

The Alleghany County Board of Commissioners reconvened the recessed meeting from Tuesday, June 2, 2015, on Monday, June 15, 2015, at 1:00pm in the Board Meeting Room of the County Administration Building, 348 South Main Street, Sparta, North Carolina. The purpose of this meeting was for budget discussions.

Present: Chair Tom Smith, Vice-Chair Karen Leys, Commissioner Larry Davis, Commissioner Mark Evans, Commissioner Bobby Irwin, County Manager Don Adams and Clerk to the Board Karen Evans. County Attorney Donna Shumate was absent.

Chair Smith reconvened the meeting at 1:10pm.

Travis Dalton gave the Board copies of permit fees from Ashe County. He explained if the fees are changed to match Ashe County's it would be \$8,000 more in revenues.

County Manager Adams compared fee schedules from Alleghany County and Ashe County regarding 1 & 2 family dwellings.

Travis Dalton continued to explain the differences between Alleghany and Ashe and the amount the increased fees would generate.

Commissioner Irwin talked about the fee adjustments. He asked how long it has been. County Manager Adams and Travis Dalton talked about changes made effective July 1, 2013. Commissioner Irwin referred to Surry County's wording. Travis Dalton said that it is just wording differences and used examples of how the work without a permit works.

County Manager Adams and Travis Dalton talked about miscellaneous additional costs. The County Manager asked about doubling the commercial permits. Travis Dalton said he wouldn't recommend it because there aren't that many. Commissioner Evans and Travis Dalton talked about the miscellaneous permits doesn't occur much. Chair Smith and Commissioner Evans talked about the issue that Wayne Miles brought before the Commissioners concerning commercial permits. Commissioner Leys and Travis Dalton talked about doubling the fee for installing the heater as a mechanical permit.

Commissioner Evans talked about \$30 is low. Travis Dalton explained the service change permit is used a lot. Commissioner Evans and Chair Smith talked about the all of the fees that are \$30 are too low. Commissioner Evans talked about anything less than \$50 is a minimum and doubling everything for the commercial rates. Travis Dalton said he doesn't recommend increasing the reconnect fee of \$30, maybe raise it to \$40.

Chair Smith summarized the commercial permits. Commissioner Evans explained the difference. Travis Dalton talked about the list of commercial trade permits, are doubled and having them listed as trade permits.

Chair Smith mentioned service change increase. Commissioner Leys and Travis Dalton talked about what a service change is.

The Board of Commissioners went down the list on the fee schedule and discussed the amount for each permit. They talked about the overall recommendation is to go with Ashe County's where they are higher. Chair Smith asked if there is an interest in changing the miscellaneous permits. Chair Smith and Travis Dalton talked about the tower permit is only for the building inspections side.

Commissioner Leys and Travis Dalton talked about solar panels are a service change.

County Manager Adams asked does Travis Dalton feel a need for additional categories. Travis Dalton said no.

Commissioner Leys and Travis Dalton talked about under 200 square feet no permit is required for utility buildings.

County Manager Adams clarified that if Ashe is higher changing ours to that number. The Board of Commissioners agreed. The County Manager further clarified if we are higher then leave it. The Commissioners said yes. The County Manager asked about the trade permits; double

rates for commercial, and change them to match Ashe. Commissioner Evans and Travis talked about reconnect fee examples where they see a lot of permits. Commissioner Evans and Chair Smith talked about they would be hesitate to change those fees. The County Manager talked about removing the reconnect from this question and take our trades and use the higher amounts from Ashe. The Board agreed.

County Manager and Travis Dalton talked about he will make those changes and refigure the amount. The County Manager reviewed all of the proposed fee changes.

Daniel Roten presented Fire Inspections Fees for the surrounding areas. He explained the two different types of his fees. He reviewed the general inspections prices for Wilkes County, Ashe County, and Surry County. The County Manager reminded everyone of the current fee schedule.

The County Manager talked about the fee differences are when it is over 75,000 square feet because less than that we are on target but more than that we are higher. Daniel Roten reviewed how much money would be generated by increasing the fees.

Commissioner Irwin asked Daniel Roten if he is making a recommendation. Daniel Roten said he would leave it as it is.

Commissioner Evans asked Daniel Roten about if the costs per foot over 75,000 could be capped. County Manager Adams said it can be capped. The County Manager and Daniel Roten talked about the amount of time spent in a smaller business versus a manufacturing facility. The County Manager recommended the cap being around \$400-\$600. Commissioner Leys asked do we need to figure how much a reduction would costs.

County Manager and Daniel Roten talked about how often businesses are inspected.

Chair Smith asked is the Board comfortable with numbers up to 75,000. The Commissioners agreed.

The County Manager said that Wilkes is in the middle. Daniel Roten explained the Wilkes model is simplest. The County Manager clarified increasing the base fee of \$35. Commissioner Leys said she thought we were talking about over 75,000 and adjusting over 75,000. The County Manager talked about leaving it as it is and put a cap on it. Chair Smith and Daniel Roten reviewed following Wilkes starting it at \$35. County Manager Adams explained why he doesn't recommend using Wilkes for the entire thing. Commissioner Leys talked about over 75,000 being capped at \$450. The County Manager reiterated to cap everything at whatever amount the Commissioners want. Daniel Roten talked about figuring wherever the break over point is and put that at the cap amount. Chair Smith talked about a \$400 cap and keep the same formula in place. Commissioner Evans and Daniel Roten talked about 8-10 businesses would be impacted. Commissioner Irwin and County Manager reviewed the keep the same fee schedule except capped at \$400. Commissioner Evans said he was in favor of going a little higher on the cap. Daniel Roten said he will get several cap amounts for the Board to consider.

Daniel Roten reviewed his other permit fees; construction, ABC. The County Manager said Alleghany is higher on the building inspections fees for ABC fees. Commissioner Evans asked should there be a fee because he has to go out there. Chair Smith said the Board could look at \$35 on the ABC permit. Daniel Roten talked about blasting and others charges that are per occurrence, and charge for an annual permit for blasting.

Chair Smith talked about starting the discussions today with personnel. He started with the Budget Message's section about personnel; longevity increasing to 0.5% and the change of counting every year of service not just current years of service.

Commissioner Evans talked about people who leave shouldn't get the additional longevity pay. Chair Smith said you could look at as an incentive to come back. They talked about we have people that came back without having this in place. The County Manager said there are 12 total that this would affect and 7 are in law enforcement. Commissioner Leys talked about longevity will create a place where to stay. She said she is in favor of the increase in longevity. Commissioner Evans said he isn't saying he's not in favor of that; he's not in favor of people coming back and getting prior years credit.

Chair Smith asked is he hearing that the longevity goes to 0.5%. The Board agreed.

Commissioner Leys asked what are the costs of the prior year longevity. The County Manager is researching the answer.

Chair Smith continued with personnel section of the Budget Message; Planning Director/Inspector to a grade 69 because he has all 3 levels of inspection certificates. Commissioner Evans pointed out this change would occur when Randy Blankenship retires. Commissioner Irwin asked is 3 the highest to go. County Manager answered yes, and it is in all trades. They discussed how long it takes to get all 3 trades.

Chair Smith asked for any comments or questions.

Commissioner Evans asked are any other personnel needed under him. The County Manager talked about having more conversations when Randy Blankenship gets closer to retirement but need to have conversations about getting someone else certified at least to the Level 2. Commissioner Evans and County Manager talked about someone would be doing dual roles. Commissioner Irwin asked how long it takes to reach a level 2. The County Manager said he will have to get the details on that but someone has to be at one level for a year before continuing.

Chair Smith asked as things are a position change to a 69. The Commissioners agreed. The County Manager said that he requests that specifics of that position be discussed later this week.

County Manager said preliminary numbers without FICA for the additional longevity is a little less than \$12,000.

Chair Smith mentioned the Jail Administrative Assistant. The County Manager clarified that this person is doing duties as a Deputy, and it was done in the previous administration.

Chair Smith reviewed the costs for this change; \$4,108. He asked for additional comments. None were received.

Chair Smith talked about the grants for the Sheriff's Department. The County Manager explained that the positions will still need to be created and explained conversations this time next year.

Chair Smith talked about changes in the Recreation Department about changing the part-time wages. He asked for comments. Commissioner Irwin said additional funds are not being requested. County Manager Adams explained how the monies will be funded.

Chair Smith mentioned the comprehensive professional salary study in the amount of \$13,000, and said the Commissioners are going to hear that the employees are underpaid plus they will work on the job descriptions. The County Manager explained three primary things to be reviewed; job descriptions, taking grade plan ranking and review the beginning salaries then how to fund it. The County Manager further explained having to look at it over a period of 3 years. Chair Smith asked about a timeline for the plan. The County Manager explained having the results coming out in late winter/early spring with enough time for the Commissioners to have discussions about how it could be implemented.

Chair Smith asked for comments. Commissioner Evans asked did we get bids on this. County Manager Adams explained that there are only a handful of people that do this but he can bring in the Council of Government (COG), you aren't going to get much cheaper than this, and the MAPS group have a lot of experience doing this. Commissioner Evans and the County Manager talked about the advantage of using the MAPS group versus using the COG being more expertise with the MAPS group. Commissioner Irwin and the County Manager talked about what they will do on the job descriptions and their timeline, understanding what staff does, rankings about where these positions need to be graded.

Commissioner Irwin asked about pay ranges. The County Manager talked about his view on ways to look at salaries; beginning salaries only, longevity and how to maintain it. The County

Manager said in order to try to keep up with market you have to do 5% annually. Commissioner Irwin said this gives everyone a working document in regards to pay and job descriptions. The County Manager stated that he recommends doing the study and reasons why.

Commissioner Leys said she was involved twice at the Board of Education, and it is worth the money.

Chair Smith talked about it has been 10 years since the last one. Commissioner Irwin and the County Manager talked about how long it will take to complete it.

Chair Smith asked for other questions. Commissioner Evans talked about taking 3-5% to keep up, and asked how much is that. The County Manager answered 3-5% is over \$100,000.

Chair Smith said the next recommendation is about Extension Service. He reviewed the recommended changes of getting a part-time family and consumer science (FCS) position and changes for the part-time administrative secretary going to 1 ½ days.

The County Manager explained that Alleghany County has always had a cost-share model with Extension Service and it started at 35% County/65% NC State. He talked about they are NC State employees. He reviewed how through the years positions didn't get filed, NC State increasing the costs-share amount, they recently went through a planning process where they came up with the following model; 1 50% funded secretary position, eliminated the other funded secretary position, retained Amy Lucas and Aaron Ray Tompkins at 40%, Brad Edwards at 12 ½ %, FCS 50% time at a 33% costs. He explained his recommendation to reduce the administrative secretary position to 1 ½ days rather than 2 ½ days.

Chair Smith said the FCS position is here part time to be shared with Surry County.

Chair Smith asked for questions.

Commissioner Irwin asked is this something they are going to keep reducing. The County Manager said he don't know.

Commissioner Evans asked how long the position was open. Clerk Karen Evans estimated around 6 years.

Commissioner Irwin talked about the costs of \$38,819. The County Manager talked about the additional costs, and said it's a lot money. Commissioner Evans asked how much of the \$38,819 is the 33% share for the FCS position. The County Manager said \$26,623 is the 33%. Commissioner Evans said that leaves about \$12,000 for the rest of the changes.

County Manager Adams talked about the cost share has been in place with Extension Service for a long time.

Commissioner Irwin said he knows he uses the Extension Service a lot, and explained there is a lot of support from the universities because without Extension they wouldn't come to us. He stated that it is a service that is needed and hates that they keep cutting it.

County Manager Adams explained that the Extension Service is funded by NC State, which is funded through the education budget in the State.

Chair Smith asked why we are partnering with Surry rather than Ashe. The County Manager said the position had to have someone there and someone who was willing to commute.

Commissioner Evans asked what we have been sacrificing without this position. Commissioner Leys provided some examples.

Chair Smith asked for any other questions or comments.

Chair Smith reviewed that the Board is in favor of these personnel recommendations. The County Manager said the budget in front of the Board is the budget until the Commissioners change it, and at some point if the Board wishes to make changes, then the Commissioners vote on it but it is not a final vote, only a vote of direction.

Chair Smith asked for additions or deletions on the budget.

Chair Smith declared a brief recess at 3:27pm.

Chair Smith talked about basically the staff needs to have changes made to the budget and asked are there any additions or deletions. Commissioner Leys said she didn't hear any objections except the longevity. Commissioner Evans added he has questions about adding the FCS position when the Board is struggling to pay for our own people. Commissioner Irwin and Commissioner Leys talked about she is happy with the longevity portion.

Chair Smith asked about voting on personnel. Commissioner Leys said she would like to know what the FCS person would do. She asked could Amy Lucas come to discuss this before the Board. Chair Smith said yes, and it doesn't have to be today. Commissioner Evans said he is comfortable to vote today.

Commissioner Irwin made a motion to approve the personnel.

The County Manager explained we may need a detailed breakdown of the items.

The motion died due to lack of second.

Chair Smith asked for a motion on 0.5% for longevity.

Commissioner Leys made a motion to approve. Commissioner Davis seconded the motion. Vote 5:0.

Chair Smith asked for a motion to amend the current policy on how years of service are calculated.

Commissioner Leys made a motion to accept to except previous experience for calculating longevity. Commissioner Irwin seconded the motion. Vote 4:1 (Mark Evans).

Chair Smith asked for a motion regarding the Planning Director/Inspector going from a grade 68 to 69. The County Manager requested that issue be put off until a later meeting.

Chair Smith asked about changing the Jail Administrative Assistant to a Deputy; grade 61 to 62.

Commissioner Leys made a motion to accept the recommendation. Commissioner Evans seconded the motion. Vote 5:0.

Chair Smith asked about the Recreation's part-time staff pay changes.

Commissioner Evans made a motion to accept the recommendation. Commissioner Davis seconded the motion. Vote 5:0.

Chair Smith asked about the salary study plan.

Commissioner Leys made a motion to accept the recommendation. Commissioner Evans seconded the motion. Vote 5:0.

Chair Smith asked the Extension Service program. Commissioner Evans said he is in favor about the secretary but not the entire thing. Chair Smith said the first part is the administrative secretary with the secretary increased to 100% paid by the County and reduced to 1 ½ days.

Commissioner Irwin made a motion to accept the first portion regarding the secretary. Commissioner Evans seconded the motion. Vote 5:0.

Chair Smith mentioned that the second part is about the FCS position.

Commissioner Leys asked to delay that vote until the Board has more information from Extension Service.

Chair Smith asked about discussing capital.

Commissioner Evans asked about why insurance was skipped. Chair Smith said the Board will have conversations about it later.

Chair Smith asked about discussing capital; proposed loan, proposed General Fund direct expenses; proposed grants and other funding sources. The County Manager explained the \$32,969 are grants and part is from the Safety Fund. The County Manager explained the proposed loan amount of \$276,883 with a loan payment of \$59,255.

Commissioner Davis made a motion to recess this meeting at 3:36pm until Wednesday, June 17 at 6:30pm. Commissioner Evans seconded the motion. Vote 5:0.

Respectfully submitted,

Attest:

Karen Evans
Clerk to the Board

Tom Smith
Chair