



The Alleghany County Board of Commissioners met in regular session on Monday, May 4th, 2020 at 6:30 pm in the Board Meeting Room of the County Administration Building, 348 South Main Street, Sparta, North Carolina.

Present: Chair Bill Osborne, Commissioner Mark Evans, Commissioner Bobby Irwin, Commissioner Larry Prince, Commissioner John Irwin, County Manager, Michael Carter, County Attorney Donna Shumate and Clerk to the Board Drew Temple.

Commissioner John Irwin made a motion to accept the amended agenda. Commissioner Mark Evans seconded. Vote 5:0.

AGENDA
Monday, May 4, 2020
6:30 pm

6:30 Meeting called to order
Pledge of Allegiance and invocation
Approval of agenda

6:35 **Public Comments/Agenda Items:** Citizens are encouraged to comment at this time on any item(s) specifically listed on this meeting's agenda. Guidelines for public comment are posted in the meeting room.

A. 6:40 Presentations to the Board

- i. Karen Evans – Finance Officer
 - a. Salary line item transfers (page 1)
 - b. Explanation of Expenditures 2020/2021 (pages 2-4)
 - c. Total Expenditures FY 2020/21 (page 5)
 - d. Expenditures of All County Revenues FY 2020/21 (page 6)
 - e. Property Tax, Sales Tax, Undesignated Revenues Expended By Function FY 2020/21 (page 7)

B. 6:50 General Business (Board action requested)

- i. High Country Workforce Development Board discussion and appointment – Keith Deveraux (page 8)
- ii. Tourism Development Authority Fund budget amendment #2 in the amount of \$10,223 to budget for increase in occupancy taxes. (page 9)
- iii. General Fund budget amendment #14 in the amount of \$9,883 to budget for additional Juvenile Crime Prevention Council (JCPC) funds (page 10)
- iv. Reinstate Monday, May 25, 2020 (Memorial Day) as a paid holiday
- v. Suspending fees paid to Commissioners effective 3/24/20
- vi. Discussion on reopening Alleghany County offices
- vii. Job description changes
 - a. GIS Administrator (pages 11-13)
 - b. GIS Specialist (pages 14-15)
 - c. Elections Specialist/Deputy Director (pages 16-18)

- d. Public Transit Billing Specialist (page 19-20)
- e. Elections Director (pages 21-23)
- f. Emergency Management Coordinator (pages 24-26)
- g. Soil and Water District Office
Administrator/Education Coordinator (pages 27-29)
- h. Soil and Water District Director (pages 30-32)
- i. Planning and Codes Administrator (pages 33-35)
- j. Assistant Tax Collector (pages 36-38)
- k. Vehicle Registration Supervisor (pages 39-40)
- l. Real Property Appraiser III (pages 41-43)
- m. Business Personal Property Appraiser II (pages 44-46)
- n. Business Personal Property Appraiser (pages 47-49)
- o. Deputy Tax Collector (pages 50-52)
- p. Tax Administrator/License Plate Agency Contractor (pages 53-55)
- q. Human Resource Officer/Payroll Specialist (pages 56-58)

C. 7:00 **Public Comments:** Citizens are encouraged to comment at this time on any item(s) requiring the attention of the Commissioners. Guidelines for public comment are posted in the meeting room.

D. 7:10 **County Manager Comments**

E. 7:20 **County Commissioner Comments**

F. 7:30 **Request for Closed Session Pursuant to G.S. 143-318.11.(a)-(6) Personnel, G.S. 143-318.11.(a)-(3) Legal**

G. **Adjourn**

Public Comment/Agenda Items

No comment.

General Business

High Country Workforce Development Board discussion

Keith Deveraux explained his response to the inquiry about Maria Peebles’s appointment to the High Country Workforce Development Board.

Commissioner John Irwin requested that the board request a waiver for the High Country Workforce Development board appointment.

Keith Deveraux explained the High Country Workforce Development Board appointment is up June 30, 2020 and the term is 2 years.

Commissioner John Irwin made a motion to table the High Country Workforce Development Board appointment. Commissioner Larry Prince seconded. Vote 5:0.

Presentations to the Board

Jen Greene, AppHealth – COVID-19 update

Jen Greene announced the 7th confirmed COVID-19 case in Alleghany County.

Jen Greene gave a full COVID-19 update.

Karen Evans – Finance Officer

County Manager, Michael Carter explained the Salary Line Item Transfers for consideration.

Commissioner John Irwin made a motion to approve the Salary Line Item Transfers. Commissioner Mark Evans seconded. Vote 5:0.

County Manager, Michael Carter explained the Explanation of Expenditures, Total Expenditures FY2020/2021, Expenditures of All County Revenues FY2020/21 and Property Tax, Sales Tax, Undesignated Revenues Expended By Function FY2020/21.

General Business

County Manager, Michael Carter explained the TDA budget amendment.

Commissioner John Irwin made a motion to approve the TDA budget amendment. Commissioner Larry Prince seconded. Vote 5:0.

County Manager, Michael Carter explained General Fund budget amendment #14.

Commissioner John Irwin made a motion to approve General Fund budget amendment #14. Commissioner Larry Prince seconded. Vote 5:0.

Reinstate Memorial Day as paid holiday

Commissioner John Irwin made a motion to approve reinstating Memorial Day 2020 as a paid holiday. Commissioner Larry Prince seconded. Vote 5:0.

Suspending fees paid to Commissioners effective 3/24/20

Commissioner Larry Prince made a motion to approve suspending fees paid to Commissioners effective 3/23/2020. Commissioner John Irwin seconded. Vote 5:0.

Discussion about reopening county offices

Commissioner John Irwin suggested opening the county offices back up with stipulations on masks, partitions, etc.

There was discussion about when and how to open the county back up.

Commissioner John Irwin made a motion to open county offices contingent upon establishing proper precautions by May 11th. Commissioner Bobby Irwin seconded. Vote 5:0.

Job description changes

Commissioner John Irwin made a motion to accept all job description changes. Commissioner Bobby Irwin seconded. Vote 5:0.

Public comments

Brenda Irwin said Bark Mobile has a sign for no more than 3 people inside.

County Manager comments

County Manager, Michael Carter said he thinks the board should revisit the paving at BDC because there are some places that need some attention before the warranty runs out.

County Manager, Michael Carter explained the Fire Tax Revenues spreadsheet.

County Commissioner comments

Commissioner John Irwin apologized to the Rescue Squad for comments he made at the last meeting.

Commissioner Larry Prince said he is proud of the budget and process and thanked County Manager, Michael Carter and the committee.

Chair Bill Osborne thanked the budget committee.

Chair Bill Osborne explained an opportunity for agriculture producers in the county.

Chair Bill Osborne recognized Lila Williams as a national contest winner.

Commissioner Mark Evans asked about changing the location of the budget and fire tax public hearings.

Commissioner Bobby Irwin said Jen Greene was willing to help the county with the proper precautions before opening.

Commissioner John Irwin said the Fire Commission meeting will be May 12th in the Commissioners meeting room and will not be a public meeting.

Request for Closed Session Pursuant to G.S. 143-318.11.(a)-(6) Personnel, G.S. 143-318.11.(a)-(3) Legal

Commissioner Larry Prince made a motion to go into closed session to include April Hamm, HR Officer. Commissioner John Irwin seconded. Vote 5:0.

Chair Bill Osborne said no action was taken during closed session.

There was a motion and second to adjourn. Vote 5:0.

Respectfully Submitted,

Drew Temple
Clerk to the Board

Bill Osborne
Chairman