64.32</u> which permits exemption of services from the requirements of the “Mini-Brooks Act” when the fee is expected to be less than \$50,000.
Exceptions	New	List exceptions to state competitive bidding requirements as authorized by the NC General Statutes.
Uniform Guidance Compliance Statement	New	Reiterates that a separate Uniform Guidance (UG) Procurement Policy will be adopted by the County for expenditures using federal funds.
General Guidelines	New	Emphasizes importance of evaluating bids and identifying the most responsive and responsible bidder.
Availability of Budgetary Funds	New	Restatement of department head’s ability to make departmental line-item changes to non-personnel operating expenditures and county manager’s authority to approve purchases up to \$10,000.
Purchase Orders	Revision	Increases purchase order threshold from \$500 to \$1000.
Contracts	Revision	Publishes statutory requirement for the finance director’s preaudit certification on all contracts. Reinforces that the county manager and Board of Commissioner’s Chair are the only authorized signatories for County contracts.
Contract and Purchase Goals	Revision	Restates the County’s policy to award bids to the most responsive and responsible bidder who provides the best overall value to the County. Departments are encouraged to maintain the most responsive/responsible bidder benchmark for contracts not subject to competitive bidding requirements while balancing the need to support the local economy and local businesses.

BOARD APPROVED THE RESOLUTION TO ADOPT GRANVILLE COUNTY POLICIES RELATED TO AMERICAN RESCUE PLAN/CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUND (ARP/CSLFRF) FUNDS

Chair Tony Cozart stated that the purpose of the next item was to consider the adoption of required policies for recipients of American Rescue Plan Act (ARPA) funds.

Assistant County Manager Weichel stated that these policies were also provided to the Board for review at the June 6, 2022 meeting and noted that no changes have been made since that date. She stated that the county is required to adopt these policies related to the expenditures of ARPA funds. These policies were derived directly from samples that were provided by the School of Government and were adapted for Granville County. She continued that all of the policies were attached to the agenda materials including the Non-discrimination Policy, Eligibility Determination Policy, Allowable Costs and Cost Principles Policy, Record Retention Policy for Documents Created or Maintained Pursuant to ARPA Funds, Conflict of Interest Policy Applicable to Contracts and Subawards Supported by Federal Financial Assistance, and the two that are triggered by certain expenditures which are the Subaward and Monitoring Policy Expenditures of ARPA funds and the Uniform Guidance Procurement Policy. She noted that she had also drafted a resolution that should facilitate adopting all seven policies with one motion.

Chair Cozart asked for any questions or comments. There were none, therefore, he noted that County Administration recommended approving the *Resolution to Adopt Granville County Policies Related to American Rescue Plan/Coronavirus State and Local Fiscal Recovery Fund (ARP/CSLFRF) Funds*.

Upon a motion by Commissioner Russ May, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved the *Resolution to Adopt Granville County Policies Related to American Rescue Plan/Coronavirus State and Local Fiscal Recovery Fund (ARP/CSLFRF) Funds* as follows:

**Resolution to Adopt Granville County Policies Related to American Rescue Plan/
Coronavirus State & Local Fiscal Recovery Fund (ARP/CSLFRF) Funds**

WHEREAS, Granville County ("County") has received an allocation of funds from the "Coronavirus State Fiscal Recovery Fund" or "Coronavirus Local Fiscal Recovery Fund" (together "CSLFRF funds"), established pursuant to Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (the "ARP/CSLFRF award"); and

WHEREAS, CSLFRF funds are subject to the U.S. Department of Treasury ("Treasury") regulations, including the Final Rule, the Award Terms and Conditions, Compliance and Reporting Guidance, and the Title VII implementing regulations at 31 C.F.R. Part 22; and

WHEREAS, pursuant to the Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the County shall follow Treasury's records retention requirements pursuant to the award and agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of the ARP/CSLFRF award; and

WHEREAS, the ARP/CSLFRF funds are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG) where Subpart E dictates allowable costs and cost principles for expenditure of award funds; and

WHEREAS, the ARP/CSLFRF authorizes Granville County to enter subaward agreements with subrecipients to assist the County to carry out the terms of the ARP/CSLFRF award; and

WHEREAS, Treasury's guidance requires development and implementation of effective internal controls that must meet or exceed the requirements of North Carolina law and 2 C.F.R. § 200.318(c) to ensure that recipients establish conflict of interest standards before entering into a contract or making a subaward to be funded, in part or in whole, by federal financial assistance to which 2 C.F.R. § 200.318(c) applies.

BE IT RESOLVED that the governing board of Granville County hereby adopts and enacts the following policies related to ARP/CSLFRF funds:

- (1) Non-Discrimination Policy for ARP/CSLFRF Funds;
- (2) Eligibility Determination Policy for ARP/CSLFRF Funds;
- (3) Allowable Costs and Cost Principles Policy for ARP/CSLFRF Funds;
- (4) Records Retention Policy for Documents Created or Maintained Pursuant to for ARP/CSLFRF Funds;
- (5) Conflict of Interest Policy Applicable to Contracts and Subawards Supported by Federal Financial Assistance;
- (6) Subaward and Monitoring Policy for Expenditure of ARP/CSLFRF Funds; and
- (7) Uniform Guidance Procurement Policy.

PROCLAMATIONS, RESOLUTIONS AND LEGISLATIVE MATTERS

Commissioner Russ May noted that some Board members attended County Assembly Day last week and met with their representatives from Granville County and had a very good discussion with them about things that they would like to see move forward in Granville County.

BOARD APPOINTED COMMISSIONER SUE HINMAN AS THE NACo VOTING DELEGATE

Chair Tony Cozart stated that the purpose was to select a NACo (National Association of Counties) Voting Delegate for the annual conference. He stated that historically the Chair has always done this, but that he did not have a special desire to do so. He then asked Commissioner Hinman if she would consider the position and she said she would.

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board appointed Commissioner Sue Hinman as the NACo (National Association of Counties) voting delegate.

BOARD ADOPTED FIRE COMMISSION BY-LAWS

Chair Tony Cozart stated that a draft of copy of the Granville County Fire Commission Bylaws was provided to the County Commissioners during their regular meeting held on June

6, 2022. Based on comments received, there was only one edit made to Article 5 Section 4 which appears in italics:

Article 5, Section 4. Election and Term of Office. See Article V Section 2 & 3 for election members, position appointments, and/or the filling of vacancies. No County employee is to serve on a BOC appointed body unless that body requires specified staff representation. *No person duly elected to public office is to be a voting member of the Fire member of the Fire Commission.* County employees shall serve in an ex officio/advisory/non-voting capacity.

Chair Cozart stated that this was for the Board's consideration and asked for any comments by County Manager Felts.

County Manager Felts stated that Mr. Grayson has been kind enough to stay around in case the Board had comments for the consultant on this item. He continued that the Board was provided a copy at the June 6th meeting to review and one edit was provided. He reminded the Board that the Fire Commission makes recommendations to the Board of Commissioners, not final decisions. The Board of Commissioners will be making final decisions based on the recommendations of the Fire Commission. He stated that Mr. Grayson, NC Fire Chief Consulting, would be happy to answer any questions, or if the Board would just like him to give them an overview, he would be happy to do so.

Mr. Greg Grayson stated that the proposed bylaws that the Board has are what he would embrace as best practices in North Carolina. He stated that he believed that the county has geographical representation, representation of fire service, and also representation of the residents; therefore it is very balanced, and he appreciates the Board moving forward with it.

County Manager Felts stated, for clarity, if the Board adopts the by-laws tonight then they would start to create that Fire Commission at the next meeting.

Upon a motion by Commissioner Russ May, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adopted the *Granville County Fire Commission Bylaws*.

**DURING COUNTY ATTORNEY'S REPORT BOARD APPROVED
AUTHORIZING COUNTY MANAGER OR CHAIRMAN TO EXECUTE WITH
NON-SUBSTANTIVE CHANGES, THE INTERLOCAL AGREEMENT FOR
COMPLIANCE BY GRANVILLE COUNTY, CREEDMOOR, BUTNER, AND
STEM WITH THE INTERIM ALTERNATIVE IMPLEMENTATION APPROACH
BY MAKING CONTRIBUTIONS TO THE SOUTH GRANVILLE WATER AND
SEWER AUTHORITY**

Attorney Wrenn. stated that this matter had been discussed in the past but that he was working with multiple parties and was only able to bring it to the Board's attention today. He stated that this was an interlocal agreement and compliance by Granville County; Creedmoor, Butner, and Stem with the Interim Alternative Implementation Approach (IAIA) by making

contributions to the South Granville Water and Sewer Authority to pay a portion of the cost wastewater infrastructure improvements to eliminate illicit discharges. He stated further that as the Board was aware, the Falls Lake Rules originally required a numeric reduction through existing development. After much effort by the Upper Neuse River Basin Association and its member of Governments, the Interim Alternative Implementation Approach (IAIA) was approved by DEQ (Department of Environmental Quality) and allows a certain level of effort by the member jurisdictions in lieu of a numeric reduction. He said that level of effort was indexed based on Granville County's amount of \$100,453. Each of the jurisdictions in the watershed from the largest, which would be the City of Raleigh in Wake County and Durham down to Stem, will have an amount indexed on Granville County's contribution of \$100,453. What this does is allow the entities named, Granville County, Creedmoor, Butner, and Stem to comply with this existing development obligation under the IAIA by contributing to the South Granville Water and Sewer Authority to remedy illicit discharges as part of the I-85 Sewer System upgrades. We can contribute up to the full amount each year, so you have no further obligation. It takes away all the transaction costs associated with it, but your minimum contribution annually under this agreement would be \$50,226.50 which would be half of that amount. The beauty of this is instead of having to go out and look for projects to do and incur legal expenses or engineering costs, each year for the remainder of the time that IAIA is in effect, which would be through June 30, 2026, you can make a payment to the South Granville Water and Sewer Authority to offset those illicit discharges rather than incur additional costs. This is something that needs to be done in Granville County to fix the issues with the sewer distribution or sewer collection system. He continued that he would be happy to answer any questions as he sort of served as the scribe for this agreement, but it has been reviewed by the attorneys for Stem and Creedmoor as well. He added that they also worked with Forrest Westall, Upper Neuse River Basin Association, and Alex Mathis, contractor of Brown and Caldwell on behalf of the Upper Neuse River Basin Association, as well as Raftelis, who is our stormwater engineer, and CDM Smith, SGWASA's engineer for the I-85 Sewer Collection Project, who reviewed this. It has been fully reviewed and there may be a few things that need to be changed as far as signatures. He stated further that he would ask that the Board authorize the County Manager or the Chairman of the Board to execute this document with any non-substance changes that any party may request as to grammar or signing parties.

Commissioner Gooch asked for clarification as far as the I-85 sewer project.

Attorney Wrenn responded that what the county would be doing is identifying those things that would fix illicit discharges like surcharging pump stations or leaking sewer pipes and CDM would try to quantify the nutrients coming from them. Obviously, it is not an exact science, but they would quantify that, and we would be able to track that reduction even though it is not a numerical reduction required and we would segregate funds where the grant funds would be coming from. The state would pay for other things and loan funds or whatever the additional supplement to the \$35 million that we have already received would pay for this and we would use these funds as a partial amount to repay those funds. He noted that the project is going to be greater than the \$35 million grant received and that you cannot use grant funds and local funds to pay for the same thing.

When Commissioner Gooch asked if these funds could be used for the two pump stations that have historically given problems, County Attorney Wrenn explained that the agreement contemplates CDM Smith designating a subset of the project that would be specifically designated for this, so they would segregate out that amount and we would be making up payments toward that percentage of the project.

When Chair Cozart called for a motion, Commissioner Karan said he would make the first motion he has ever made regarding Falls Lake Rules to approve this IAIA.

Upon a motion by Commissioner Timothy Karan, seconded by Commissioner Jimmy Gooch, and unanimously carried, the Board approved authorizing the County Manager or Chairman of the Board of County Commissioners to execute with non-substantive changes, the *Interlocal Agreement for Compliance by Granville County, Creedmoor, Butner, and Stem with the Interim Alternative Implementation Approach by Making Contributions to the South Granville Water and Sewer Authority to Pay a Portion of the Cost of Wastewater Infrastructure Improvements to Eliminate Illicit Discharges*. The agreement includes a minimum annual SGWASA contribution of \$50,226.50.

BOARD PRESENTATIONS

Commissioner Karan reported that he had given remarks for this Board to the Tar River Land Conservancy folks and those gathered on Horseshoe Road for their newest trail on the southern end. He noted that it is 2.5 miles worth of trails down into some absolutely beautiful backwater of Smith Creek. He noted that there is an elm tree at about a mile and a quarter mark

that is three times as big around as he is, and it has bear claw marks on two of the branches so that is a cool thing to see. He jokingly noted that the bear claws were from about 60 years ago.

Commissioner Zelodis Jay stated that they had a called KARTS meeting and reported that KARTS was making approximately 770 pickups every day. Due to the lack of drivers, they are now making about 550 trips and may have to start prioritizing trips. He stated that they are going to do the best that they can so they can try to get everyone that uses KARTS to where they need to get to.

Commissioner Sue Hinman stated that she did enjoy going down to Raleigh to meet with our delegates to help us get some laws passed and being able to speak with them. She noted that it was a very enlightening day and thanked the Board for allowing her that opportunity.

Chair Tony Cozart stated that the Board shares their condolences with the family of the late Mr. William Robinson who once served as Director of Animal Control. He announced that Mr. Robinson's homegoing service will be held on Thursday, June 23rd at Wright's Funeral Home and that he planned to attend. He stated that if it was all right with the Board, he wanted to write a letter to his wife expressing their gratitude. He continued that when Mr. Robinson retired, the County experienced some real challenges. He said he appreciates the service the family has rendered, noting that his son was currently working with the Sheriff's Office, and asked Chief Deputy Smoot to please send the family condolences during this time. He continued that Mr. Robinson had also served as a deacon at the Antioch Baptist Church, and he will be greatly missed.

ANY OTHER MATTERS

Commissioner Sue Hinman stated that it was Commissioner May's birthday and that he is trying to catch up with a few of the Board members. She said that he is now a senior citizen and wished him a Happy Birthday.

Commissioner Russ May thanked County Manager Felts and his staff for the continued work on the budget and he believed that, if you really look at our budget in real detail, you will see that the Board tried to apply their priorities where they were most needed in order to meet the most immediate needs and at the same time, really pushing some things forward in a way that our county needs, particularly in fire protection. He continued that he wanted to commend the Board for their work on that and that they are off to a new era in that regard in an additional

step. He thanked the entire Board and the County Manager for his patience and his work on that because it was not easy.

BOARD WENT INTO CLOSED SESSION

Chair Tony Cozart stated that the Board did have two matters that needed to go into closed session.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner Russ May, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) and (6) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged, and for personnel matters.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board returned to open session.

BOARD APPROVED REQUEST FOR SHERIFF'S OFFICE TO PURCHASE POWER DMS

Sheriff Hardy stated that on behalf of the Sheriff's Office, he was making a request that the Board approve the purchase of Power DMS by the Sheriff's Office. This software program system provides several benefits to the Sheriff's Office and there are various modules to include the following:

- 1) The Policy Management Module: This module provides a system for policy and written directive development and review. In addition, the Policy Management Module provides a system for disseminating policies to staff and a verification that staff have read the policy. It also allows the Sheriff's Office to provide a test at the end of each policy to ensure staff have read and understand the policy. A historical file will maintain a history of current policies as well as a historical file of all policies once they have been changed.
- 2) The Training Module: This module provides a system for providing training and testing as well as tracking of all in-service training. With this module, we can provide various required training to all our staff as well as necessary training staff must receive.
- 3) Field Training Module: This module provides and tracks new hire staff training and is used to ensure staff receive the necessary training during their initial onboarding.
- 4) Accreditation Management: The quote received includes accreditation standards for the American Correctional Association; however, the status of accreditation by the commission on accreditation of law enforcement administrators (COLEA) will only be available once the Sheriff's Office enters into a contract with COLEA. However, Lonnie Lemons has access to the COLEA standards. Not only is the accreditation module helpful with the development of our policies and procedures, it creates a system to ensure and verify that our policies include the nationally approved and accepted standards of practice.

Sheriff Hardy noted that the quote is for the initial fee amount of \$20,574.77 which includes a one-time charge for set-up and onboarding training. The annual fee after the initial year will be \$15,974.77 per year. When asked, he said this purchase will be with forfeiture funds.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Russ May, and unanimously carried, the Board approved the purchase of PowerDMS software from forfeiture funds at the initial cost of \$20,574.77 which includes one-time set-up and on-board training and an annual fee of \$15,974.77 after the first year.

BOARD APPROVED THE APPOINTMENT OF DOUGLAS P. “DOUG” LOGAN AS THE INTERIM COUNTY MANAGER

County Manager Mike Felts recommended that the Board consider the appointment of Doug Logan as the Interim County Manager in a part-time capacity beginning the week of July 10, 2022 and receive the Oath of Office at the end of the month.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board approved the appointment of Douglas P. “Doug” Logan as Interim County Manager with a start date the week of July 10, 2022.

County Manager Felts stated that the Board will present Doug Logan, if he is available, at the July 5th meeting as well as a couple of new department heads.

BOARD ADJOURNED

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner David T. Smith, and unanimously carried, the Board adjourned the meeting at 10:49 p.m.

Respectfully submitted,
Debra A. Weary, NCMCC, CMC
Clerk to the Board