

OXFORD, NORTH CAROLINA
May 31, 2022

The Members of the Honorable Board of Commissioners of Granville County, North Carolina met on Tuesday, May 31, 2022 at 9:00 a.m. in the Meeting Room, Granville Expo and Convention Center, 4185 US Highway 15 South, Oxford. The purpose of the meeting was to begin working on the proposed submitted budget for fiscal year 2022-2023.

Present were:

Chairman: Tony W. Cozart

<i>Commissioners:</i>	Jimmy Gooch	Sue Hinman
	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 Tony W. Cozart called the meeting to order and recognized Commissioner Russ May for the invocation.

CHANGE OF MEETING DATE FOR AUGUST REGULAR MEETING

County Manager Felts announced that the August board meeting may need to be changed due to conflicts with staff.

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Timothy Karan, and unanimously carried, the Board changed the August meeting of the Board of Commissioners to Monday, August 8, 2022 at 7:00 p.m.

UPDATE ON PAY AND CLASSIFICATION PLAN AND PROPOSED FEE MANUAL

County Manager Felts reviewed the agenda for the day. He then reviewed the Pay and Classification Plan and proposed Fee Manual changes and answered questions. When asked, he said staff would review residential and non-residential rental rates for the Expo Center. He mentioned key budget drivers including health insurance increase, retirement rate increase, debt service reduction, merit pay program, Recreation Master Plan allocation, education, and Fire Protection and Rescue Service Tax District.

REVIEW OF SUMMARY OF GENERAL FUND EXPENDITURES

County Manager Felts reviewed the summary of general fund expenditures and answered questions. He announced that an intern will be working in Administration, a new

Veterans Service Officer will start on June 16, 2022, and that the Granville-Vance District Health Department has moved to their renovated offices near Granville Health System.

County Manager Felts said that the Board may want to consider increasing the general contingency balances.

BREAK

At 10:19 a.m., Chair Cozart called for a break. The work session resumed at 10:35 a.m.

REVIEW OF SUMMARY OF GENERAL FUND REVENUES

County Manager Felts reviewed the summary of general fund revenues and answered questions. County Manager asked that service expansion #19, adding eight (8) Detention Officers, be held until a later date.

REVIEW OF OTHER FUNDS

County Manager Felts reviewed other annually budgeted funds including the Emergency Telephone System Fund, R. H. Thornton Library Memorial Fund, Stormwater Services, Solid Waste Management (landfill operations for C & D and MSW landfills and convenience centers), Fire Protection and Rescue Service District, County Health Plan and other funds. He talked about a recommended 6 cents per \$100 valuation Fire Protection and Rescue District tax and explained the proposed funding structure. He noted that once those revenues are collected, they are restricted for this purpose. In the past, fire services were funded with property taxes, there were no restrictions, and funding was determined by the Board of Commissioners. The Fire Protection and Rescue District tax will create a dedicated funding stream that can be adjusted by the actual needs of fire protection in the County. He mentioned challenges for fire departments including finding volunteers and rising fuel, equipment, and training costs. He noted that this is not an immediate solution, but the beginning of a response. He continued his review of funds.

REVIEW OF FUNDING ENHANCEMENTS

County Manager Felts explained that this new section included in the annual budget process included funding enhancements based on input from the Board of Commissioners received at the retreat and other meetings including State and Local Fiscal Recovery Fund Workshops. County Manager Felts reviewed recommended funding enhancements in section 17 pages 1-3 of the budget notebook. He noted that the General Fund has \$2,475,216 available

for funding enhancements. There is a total of \$3,917,343 of funding enhancements in the budget notebook, so there would be an additional appropriation of \$1,442,127 needed. When asked, County Manager Felts clarified school funding and gave recommendations.

BOARD APPROVED FUNDING ENHANCEMENTS

The Board reviewed the recommended funding enhancements in the budget notebook. After discussion, the Board acted on the matter.

Upon a motion by Commissioner David T. Smith, seconded by Commissioner Russ May, and unanimously carried, the Board approved the following funding enhancements to be included in the fiscal year 2022-2023 budget by a vote of 6-0 in the amount of \$3,732,343, with the fourth ambulance to be included in next year’s budget. (Commissioner Hinman abstained from voting due to the Food Insecurity Program item on the list).

EMS Subsidy Funding	\$2,112,099
Hospital Plant Operations (parking lot)	\$ 274,000
Hospital Plant Operations (operating room air handling unit)	\$ 200,000
Hospital Plant Operations (main hospital air handling unit)	\$ 200,000
Hospital EMS Replacements #1, #2 & #3	\$ 555,000
School System Inflationary Funding	\$ 251,244
Granville-Vance Public Health	\$ 100,000
Food Insecurity Program	\$ 40,000

LUNCH

At 11:58 a.m., the Board took a break for lunch. The meeting resumed at 12:48 p.m.

RECREATION MASTER PLAN

Assistant County Manager Weichel reported that Justin Jorgensen, Senior Planner, was working on Request for Qualifications (RFQs) for the Recreation Master Plan update and hopes work will kick off in August.

OVERVIEW OF SERVICE EXPANSIONS

County Manager Felts explained that 41 service expansions totaling \$6,470,844 were submitted and included in the proposed budget notebook. He noted that 1 penny on the tax rate = \$522,334. At this time, Mr. Felts reviewed the list of service expansions.

BUDGET DISCUSSION AND DELIBERATION

The Board began review, discussion, and deliberation of the service expansions. A meeting will be set up with Granville County Public Schools, Sheriff, Emergency Management and School Liaisons to look at the security needs for the school system and then a recommendation brought back to the Board.

County Manager Felts said he would recap service expansions after the break. He also requested a closed session for attorney-client matters.

BREAK

At 3:02 p.m., Chair Cozart called for a break. The work session resumed at 3:19 p.m.

RECAP OF SERVICE EXPANSIONS TO BE INCLUDED IN THE PROPOSED 2022-2023 BUDGET

Sheriff John B. Hardy came forward to explain his request for service expansion #20, paid meal break for all sworn positions, for the Sheriff's office.

County Manager Felts noted that a public hearing on the recommended budget will be held at the June 6, 2022 regular meeting and that a summary of the items from today will be included in the proposed recommended budget. He said that he would request that the Board wait until the June 20, 2022 meeting to adopt the budget, after the public hearing for those municipalities requesting to be in the Granville County Fire Protection District. He then recapped information gathered from the budget workshop session.

Items to be included in this year's existing budget:

- Security at 104 Belle Street
- Security at Animal Control with cameras and lock system
- Replacement of outdoor kennels at Animal Control

Items to be held for further discussion until later in the budget cycle the amount of approximately \$2.6 million:

- 401(K) item – hold for comprehensive review of employee benefits package
- Finance Technician position – review later
- Fire Marshal Position – review later
- Detention staff – hold for additional information
- Sheriff staffing – review later
- School's decompression – review later

Recurring items from the budget work session of service expansions to be included in the proposed budget to be presented on June 6, 2022 in the amount of \$165,343:

- General Government – Mileage rate increase
- Internal Auditor – Internal financial assessments
- Library – Wi-Fi hotspot extension
- Emergency Communications – Part-time pay increase for telecommunicators
- Sheriff – Part-time pay increase for bailiffs
- Sheriff – Add additional part-time positions (3 positions)

Non-recurring items from the budget work session of service expansions to be included in the proposed budget to be presented on June 6, 2022 in the amount of \$1,045,491:

- Human Resources – HR/Payroll system vendor change
- Information Technology – Server infrastructure increase
- Animal Management – Portable livestock panel trailer

- Parks and Grounds – Refurbish restrooms at sports pavilion
- Development Services – Digital/Electronic Plan review
- Granville County Public Schools – Board-directed capital outlay - \$250,000

County Manager noted that this will increase appropriated fund balance by \$1.2 million and will put appropriated fund balance at \$3.15 million or 4% of expenditures. He said this summary will be brought back at the June 6, 2022 meeting. He encouraged the Board to think of funding these projects out of fund balance using some revenue replacement this year and some next year, noting that then the following year will be revaluation year.

When asked about item #14 Tax autoagent, County Manager Felts noted that it will be included in the proposed fiscal year 2022-2023 budget as it is a no-cost item.

When asked, County Manager Felts reported that Granville County has a healthy fund balance and that with what has come out of this session, he is very comfortable. He noted that the fiscal year 2020-2021 audit showed a strong fund balance. Granville County targets a range of 30-35% of expenditures for unassigned fund balance. He said fund balance at the end of 2020-2021 was 36.49% and is estimated to be 38.01% at the end of June 2022.

CLOSED SESSION

Upon a motion by Commissioner Russ May, seconded by Commissioner Sue Hinman, and unanimously carried, the Board went into closed session as allowed by G.S. 143-318.11(a)(3) 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.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board returned to regular session.

BOARD APPROVED SURVEY FOR TRIANGLE NORTH GRANVILLE PROPERTY

County Attorney Jim Wrenn recommended that the Board consider a survey for the Triangle North Granville site.

Upon a motion by Commissioner Zelodis Jay, seconded by Commissioner David T. Smith, and unanimously carried, the Board approved exempting the County from the Mini-Brooks Act and contracting with Summit Engineering for an amount not to exceed \$17,200 for a survey of Phase 1 of the Triangle North Granville Park.

BOARD ADJOURNED

Upon a motion by Commissioner Sue Hinman, seconded by Commissioner Zelodis Jay, and unanimously carried, the Board adjourned at 4:44 p.m.

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