

County of Madison

The Madison County Board of Commissioners met in special session on Monday, March 26, 2018 at 5:30 p.m. at the Madison County Public Library, Marshall Branch, 1335 North Main Street, Marshall, North Carolina.

In attendance were Chairman Wayne Brigman, Vice-Chairman Norris Gentry, Commissioner Matt Wechtel, Commissioner Bill Briggs, County Manager Forrest Gilliam, Clerk Amanda Cutshaw and Deputy Clerk Brooke Smith.

The meeting was called to order at 5:30 p.m.

Item 1: Budget

a) Fiscal Year 2018-19 Budget Preparation - Forrest Gilliam, County Manager

Mr. Gilliam gave the board an update on the preparation of the Fiscal Year 2018-19 Budget. After a preliminary review of requested budgets from the various county departments, the total projected expenses are twenty three million and five hundred thousand dollars and the projected revenues are twenty three million dollars. Once all department capital requests and requested salary increases are factored in the shortfall grows from five hundred thousand dollars to one million and three hundred thousand dollars. This shortfall does not account for any increases in the cost to the county of employee health insurance. This gap is not dissimilar to other starting points in previous years' budgets. The commissioners should have firmer numbers to look at during their April or May work session meetings.

b) Employee Health Insurance TPA Services - Brooke Smith, Human Resources Director

In January, two Requests for Proposals (RFP) were issued from the county involving the Employee Health Insurance. The first was for Broker Services and the second was for Third Party Administrator (TPA) Services. These RFPs were issued because the current broker is retiring and the county needed to analyze the fixed costs associated with the health insurance.

After reviewing the proposals for each, it is the recommendation of the RFP Committee that the county move forward with contracting with Insurance Services of Asheville (ISA) for Broker Services and Tucker Administrators for TPA Services. This recommendation will be made formally for board approval at the April meeting.

c) Budget Amendment #10 - Rhea Hollars, Finance Officer

Upon motion from Vice-Chairman Gentry, seconded by Commissioner Wechtel, the board voted unanimously to approve Budget Amendment #10 (attached).

Item 2: Vehicle Maintenance - Rhea Hollars, Finance Officer

Mrs. Hollars presented the board with responses to a letter which was distributed to local maintenance shops, inquiring as to current labor rates for vehicle maintenance and repairs. Of the eight letters distributed three responses were submitted to the Finance Office.

Chairman Brigman spoke to the need of a uniform maintenance program and records kept for each county owned vehicle. Example forms for record keeping will be brought to the commissioners at their April meeting. The Finance Office will pull internal records to see what information should be tracked as part of the program.

Item 3: Property Tax Collection Update - Lori Ray, Tax Collector

a) Tax Software Conversion

The Tax Office is currently working on migrating all tax data to the new software, as well as, staff training. The process is going slow due largely to the antiquated system currently being used at the tax office. Mrs. Ray informed the board that the new software may not be ready for billing this year.

b) Delinquent Vehicle Taxes

Mrs. Ray brought to the board information regarding delinquent vehicle taxes. These taxes were incurred prior to 2013, when the collection process for vehicle taxes changed to part of the DMV tag renewal process. North Carolina now allows for the waiver of interest in these cases to encourage payment and increase collection. The commissioners can approve such a waiver. The county cannot legally force collection on delinquent vehicle taxes going back farther than ten years. The commissioners will need to decide if the delinquent vehicle taxes older than ten years will be migrated to the new system or counted as a loss.

c) Delinquent Accounts with Personal Property Only

Mrs. Ray presented the commissioners with a list of Delinquent Accounts with Personal Property Only. These accounts are for double wide mobile homes and personal property which are located on real property not owned by the homeowner. Delinquent notices have been sent to all those who owe and Mrs. Ray presented commissioners with other collection options, including listing the delinquent tax accounts in the local newspaper, which is done with delinquent real property accounts.

Item 4: Grant Opportunities - Forrest Gilliam, County Manager

a) Hometown Strong

Madison County will be participating in a program through the state called Hometown Strong. This program helps local governments with various issues and projects through leverage, not monetary contributions.

b) Broadband

Madison County will be working with a broadband provider to apply for ARC funds in the amount \$300,000 with a county match of \$90,000 for increased broadband access in the county. Mr. Gilliam will be bringing a formal request for approval to the board at the April meeting.

Item 5: Surplus Property

a) Surplus Real Estate Update - Forrest Gilliam, County Manager

Mr. Gilliam informed the board that the survey for the Island Property has been ordered and that the Maintenance Department would be working this week on repairs to the gym roof, but more extensive repairs may be needed. The Finance Office will work to get quotes for the repairs for review at the April meeting.

b) Surplus Vehicle/GovDeals Update - Amanda Cutshaw, Clerk to the Board

Mrs. Cutshaw presented the board with updates on surplus vehicles currently listed on GovDeals for auction. A plan for future listings was also distributed.

Item 6: Purchase Cards - Rhea Hollars, Finance Officer

Mrs. Hollars presented the commissioners with the option of changing from standard credit cards to purchase cards. The cards would be issued through our current vendor, First Citizens Bank, and would offer greater control over county purchases by the Finance Office.

The cards will be used by Finance Office staff first so that the features can be evaluated by Mrs. Hollars.

The board agreed with the suggested change to purchase cards and no action was needed to make this administrative change.

Item 7: Closed Session

Upon motion from Vice-Chairman Gentry, seconded by Commissioner Wechtel, the board voted unanimously to enter into closed session pursuant to G.S. 143-318.11: personnel and economic development.

Upon motion from Vice-Chairman Gentry, seconded by Commissioner Wechtel, the board voted unanimously to return to open session.

Personnel - Brooke Smith, Human Resources Director

Mrs. Smith presented the following Human Resources Department and Hiring Committees' recommendations:

- I. Devin Payne for the position of Facility Worker I with the Maintenance Department.

Upon motion from Vice-Chairman Gentry, seconded by Chairman Brigman, the board voted unanimously to hire Devin Payne for the position of Facility Worker I with the Maintenance Department.

- II. Clifton Norton for the position of Facility Worker I with the Maintenance Department.

Upon motion from Commissioner Wechtel, seconded by Commissioner Briggs, the board voted unanimously to hire Clifton Norton for the position of Facility Worker I with the Maintenance Department.

- III. Nora Marler for the position of Shelter Worker I with the Animal Services Department.

Upon motion from Vice-Chairman Gentry, seconded by Chairman Brigman, the board voted unanimously to hire Nora Marler for the position of Shelter Worker I with the Animal Services Department.

- IV. Shayna Ricker for the position of Part-Time Shelter Worker I with the Animal Services Department.

Upon motion from Commissioner Wechtel, seconded by Commissioner Briggs, the board voted unanimously to hire Shayna Ricker for the position of Part-Time Shelter Worker I with the Animal Services Department.

- V. To increase the hours of Harvey Johnson and Betty Turner, Part-Time Van Drivers in the Transportation Department, to Full-Time, 80 hours per pay period, effective April 2, 2018.

Upon motion from Chairman Brigman, seconded by Vice-Chairman Gentry, the board voted unanimously to increase the hours of Harvey Johnson and Betty Turner, Part-Time Van Drivers in the Transportation Department, to Full-Time, 80 hours per pay period, effective April 2, 2018.

Item 8: Adjournment

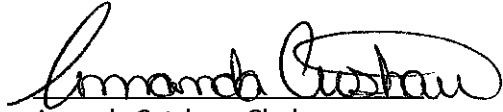
Upon motion from Vice-Chairman Gentry, seconded by Commissioner Wechtel, the board voted unanimously to adjourn.

This the 26th day of March, 2018.

MADISON COUNTY

By 
Wayne Brigman, Chairman
Board of Commissioners

ATTEST:


Amanda Cutshaw, Clerk

**Madison County
Board of Commissioners**

**2018 Budget Amendment # 10
March 26, 2018**

Description	Line Item	Debit	Credit
DSS			
Salaries	10.5310.1210		\$ 39,662.39
FICA	10.5310.1810		\$ 3,034.17
Retirement	10.5310.1820		\$ 3,018.31
Capital Outlay	10.5310.5550	\$ 45,714.87	

The State DHHS approved the purchase of 2 new vehicles to be purchased with DSS funds. (See attached letter). We are using lapsed salaries to fund these vehicles so no additional revenues will be received.

	\$ 45,714.87	\$ 45,714.87
Difference		\$ -