

**Minutes of the 2018-2019 Fiscal Year Budget Work Sessions  
Special Meeting of the Yancey County Board of Commissioners  
Yancey County Courthouse, Burnsville, North Carolina**

Present at the 30 April 2018 meeting of the Yancey County Board of County Commissioners were Chairman Johnny Riddle, Commissioners Jill Austin, Mark Ledford, John Stallings and Jeff Whitson, County Manager Nathan Bennett, Clerk to the Board Jason Robinson, County Attorney Donny Laws, and Finance Officer Brandi Burleson.

**Call to Order and Approval of Agenda**

Chairman Riddle called the meeting to order and then asked for a motion to approve the agenda. Commissioner Whitson made a motion to approve the agenda and it was seconded by Commissioner Ledford. The vote to approve was unanimous. (Attachment A)

**Taxation and Revenue Matters**

The Board first heard from Yancey County Tax Administrator Danny McIntosh. Mr. McIntosh stated that what he had to discuss could possibly be brought into litigation and would like to discuss it in closed session with the county attorney. Upon hearing from Mr. McIntosh, Commissioner Whitson made a motion to go into closed session pursuant to NCGS 143-318.11(a)(3).

Upon coming out of closed session, Commissioner Whitson made a motion to allow the statutory refund process to work itself out with the tax administrator. The motion was seconded by Commissioner Stallings and the vote to approve was unanimous. Mr. McIntosh then explained the refund process to the taxpayer and stated that the first step was to write a request for a refund.

**Budget Review**

County Manager Nathan Bennett began with a review of the budget process for this year. Mr. Bennett explained that the process began in February at the February department head meeting and also mailing out requests to outside entities. Mr. Bennett stated that right now the budget is balanced. He then explained to the Board some of the items that were asked for in the budget but were not funded, including some nonprofits which have previously not been funded. Mr. Bennett stated that he would not recommend taking on any new nonprofits for funding. All current nonprofits have been funded at the same level as last year in the draft budget. Mr. Bennett also mentioned TRACTOR, which is funded at \$100,000 this year. Discussion followed concerning TRACTOR. Chairman Riddle asked about the senior center. Mr. Bennett stated that the senior center is funded at the current appropriation of \$119,000 which is the same as previous years. There is also about \$200,000 in the Home and Community Care Block Grant (HCCBG) from the State to fund senior center operations. Mr. Bennett stated that he felt like the only way to get the senior center back to solvency was to take it on as a county department. Mr. Bennett also informed the Board that the Heritage Adult Day Retreat (HADR) was also a function of the Yancey Committee on Aging but it doesn't look like the County can be the operator of that facility due to the fact that the Yancey County Department of Social Services and the staff at the health department regulate some activities at the facility. Discussion followed about the senior center and the committee on aging. Upon conclusion of the discussion, Commissioner Whitson made a motion to take on the Yancey County Senior Center as a county department under county operations. The motion was seconded by Commissioner Ledford and the vote to approve was unanimous.

The Board next went through the budget revenues and bottom line expenditures with Finance Officer Brandi Burleson explaining any increases or decreases.

**Recess**

Having no further business for today, Commissioner Stallings made a motion to recess until May 7, 2018 at 9:30 am and it was seconded by Commissioner Austin. The vote to recess was unanimous.

**MAY 7, 2018 9:30 a.m.**

Chairman Riddle reconvened the recessed meeting from April 30, 2018 with Chairman Johnny Riddle, Commissioners Jill Austin, Mark Ledford, John Stallings, and Jeff Whitson

present. Also in attendance were: County Manager Nathan Bennett, Clerk to the Board Jason Robinson, Finance Officer Brandi Burleson.

### **Budget Work Session**

The Board next heard from Finance Officer Brandi Burleson. Mrs. Burleson informed the Board that she had been notified by Newdale Volunteer Fire Department that they were going to ask for a 2 cent increase on their fire tax. She stated that they plan to lower their insurance rating from a rating of 9 and need additional funds to purchase more equipment and to do some of the work that is necessary in that process. Mrs. Burleson stated that the chief of the fire department indicated that he would be willing to come in to ask the Board for this increase. The Board indicated that they would like to hear from the chief of the department. Mrs. Burleson also brought to the Board's attention a new credit card policy that had been suggested by the auditors. Mrs. Burleson stated that the auditors indicated this was needed when multiple departments received cards. Upon hearing from Mrs. Burleson, Commissioner Whitson made a motion to approve the new credit card policy. The motion was seconded by Commissioners Austin and the vote to approve was unanimous (Attachment B).

### **Yancey County Schools**

The Board next heard from Dr. Tony Tipton, Superintendent of Yancey County Schools, Robbie Renfro, Yancey County Schools Finance Officer, and Angie Weatherman, Chairman of the Yancey County Board of Education. Dr. Tipton updated the Board on the legislation on class size and stated that the school system is fine to start the year but if there are any additions it could cause problems. Dr. Tipton stated that it would be advantageous if the commissioners could fund three teaching positions. Ms. Renfro stated that right now about 50% of local money for operating expenses goes to salaries. Discussion followed concerning the financial situation of Yancey County Schools. The Board thanked Dr. Tipton, Ms. Renfro, and Ms. Weatherman for their time.

### **Recess**

Having no further business at this time Commissioner Stallings made a motion to recess the meeting until May 21, 2018 at 9:00 am. The motion was seconded by Commissioner Austin and the vote to recess was unanimous.

### **MAY 21, 2018 9:00 am**

Chairman Riddle reconvened the budget work session with Commissioners Austin, Stallings, and Whitson present. Also in attendance were County Manager Nathan Bennett, Clerk to the Board Jason Robinson, and Finance Officer Brandi Burleson. Commissioner Ledford was absent for the meeting.

### **Budget Amendment #3**

The Board first heard from Finance Officer Brandi Burleson. Mrs. Burleson stated that budget amendment #3 was the beginning of cleaning up the fiscal year and is necessary to adjust revenues and expenditures. Mrs. Burleson stated that there would probably be 2-3 more budget amendments. Upon hearing from Mrs. Burleson, Commissioner Whitson made a motion to approve budget amendment #3 and it was seconded by Commissioner Austin. The vote to approve was unanimous (Attachment C).

### **Mayland Community College**

The Board next heard from Dr. John Boyd, President of Mayland Community College. Dr. Boyd stated that he was working for multi-campus funding as well as submitting a grant to the Appalachian Regional Commission (ARC) for an entrepreneurial grant to keep kids here in the area. Dr. Boyd also updated the Board on the observatory and what is going on at the former Energy Xchange. Dr. Boyd also offered justification for the additional funds that was asked for in the budget request.

### **Newdale Fire Department**

The Board next heard from the chief of the Newdale Volunteer Fire Department, Tracy Cox. Mr. Cox stated that the department is asking for a 2 cent per \$100 of valuation increase on the fire tax. Mr. Cox further stated that they would like to go from a 9-S ISO rating to a 6 ISO rating. They also wanted to purchase a new larger tanker to flow more water. Discussion followed about Newdale's financial situation. Upon hearing from Mr. Cox, Commissioner Whitson made a motion to increase the fire tax by 1 cent per \$100 of valuation. The motion was seconded by Commissioner Stallings and the vote to approve was unanimous.

### **Carolina Literacy Festival**

The Board next heard from Kathy Weisfeld with the Carolina Mountains Literacy Festival. Ms. Weisfeld stated that this is the 13<sup>th</sup> year of the festival and that they depend on community support. They want to rent the NuWray Inn for activities and to house some of the guests of the festival. Upon hearing from Ms. Weisfeld, Commissioner Austin made a motion to pay NuWray Inn as a sponsorship for the Literacy Festival. The motion was seconded by Commissioner Stallings and the vote to approve was unanimous.

### **Yancey County Sheriff's Office**

The Board next heard from Chief Deputy Shane Hilliard. Mr. Hilliard stated that it would be great to have another deputy until midnight from Monday to Friday. He also stated that he would like to ask the Board's blessing to pursue grants for School Resource Officers (SRO). The Board was very agreeable to having Mr. Hilliard pursue grants. Mr. Hilliard also stated that there is a plan to move the Sheriff Department Administration to the former Yancey County Learning Academy (YCLA) building that the schools are vacating.

### **Budget Work Session**

The Board heard from County Manager Nathan Bennett who updated the Board on the budget. Discussion followed concerning economic development and outside agencies. Mr. Bennett next informed the Board that the solid waste collection contract expires on June 30<sup>th</sup>. Mr. Bennett stated that the current company has proposed an amendment for the current contract for five years with two options for annual increase. The first option would be tied to the consumer price index (CPI), this would be a variable rate. The second option would be a flat 3.5% price increase per year. Discussion followed about the current rate and about adding a site in the Wolf Laurel development, much the same as in Mountain Air. Upon hearing from Mr. Bennett, Commissioner Whitson made a motion to amend the Republic Services, Inc. solid waste collection contract to include 3.5% annual increase and to add service at Wolf Laurel. The motion was seconded by Commissioner Austin and the vote to approve was unanimous (Attachment D). Mr. Bennett next moved to the Yancey County Senior Center. Mr. Bennett stated that it looks like it will take about another \$60,000 as it currently operates. Chairman Riddle then asked about Heritage Adult Day Retreat (HADR), if there had been any luck in coming up with another entity to operate it and if it was possible for the County to operate it. Mr. Bennett stated that he had had no luck finding another entity at this time and that he had confirmed with the DSS director that the County cannot operate HADR and at the same time be a regulator of their activities. Chairman Riddle stated that he would really like to see something happen with HADR because of the need that it serves. Mr. Bennett stated that he was continuing to try to find an entity to operate HADR.

### **Recess**

Having no further business at this time Commissioner Austin made a motion to recess the meeting until June 4, 2018 at 9:00 am in the Commissioners Board Room. The motion was seconded by Commissioner Stallings and the vote to recess was unanimous.

**June 4, 2018 9:00 am**

Chairman Riddle reconvened the budget work session with Commissioners Austin, Stallings, and Whitson present. Also in attendance were County Manager Nathan Bennett, Clerk to the Board Jason Robinson, Planning and Economic Development Director Jamie McMahan, Finance Director Lynne Hensley, and Finance Officer Brandi Burleson. Commissioner Ledford was absent from the meeting.

**Budget Work Session**

County Manager Nathan Bennett explained the minor changes to this version of the budget and stated that Lynn Austin had agreed to be the overall department head at the senior center when it becomes a county agency. Discussion followed concerning staffing the center and the finances of the center and about expanding services.

**Recess**

Having no further business at this time, Commissioner Stallings made a motion to recess until June 25<sup>th</sup> at 9:00 am in the Commissioners Board Room. Commissioner Austin seconded the motion and the vote to approve was unanimous.

**June 25, 2018 9:00 am**

Chairman Riddle reconvened the meeting from June 4, 2018. Also in attendance were Commissioners Jill Austin and John Stallings along with County Manager Nathan Bennett and Finance Officer Brandi Burleson. Commissioners Mark Ledford and Jeff Whitson were not present at the meeting.

**Budget Amendments**

The Board first heard from Finance Officer Brandi Burleson concerning budget amendments. Budget amendment #4 was an adjustment to the JCPC budget after more funds were appropriated by the State. Budget amendment #5 was an overall adjustment to the budget to bring the line items back into balance. Upon hearing from Mrs. Burleson, Commissioner Stallings made a motion to approve the budget amendments #4, and #5. The motion was seconded by Commissioner Austin and the vote to approve was unanimous (Attachments E and F).

**Revised Capital Project Ordinance**

The Board next heard from County Manager Nathan Bennett concerning the new elementary school. Because of changes that need to be made to the way the funds are distributed there needs to be a revised capital project ordinance. Upon hearing from Mr. Bennett, Commissioner Austin made a motion to approve the revised capital project ordinance. The motion was seconded by Commissioner Stallings and the vote to approve was unanimous (Attachment G).

**Modified Position Classification Plan**


The Board next heard from County Manager Nathan Bennett concerning the position classification plan. Mr. Bennett stated that there were a number of positions that needed to be added to the plan over the last couple of years. These positions were in various departments. Upon hearing from Mr. Bennett, Chairman Riddle made a motion to approve the position classification plan. The motion was seconded by Commissioner Austin and the vote to approve was unanimous (Attachment H).

**Adjournment**

Having no further business Commissioner Stallings made a motion to adjourn and it was seconded by Commissioner Austin. The vote to adjourn was unanimous.

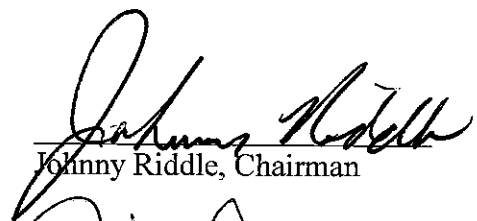
Approved and authenticated on this the \_\_\_\_\_ 13<sup>th</sup> \_\_\_\_\_ day of November 2018.

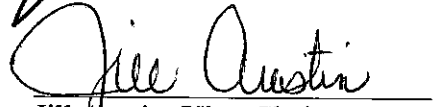
Attest:


  
Jason Robinson  
Clerk to the Board

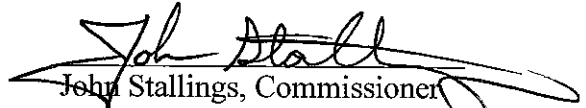
(county seal)



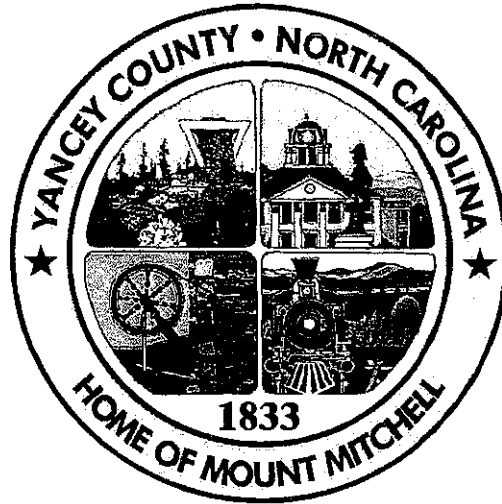
  
Johnny Riddle, Chairman

  
Jill Austin, Vice-Chairman

  
Mark Ledford, Commissioner

  
John Stallings, Commissioner

  
Jeff Whitson, Commissioner



AGENDA  
YANCEY COUNTY COMMISSIONERS  
SPECIAL MEETING  
April 30, 2018

- I. Call to Order - Chairman Riddle
- II. Approval of Agenda
- III. Taxation and Revenue Matters
- IV. Fiscal Year 2018-19 Budget Preparation
- V. Fiscal Year 2017-18 Budget discussion and adjustments
- VI. Fiscal Year 2017-18 Budget amendments
- VII. Adjourn

### **Purchases by Credit Card**

It is the policy of Yancey County to allow the use of a credit card by the departments for certain expenses as outlined below. The Department Head is responsible for any credit cards assigned to the department and for the proper use of those cards. Personal use of county credit cards is prohibited and will be subject to discipline.

The Yancey County Finance Officer selects a company to use to obtain the necessary credit cards and establishes a line of credit with that company. Consideration is given to a company who can meet the general purchasing needs of the government and the billing and payment requirements of the agency.

#### ***Authorization***

The Finance Officer authorizes the use of a credit card by a Yancey County employee to make a purchase on behalf of the county. If an employee makes a purchase by credit card that is not approved as a business purchase by the Finance Officer, the employee is personally liable for the amount of the purchase.

A purchase by credit card must otherwise comply with all statutes, rules, or county policy applicable to county purchases.

#### ***Controls***

- The Department Head is responsible for making sure that any charges are authorized expenditures and that adequate funds are available within the department's approved budget.
- All existing purchasing policies apply to purchases made on a credit card.
- All receipts must be obtained by the persons using the card and presented to the Finance Officer for reconciliation with the credit card statement.
- It will be the responsibility of the Department Head to notify the Finance Officer to cancel a lost card immediately.

### ***Eligible Uses of the Credit Card***

The credit card may be used to:

- Reserve and charge rooms for conferences, training, meeting attendance, or other authorized travel purposes.
- Purchase lodging and meal expenses during overnight stays while attending authorized meetings, training sessions, or other authorized purposes.
- Purchase supplies and or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant.

### ***Ineligible Uses of the Credit Card***

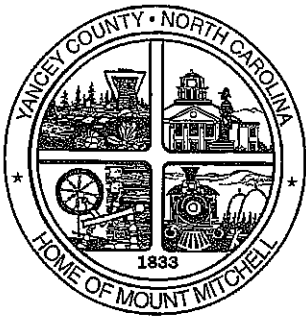
The credit card may not be used for:

- Personal purchases. Absolutely no personal use of the credit card is allowed, even if the intent is to re-pay the County at a future point.
- Gratuities and excess daily meal allowance.
- Gasoline for any personal vehicle unless prior arrangements have been made with the Finance Officer or County Manager.

Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase. It is the Finance Officer's responsibility to ensure that only reimbursable expenses are charged on a card. If transaction limits are inadequate for the type of purchases you need to make, please prepare a purchase order and submit to the Finance Officer.



## YANCEY COUNTY FINANCE OFFICE



110 TOWN SQUARE, ROOM 11, BURNSVILLE, NC 28714

PHONE (828)682-3819 • FAX (828)682-4301

FINANCE DIRECTOR, LYNNE E. HENSLEY • lhensley@yanceycountync.gov

FINANCE OFFICER, BRANDI BURLESON • bburleson@yanceycountync.gov

ASST. FINANCE OFFICER, LISA MILLER • lmiller@yanceycountync.gov

### NOTES TO BUDGET AMENDMENT # 3

The purpose of this budget amendment is to adjust various line items that have changed or have occurred since the budget was adopted in June. Line 1-7 are increases to various general government line items which have been higher than were originally budgeted. Line items 8-20 are general maintenance items that have occurred and the cost was either not anticipated or higher than was expected. Line 21, 53-56 were to cover personnel being moved to other departments. Lines 27 & 28 are to increase comp time and annual leave payout for various employees that are no longer with Yancey County. Lines 29-35 were to cover non-departmental costs. Line 36 is a new line item that was added due to a new bill that was passed (information attached). Line 38 is to cover the law associated with civilian employees (dispatchers) accrual of overtime. Line 40 is a grant that was received by Emergency Management to purchase a portable bridge. Lines 44-46 were some changes in programs for the Department of Social Services. Lines 47 & 48 are to cover the cleaning contract that was needed for the Little hands Learning Center and the installation of new heating/cooling units in that building. Line 50 is to reduce the allocation for timber receipts that is a pass thru to Yancey County Schools. This amendment increases the overall 2017-2018 Fiscal Year Budget from \$21,909,036 to \$ 22,098,418.

## YANCEY COUNTY COMMISSIONERS

BUDGET AMENDMENT # 3

FUND: GENERAL

As entered in the minutes of the Yancey County Board of Commissioners at a meeting on May 21, 2018.

	EXPEND. CODE	ACCOUNT	INCREASE	DECREASE
1	104110-5311	TRAVEL EXPENSES	2,000.00	
2	104110-5312	TRAVEL -MILEAGE	3,500.00	
3	104110-5321	TELEPHONE	1,000.00	
4	104120-5183	HEALTH INSURANCE	3,000.00	
5	104140-5126	SALARY - WAGES - TEMP	12,500.00	
6	104150-519502	LEGAL FEES-CONTRACT	1,000.00	
7	104190-5183	HEALTH INSURANCE	5,100.00	
8	104190-524001	R&M COURTHOUSE	18,000.00	
9	104190-524002	R&M TECHNOLOGY CENTER	5,000.00	
10	104190-524011	R&M JAIL	3,000.00	
11	104190-524012	R&M BLDGS AND GROUNDS	5,500.00	
12	104190-524016	R&M DSS BUILDING	2,000.00	
13	104190-524017	R&M RHA BUILDING	500.00	
14	104190-524024	R&M MAINTENANCE BLDG	1,000.00	
15	104190-524025	R&M SERVICES BUILDING	3,000.00	
16	104190-5299	MISC SUPPLIES	600.00	
17	104190-5331	ELECTRICITY	10,000.00	
18	104190-5333	NATURAL GAS	9,700.00	
19	104190-5334	WATER	9,800.00	
20	104190-5550	CAPITAL - OTHER	1,000.00	
21	104195-5121	SALARIES & WAGES	10,000.00	
22	104200-5186	WORKER'S COMP	15,300.00	
23	104200-518306	LONG TERM DISABILITY	1,500.00	
24	104200-519101	PROF SERV-ACCT		8,000.00
25	104200-519102	PROF SERV - NONCAPITAL		5,000.00
26	104200-5231	SPECIAL PROG SUPPLIES		1,000.00
27	104200-512106	COMP TIME PAYOUT	18,000.00	
28	104200-5131	ANNUAL LEAVE PAYOUT	15,000.00	
29	104200-529904	FLOWERS, CARDS RESPECTS	2,000.00	
30	104200-5370	ADVERTISING	3,100.00	
31	104200-539501	SAFETY	2,800.00	
32	104200-5401	MISC CHGS, BANK FEES	2,000.00	
33	104200-5451	PROP & LAIB INS		7,000.00
34	104200-549104	DUES - HIGH COUNTRY COG	1,043.00	
35	104200-5523	COUNTY NETWORK BASE	15,000.00	
36	104310-518201	SHERIFF'S SUPPLEMENT	1,882.00	
37	104310-5353	R&M AUTOS	8,000.00	
38	104315-5122	DISPATCH OVERTIME	13,000.00	
39	104325-539903	JUVENILE-BUNCOMBE	3,000.00	
40	104330-5550	CAPITAL - EMERG MGMT	12,400.00	
41	104350-5183	HEALTH INS - BUILDING INSPECT	8,000.00	
42	104390-5126	SAL & WAGES - OVERTIME	10,000.00	
43	105211-5331	ELECTRICITY	10,000.00	
44	105320-5768	LIEAP PAYMENTS	29,692.00	
45	105330-5784	STATE FOSTERCARE		225,000.00
46	105330-5785	FOSTERCARE IV-E	225,000.00	
47	105850-5394	CLEANING SERVICES - DAYCARE	2,600.00	

48	105850-5550	CAPITAL -DAY CARE - FBEMC	6,200.00		
49	106110-524002	CONST & REPAIR LIBRARY	3,000.00		
50	105910-5914	TIMER RECEIPTS			52,710.00
51	104715-5121	SALARIES & WAGES			8,000.00
52	104715-5183	HEALTH INS			2,000.00
53	106125-5121	SALARIES & WAGES			10,000.00
54	106125-5126	SALARIES & WAGES - TEMP			2,500.00
55	106125-5181	FICA/MEDICARE			1,000.00
56	106125-5182	RETIREMENT			2,000.00
57	106125-5331	ELECTRICITY			2,125.00
TOTALS			515,717.00		326,335.00

NET CHANGE 189,382.00  
CURRENT APPROP 21,909,036.00  
TOTAL APPROP AMENDED 22,098,418.00

			INCREASE	DECREASE	
58	104081-490501	EMERG MGMT - SPECIAL OPER	12,400.00		
59	104055-475013	LIEAP PAYMENTS	29,692.00		
60	104042-4310	1% SALES TAX -	60,000.00		
61	104042-4311	1/2 CENT SALES TAX	70,000.00		
62	104042-4312	1/2 CENT SALES TAX	25,000.00		
63	104042-531301	NEW SALES TAX	25,000.00		
64	104042-4316	TIMBER RECEIPTS			52,710.00
65	104042-4319	UTILITY FRANCHISE FEES	20,000.00		
TOTALS			242,092.00		52,710.00

NET CHANGE 189,382.00  
CURRENT APPROP 21,909,036.00  
TOTAL APPROP AMENDED 22,098,418.00

0.00

**SECOND AMENDMENT TO SOLID WASTE COLLECTION SERVICE AGREEMENT**  
**DATED 02/11/2008**

This Amendment (hereinafter "Second Amendment") to Solid Waste Collection Service Agreement is entered into as of the 5 day of June 2018, by and between **REPUBLIC SERVICES OF NORTH CAROLINA, LLC** ("GDS") and the **COUNTY OF YANCEY** ("the COUNTY") (collectively referred to herein as the "Parties" and individually as a "Party").

**WHEREAS**, GDS and the COUNTY are parties to that certain Solid Waste Collection Service Agreement dated February 11, 2008, as previously amended via First Amendment dated 07/01/13 (collectively referred to as "Agreement") to provide certain services in accordance with the Agreement;

**AND WHEREAS**, the Parties desire to extend the term of the Agreement for a period of five (5) years certain changes to the Agreement effective July 01, 2018.

**NOW, THEREFORE**, in consideration of the above premises and of the mutual covenants herein contained and other consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned Parties agree as follows:

1. Except as specifically provided in this Second Amendment, each and every provision of the Agreement, as extended through the date hereof, remains, and is, in all respects, in full force and effect.
2. **Section 1 (TERM)**: The term of the Agreement has been extended for a period of five years effective July 01, 2018 and hence, 'TERM' section of Agreement is hereby revised to read as:

*"The term of this amendment Agreement shall be for five (5) years, beginning on the 1<sup>st</sup> day of July 2018 and ending five years thereafter. The Agreement may be extended for additional terms by mutual consent of the parties."*

3. **Section 5 (A)**: This section of the Agreement is hereby revised to read as follows:

*"A monthly service fee of \$22,706.66 for service to Convenience Sites and \$2795.00 for service to the schools and other County Facilities. However, in the event Contractor is required to provide services to Bald Mountain Site, the monthly service fee shall increase to \$23,454.00, and in such event, GDS will provide an average of two hauls per month at the Bald Mountain Rd Site."*

4. **Section 5 (B)**: This section is hereby revised to read as follows:

*"The Fee set forth in Section 5.A as amended shall be increased by three and one half percent (3½%) annually, effective on July 1 of each year."*

IN WITNESS WHEREOF, the parties hereto have signed these presents for the purposes herein contained the day and year stated below:

**REPUBLIC SERVICES OF NORTH CAROLINA, LLC**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**COUNTY OF YANCEY**

By: Nadine Bennett  
Its: County Manager

*Attachment E*

**YANCEY COUNTY COMMISSIONERS**

BUDGET AMENDMENT # 4

FUND: GRANT

As entered in the minutes of the Yancey County Board of Commissioners at a meeting on June 25, 2018.

EXPEND. CODE	ACCOUNT	INCREASE	DECREASE
224952-5181	FICA/MEDICARE		1.00
224952-5260	OFFICE SUPPLIES	501.00	
224952-5520	CAPITAL - COMPUTERS	850.00	
224953-5260	OFFICE SUPPLIES	200.00	
224953-5399	OTHER SERVICES	1,127.00	
224956-556003	JUVENILE MEDIATION	667.00	
224956-556004	JUVENILE MEDIATION	134.00	
224956-556005	PROJECT CHALLENGE	4,347.00	
224956-556006	PROJECT CHALLENGE	869.00	
224956-556011	CROSSNORE SCHOOL		6,375.00
224956-556012	CROSSNORE SCHOOL		1,275.00
TOTALS		8,695.00	7,651.00
NET CHANGE			1,044.00

EXPEND. CODE	ACCOUNT	INCREASE	DECREASE
224000-4401	CONTRIBUTION FROM GENERAL FUN	1,044.00	
TOTALS		1,044.00	0.00
NET CHANGE			1,044.00

0.00



			INCREASE	DECREASE
104059-449821		YANCEY FUND - GARDEN GRANT	7,924.00	
TOTALS			7,924.00	0.00
NET CHANGE				7,924.00

0.00

YANCEY COUNTY

3rd REVISED CAPITAL PROJECT ORDINANCE FOR THE

BLUE RIDGE ELEMENTARY SCHOOL PROJECT

BE IT HEREBY ORDAINED by the Yancey County Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the North Carolina General Statutes, the following revision to the capital project ordinance is hereby adopted:

**SECTION 1:** That the project authorized hereby is the construction of the West Yancey Elementary School, with the purpose of providing an educational facility for the citizens of Yancey County.

**Section 2:** Yancey County staff is hereby directed to proceed with the revised capital project within the terms and provisions of Chapter 159 of the North Carolina General Statutes and the budget contained herein.

**Section 3:** The following revenues and resources are anticipated to be available to complete the project activities:

Revenues:

From:	Amount:
• Yancey County Board of Education ADM Funds	\$ 791,572
• Lottery Funds Allocated to the Project	\$ 429,089
• Sales Tax Article's 40 & 42 Obligated in FY 2016-2017 and 2017-2018	\$ 1,000,000
• Loan Proceeds	\$ 11,474,390
• NCDOT Road Widening Project Reimbursement	\$ 878,265
 <b>TOTAL</b>	 <b><u>\$ 14,573,316</u></b>

**Section 4:** The following expenditures are hereby appropriated for the project activities:

Expenditures:

For:	Amount:
• Total Construction including Site Work & Contingency	\$ 11,736,099
• Architectural Fees, Design & Construction Administration	\$ 500,593
• Legal Fees, Bond Counsel	\$ 20,000
• Legal Fees, Local Counsel	\$ 25,000
• Testing During Construction	\$ 50,000
• Contingency Including Cost of Contracted Building Inspection & Closing Costs, etc.	\$ 363,359



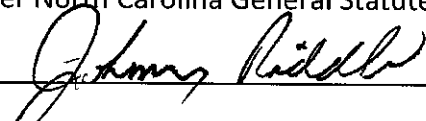
• Construction of Sewer Extension	\$ 1,000,000
• NCDOT Road Widening Project	\$ 878,265
<b>TOTAL Project Cost:</b>	<b><u>\$ 14,573,316</u></b>

**Section 5:** The Yancey County Finance Office is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to provide accounting information as required by Chapter 159 of the North Carolina General Statutes. Further that Finance Office staff is directed to include a detailed analysis of past and future costs and revenues of this capital project in every budget submission made to the Board of County Commissioners.

**Section 6:** The Yancey County Manager is hereby authorized and empowered to execute any and all documents necessary to commence, carry out, and complete the capital project set forth herein without any further direction, authorization, or consent, including without limitation any and all contract documents, change orders, and any other such documents as may be necessary to give direction to architects, contractors, and others in completing this capital project. Further that the County manager is authorized to transfer appropriations within the various line items of this capital project ordinance as he shall in his discretion deem necessary, according to law. Further that the County Manager shall from time to time report to the Board of Commissioners as they shall direct as to the status of completion of the capital project and/or the status of the budget for the capital project.

**Section 7:** Copies of this capital project ordinance shall be made available to all Yancey County and Yancey County Board of Education staff for the purposes of direction in carrying out the completion of this capital project.

**Section 8:** This revised project ordinance is adopted on this the 25<sup>th</sup> day of June, 2018 for the purpose of revising the budgeted revenues and expenditures per North Carolina General Statute 159-13.2(c).

  
 \_\_\_\_\_  
 Hon. JOHNNY RIDDLE, Chairman

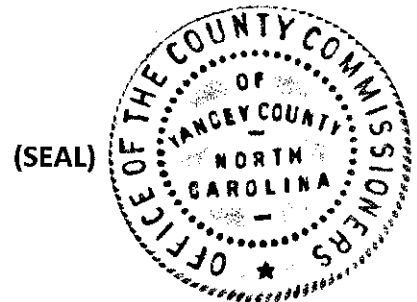
Yancey County Board of Commissioners

ATTEST:

  
 \_\_\_\_\_

J. JASON ROBINSON, Clerk to the  
 Yancey County Board of Commissioners

*Nathan R. Bennett,  
 Assistant Clerk to the Board  
 County Managers*



# Attachment H

## Yancey County Local Government Position Classification Plan

When this Plan should/will be revised/updated: (1) annually (budget); (2) if/when a new position is +d, a position is significantly changed/reclassified, etc.

It is recommended that there be 5% between each grade; 15% between the minimum-and-middle; and then, 30% between the middle-and-maximum salaries in each grade--

Each Position will have a three (3)-Grade Range -- The following will be used in hiring:

- \* New Hire w/ 0-years related exp. &/or ed/training -- Beg salary = Min of the 1st/lowest Grade within the Position's Range -
- \* New Hire w/ 1-3 years related exp. &/or ed/training -- Beg salary = Min of the 2nd Grade within the Position's Range -
- \* New Hire w/ 3-5 years related exp. &/or ed/training -- Beg salary = Min of the 3rd Grade within the Position's Range -
- \* New Hire w/ >5 years related exp. &/or ed/training - Beg salary shall be determined, in consult, by the dept. head & co. mgr., to fall btw the min. and mid-pt. of the 1st, 2nd or 3rd Grade within the Position's Range -
- \* Deviations, if any, require prior submission of written justification to the co mgr & approval by the Bd of Co Comm(s) -

Across-the-Board, Annual Cost Of Living Adjustments (COLAs) are proposed at the the regional CPI. Additional increases may be considered as follows: (a) CPI+1% for "Meets Expectations" including punctuality and strong attendance records; etc. (b) CPI+2% for "Exceeds Expectations" including punctuality and strong attendance records. Additional bonuses/increases may also be considered for pre-approved/budgeted, position specific, certifications/licensures/trainings/etc obtained -- \$ amt. relative to credit hours, days/time, and/or testing required - **\*Annual salary adjustments may be administered via alternative methods; however, fair and consistent methology will be applied across all departments/agencies --**

GRADE	MINIMUM	MID-POINT	MAXIMUM	POSITION	GRADE RANGE
32	\$6,715.15	\$7,722.42	\$10,039.15	EFNEP - CoOp Ext	32-34
33	\$7,050.91	\$8,108.54	\$10,541.11		33-35
34	\$7,403.45	\$8,513.97	\$11,068.16	Part-Time YCTA Admin Asst	34-36
35	\$7,773.63	\$8,939.67	\$11,621.57	Ag Tech - CoOp Ext	35-37
36	\$8,162.31	\$9,386.65	\$12,202.65	PT Asst to Bd of Elections Dir	36-38
37	\$8,570.42	\$9,855.99	\$12,812.78	Commissioner - Member	37-39

Yancey County Local Government  
Position Classification Plan

<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
38	\$8,998.94	\$10,348.78	\$13,453.42		38-40
39	\$9,448.89	\$10,866.22	\$14,126.09	PT IMC Tech - DSS	39-41
40	\$9,921.33	\$11,409.54	\$14,832.40	Commissioner - Chairman	40-42
				Sec I - CoOp Ext	40-42
41	\$10,417.40	\$11,980.01	\$15,574.02		41-43
42	\$10,938.27	\$12,579.01	\$16,352.72	Sec II - CoOp Ext	42-44
43	\$11,485.19	\$13,207.96	\$17,170.35	Admin Asst - CoOp Ext	43-45
44	\$12,059.44	\$13,868.36	\$18,028.87		44-46
45	\$12,662.42	\$14,561.78	\$18,930.31	Part-PT Conv Ctr Attend	45-47
				Admin Asst III - CoOp Ext	45-47
				PT Comm Serv Coord	45-47
46	\$13,295.54	\$15,289.87	\$19,876.83	Ag Agent - CoOp Ext	46-48
				4H Agent - CoOp Ext	46-48

Yancey County Local Government  
Position Classification Plan

<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
47	\$13,960.31	\$16,054.36	\$20,870.67	Director - CoOp Ext	47-49
48	\$14,658.33	\$16,857.08	\$21,914.20	Groundskeeper	48-50
				Cook I - DSS CDC/Senior Center	48-50
					48-50
49	\$15,391.25	\$17,699.93	\$23,009.91	Assistant Emergency Management Coord	49-51
50	\$16,160.81	\$18,584.93	\$24,160.41	Human Resources Aide/Comm Serv - DSS	50-52
				Recycling Ctr Attend	50-52
				EDA I - DSS CDC	50-52
				YCTA-Substitute Van Driver	50-52
51	\$16,968.85	\$19,514.18	\$25,368.43	PT Jailer	51-53
				EDAI - DSS CDC	51-53
				Cook II - DSS CDC/Senior Center	51-53
				PT Dispatcher	51-53
52	\$17,817.29	\$20,489.89	\$26,636.85	EDA II - DSS CDC	52-54
				Comm Serv Aide - DSS	52-54
53	\$18,708.16	\$21,514.38	\$27,968.69	Processing Asst III - DSS	53-55
				Word Processor III - DSS	53-55
54	\$19,643.56	\$22,590.10	\$29,367.13	Head Cook - Senior Center	54-56
				In-Home Aide - Senior Center	54-56
55	\$20,625.74	\$23,719.60	\$30,835.49	PA IV - DSS	55-57
				IM Tech - DSS	55-57

Yancey County Local Government  
Position Classification Plan

<u>GRADE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>	<u>POSITION</u>	<u>GRADE RANGE</u>
56	\$21,657.03	\$24,905.58	\$32,377.26	Custodian/PT Maint	56-58
				PT Scale House Operator - Landfill	56-58
				Van Driver	56.-58
				Comm Serv Tech - DSS	56-58
57	\$22,739.88	\$26,150.86	\$33,996.12	Admin Asst - Bldg Insp	57-59
				Board of Elections Assistant to the Director	57-59
				FT Scale House Operator - Landfill	57-59
				Day Care Teacher I	57-59
				IMC I - DSS	57-59
58	\$23,876.88	\$27,458.41	\$35,695.93	Assoc Bldg Insp	58-60
				Dep Reg of Deeds	58-60
				Mechanic	58-60
				Day Care Teacher II	58-60
				White Goods Specialist - Landfill	58-60
				Equip Operator - Landfill	58-60
59	\$25,070.72	\$28,831.33	\$37,480.73	FT E-911 Dispatcher	59-61
				Asst Finance Officer	59-61
				IMC Inv I - DSS	59-61
				Vehicle (/Back-up) Tax Clerk	59-61
				IMC II - DSS	59-61
60	\$26,324.26	\$30,272.89	\$39,354.76	Mapping Tech	60-62
				E-911 Disp Coord	60-62
				Dep Tax Collector	60-62
				Asst Tax Assessor	60-62
				Co Mgr & Comm's Admin Asst	60-62
				Emergency Management Secretary	60-62
				Nutrition Program Specialist - Senior Center	60-62
				Aging Services Program Specialist	60-62
				Admin Asst - YCTA	60-62
				Administrative Support Specialist-Coop Ext	
				Admin Asst II - DSS	60-62
				CDC Director - DSS	60-62
				Maint Tech	60-62

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Yancey County Local Government  
Position Classification Plan

				Recycling Coord	60-62
				Dispatcher	60-62
				Jailer	60-62
				Records Clerk - Sheriff's Dept	60-62
<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
61	\$27,640.47	\$31,786.54	\$41,322.50	Parks & Rec Asst to Director	61-63
				Campground Assistant Manager	61-63
				Public Works Asst to Dir	61-63
				Maintenance Supervisor	61-63
				Asst Reg of Deeds	61-63
				SW I - DSS	61-63
				IMC III - DSS	61-63
				IMC Inv II - DSS	61-63
				IM Supv I - DSS	61-63
				Case Manager/Community Empl - DSS	61-63
				Deputy	61-63
62	\$29,022.49	\$33,375.87	\$43,388.62	Planner	62-64
				Deputy/SRT/K9	62-64
				Tax Appraiser	62-64
63	\$30,473.62	\$35,044.66	\$45,558.06	Tax Collector	63-65
				Mapping Supv	63-65
				Parks & Rec Dir	63-65
				Campground Manager	63-65
				Parks & Rec CRG Coord	61-63
				Sergeant	63-65
				IMC Supv II - DSS	63-65
64	\$31,997.30	\$36,796.89	\$47,835.96	Building Inspector	64-66
				Drug Investigator	64-66
				Landfill Superintendent/Equipment Operator	64-66
				Comp Syst. Admin I - DSS	64-66
				SW II/SW Sup I - DSS	64-66
65	\$33,597.16	\$38,636.74	\$50,227.76	E-911 Director	65-67
				Emergency Management Coordinator	65-67
				Information Technolgy Director	65-67

Yancey County Local Government  
Position Classification Plan

				Bd of Elections Director	65-67
				IMC Supv III - DSS	65-67
				Chief Building Inspector	65-67
				Lieutenant - Sheriff's Dept	65-67
				Lieutenant/Jail Administrator	65-67
<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
66	\$35,277.02	\$40,568.57	\$52,739.14	Finance Officer	66-68
				YCTA Director/Senior Center Director	
				Tax Assessor	66-68
				SW III - DSS	66-68
67	\$37,040.87	\$42,597.00	\$55,376.10	Chief Deputy	67-69
				Tax Administrator	67-69
				SW Supv II - DSS	67-69
68	\$38,892.91	\$44,726.85	\$58,144.91	Public Works Director	68-70
				Social Services Business Officer I	68-70
69	\$40,837.56	\$46,963.19	\$61,052.15		69-71
					69-71
70	\$42,879.44	\$49,311.35	\$64,104.76	SW Supv III - DSS	70-72
71	\$45,023.41	\$51,776.92	\$67,310.00	SW Prog Mgr - DSS	71-73
72	\$47,274.58	\$54,365.77	\$70,675.50	Register of Deeds	72-74
73	\$49,638.31	\$57,084.06	\$74,209.27		73-75

Yancey County Local Government  
Position Classification Plan

74	\$52,120.22	\$59,938.26	\$77,919.74		74-76
75	\$54,726.24	\$62,935.17	\$81,815.72		75-77
<b>GRADE</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>	<b>POSITION</b>	<b>GRADE RANGE</b>
76	\$57,462.55	\$66,081.93	\$85,906.51	DSS Director	76-78
				Sheriff	76-78
77	\$60,335.68	\$69,386.03	\$90,201.83		77-79
78	\$63,352.46	\$72,855.33	\$94,711.93	County Manager	78-80
79	\$66,520.08	\$76,498.09	\$99,447.52		79-81
80	\$69,846.09	\$80,323.00	\$104,419.90		80-82