

State of North Carolina

Minutes

County of Madison

The Madison County Board of Commissioners met in regular session on Tuesday, March 10, 2020 at 7:00 p.m. at the Madison Campus of AB Tech, 4646 Hwy 25-70 Marshall, North Carolina.

In attendance were Chairman Craig Goforth; Vice-Chairman Mark Snelson; Commissioners Norris Gentry, Wayne Brigman, and Matt Wechtel; County Manager Mark Pullium; County Attorney Donny Laws; Clerk Mandy Bradley.

The meeting was called to order at 7:00 p.m. by Chairman Goforth.

#### **Agenda Item 1: Agenda Approval**

Upon motion by Vice-Chairman Snelson and second by Commissioner Brigman, the Board voted unanimously to approve the agenda as presented.

#### **Agenda Item 2: Approval of February 5, 2020 (Special) Minutes; February 11, 2020 (Special) Minutes, February 11, 2020 (Regular) Minutes; February 18, 2020 (Special) Minutes; February 25, 2020 (Special) Minutes**

Upon motion by Vice-Chairman Snelson and second by Commissioner Wechtel, the Board voted unanimously to approve the minutes as presented.

#### **Agenda Item 3: Public Comment**

George Bottiger- Mr. Bottiger spoke regarding the Marshall Fire Department and the fire tax. (Attachment 3.1)

#### **Agenda Item 4: Tammy Cody, Health Director**

Ms. Cody discussed information regarding Coronavirus (COVID-19) as well as answered questions from the Board. She presented information regarding the health care of the County's residents and how to prepare for Coronavirus by planning for it, as well discussed Coronavirus statistics. Other information discussed by Ms. Cody included the North Carolina State of Emergency order, communications including a call center that the County would establish to provide resources and assistance to residents and the reverse 911 system as well as flyers which would each pass information along to residents. Also discussed were Telehealth options currently being utilized, Coronavirus testing information, and that the Health Department would see a need for a budget increase due to the need to purchase additional supplies.

#### **Agenda Item 5: Willa Wyatt, Friends of the Mars Hill Anderson Rosenwald School**

Ms. Wyatt discussed information regarding the Anderson Rosenwald School as well as answered questions from the Board. Also discussed with the Board was the request on behalf of the school for

funding from the Board of Commissioners in order to match a \$2,500 grant that would be awarded to the school from another donor.

Discussion was had by the Board. Chairman Goforth noted that the state of the County's budget should be considered during this time and that he would like to see the request be put in for consideration of the next FY Budget so that funding could be considered.

**Agenda Item 6: Ron Layne, Asheville Buncombe Technical Community College**

Mr. Layne discussed with the Board, information regarding a potential Agribusiness Program at the Madison AB Tech Campus. He requested support from the Board and asked that the Commissioners consider writing a letter in support of the potential program.

Discussion was had by the Board. Upon motion by Commissioner Gentry and second by Commissioner Brigman, the Board voted unanimously to present a letter to AB Tech supporting the Agribusiness Technical program. (Attachment 6.1)

**Agenda Item 7: Kate Singogo, Community Action Opportunities**

Ms. Singogo presented and discussed with the Board, programs offered through Community Action Opportunities to residents of Madison County. She also discussed information regarding the FY2020 Community Services Block Grant which is an annual grant application to the State of North Carolina and how the grant would be put to use in Madison County by serving families.

**Agenda Item 8: Mark Cody, Clerk of Court**

Mr. Cody was unable to present at the meeting. County Manager Mark Pullium presented in his place.

Mr. Pullium presented and discussed with the Board, a parking lease for downtown Marshall to allocate parking spaces for the courthouse. The lease would be paid monthly in the amount of \$250.00 to Pete Whitlock to help alleviate parking problems.

Upon motion by Vice-Chairman Snelson and second by Commissioner Wechtel, the Board voted unanimously to approve. Commissioner Wechtel requested to clarify the number of parking spaces that would be provided and Mr. Pullium advised him that nine spaces would be provided. (Attachment 8.1)

**Agenda Item 9: Brooke Ledford, Community Services Director**

Ms. Ledford presented and discussed the Madison County Transportation Authority Policy and Procedure Manual which has been updated to comply with the system safety plan, program representatives call numbers, service policy, training information, system and safety plan staff, maintenance plan, and public comment information.

Upon motion by Commissioner Brigman and second by Commissioner Gentry, the Board voted unanimously to approve. (Attachment 9.1)

## **Agenda Item 10: Terry Bellamy, Community and Economic Development Director**

### **a. Anderson Rosenwald School Digital Literacy Training Funding**

Ms. Bellamy presented a powerpoint and discussed with the Board, the request for literacy funding to allocate \$15,000 to Anderson Rosenwald School to purchase digital learning equipment.

Bill Holmes with the North Carolina Department of Natural and Cultural Resources discussed with the Board, information regarding the partnership with the North Carolina Department of Information Technology and the Department of Natural and Cultural Resources to connect rural counties to the internet as well as the grants that have already been awarded to the County for internet connection. He discussed the need to connect Rosenwald School to the internet and that his recommendation would be to use funding that the County has already been granted by the Department of Natural Resources for this project.

Ms. Bellamy read the Resolution Approving The Contribution of \$15,000 To The Mars Hill Anderson Rosenwald School into record.

Upon motion by Commissioner Gentry and second by Vice-Chairman Snelson, the Board voted unanimously to approve the funds for this purpose. (Attachment 10.1)

### **b. Madison County Manufacturing Art Park**

Ms. Bellamy presented a powerpoint as well as discussed the history of the Art Park including an update regarding installations at the park. She also discussed sculptures within the park as well as manufacturers within the County who have been honored at the park.

### **c. Economic Development Strategic Plan**

Ms. Bellamy presented a powerpoint as well as discussed the Economic Development Strategic Plan with the Board and requested approval from the Board for the plan.

Upon motion by Vice-Chairman Snelson and second by Commissioner Brigman, the Board voted unanimously to approve the strategic plan. (Attachment 10.3)

## **Agenda Item 11: Lori Ray, Tax Collector**

Ms. Ray was unable to attend the meeting. County Manager Mark Pullium presented in her place.

Mr. Pullium presented and discussed the tax refunds and releases for February with the Board. Upon motion by Commissioner Gentry and second by Commissioner Brigman, the Board voted unanimously to approve the tax refunds and releases. (Attachment 11.1)

## **Agenda Item 12: Kary Ledford, Interim Finance Director**

### **a. Budget Amendment #8**

Ms. Ledford presented and discussed information regarding Budget Amendment #8 with the Board as well as answered questions from Board members. Upon motion by Commissioner Wechtel and second

by Commissioner Gentry, the Board voted unanimously to approve Budget Amendment #8 as submitted. (Attachment 12.1)

**b. February Financial Report**

Ms. Ledford presented and discussed with the Board, the February Financial Report. (Attachment 12.2)

**Agenda Item 13: Mark Pullium, County Manager**

**a. Manager's Report**

Mr. Pullium thanked the Board for their support during his transition to the position of County Manager.

Mr. Pullium discussed information regarding the 1/4 cent Sales Tax Referendum which was approved by voters during the primary election. Mr. Pullium noted that a meeting needs to be scheduled by the Board to adopt the Resolution to begin collecting the tax and when the tax could begin being collected.

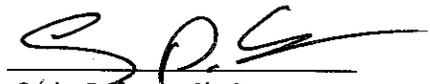
Mr. Pullium discussed an update on the County's budget with the Board and that Department Heads are currently in the process of submitting budget requests for the next FY budget so that the budget recommendation can be presented in May and adopted in June.

**Agenda Item 14: Adjournment**

Upon motion of Commissioner Gentry and second by Vice-Chairman Snelson, the Board voted unanimously to adjourn.

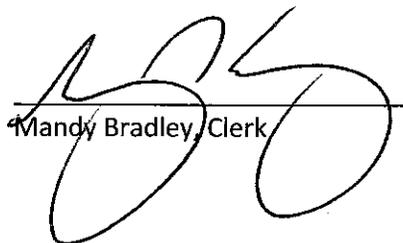
This the 10th day of March, 2020

MADISON COUNTY



Craig Goforth, Chairman  
Board of Commissioners

ATTEST:



Mandy Bradley, Clerk



# Madison County Commissioners Meeting

## Public Comment

March 10, 2020

7:00pm

A-B Tech, Madison Campus

3 Minute Time Limit

----- Public Comment Sign-In Sheet -----

Name

Signature

- 1.
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GEORGE BOTTIGER



# County of Madison

## Board of Commissioners

Craig Goforth, Chairman · Mark Snelson, Vice-Chairman · Matt Wechtel, Commissioner  
Norris Gentry, Commissioner · Wayne Brigman, Commissioner

April 3, 2020

To Whom it May Concern:

It is with great pleasure that I extend the following letter in support of the implementation of the Agribusiness Technology Program at the Madison Campus of Asheville Buncombe Technical Community College.

Agribusiness is a major contributor to the economical landscape of Madison County. Through entrepreneurial and technical training, the initiatives introduced through this program's classes would greatly benefit Madison County as well as surrounding Counties. With curriculums designed to provide students with the skills necessary to manage a profitable, environmentally sound, and community based farm or agriculture businesses, this program would have the potential to greatly impact the community as well as the students of Madison County in a very positive manner.

Should you have questions or require additional assistance, please do not hesitate to reach out.

Truly yours,

Craig Goforth, Chairman  
Madison County Board of Commissioners

## PARKING LOT LEASE AGREEMENT

This Lease Agreement - Parking Lot (the "Lease") is made this \_\_\_\_\_ day of March, 2020 by and between 13 N Main, LLC of 571 Page Ave., Atlanta, GA 30307 (hereinafter "Lessor") and Madison County, North Carolina Government (hereinafter "County") and provides as follows:

### I. Recitals

- A. Lessor is a limited liability company duly formed and existing under the laws of the State of Georgia with a principal business office located at 571 Page Ave. NE, Atlanta, Georgia 30307.
- B. County is legal governmental entity duly formed and existing under the laws of the State of North Carolina with the county government existing at 5707 US 25-76, Marshall, North Carolina 28753.
- C. Lessor owns and maintains property which is adequate and available for surface parking of vehicles. Lessor and County desire to enter into this lease whereby Lessor makes available to County the described parking spaces for parking vehicles for the courthouse employees and for access in connection with the parking of employee vehicles within certain hours.

### II. Agreement

1. **Premises.** Lessor, for and in consideration of the rents, covenants, agreements and stipulations hereinafter mentioned, reserved, and contained to be paid, kept and performed by the County, has leased and rented, and by these presents does lease and rent, unto the said County, and said County hereby agrees to lease and take upon the terms and conditions which hereinafter appear, the following described property (hereinafter "premises"), and being known as:  
  
9 parking spaces within lot 62 North Main Street, Marshall, NC (more particularly depicted on a map attached hereto and incorporated and made a part of this lease by reference and marked as "Lease Attachment A")
2. **Term.** The term of this lease shall be for one year commencing on March 1, 2020 and ending on the last day of the February, 2021, at midnight, unless terminated sooner as hereinafter provided. The Rental Commencement Date shall begin on March 1, 2020. This lease shall renew annually unless either party terminates the lease as hereinafter provided.
3. **Rent.** County agrees to pay Lessor by payments made payable to 13 N Main, LLC, at the address above promptly in advance on the first day of each month, during the term of this lease at the rates listed below. All costs, expenses, and obligations of County hereunder together with all interest and penalties that may accrue thereon in the event of County default

to pay such amounts, and all damages, costs, and expenses which the Lessor may incur by reason of any default of the County or failure on the County's part to comply with the terms of this lease, shall be deemed to be additional rent and, in the event of nonpayment of the County, the Lessor shall have all the rights and remedies with respect thereto as the Lessor has for the nonpayment of the basic rent.

Fixed Minimum Rent

- A. Beginning on the Rental Commencement Date, as defined above, fixed minimum rent shall accrue and be due and payable as provided herein. In the event the Rental Commencement Date is not the first day of a calendar month, then the rent for such month shall be based upon the pro-rata portion of the amount due for the first month.
- B. The term "lease year" as used herein, means the first full twelve (12) calendar month period contained within the Lease Term, and each successive twelve (12) calendar month period thereafter, and the first lease year shall also include any partial month at the beginning of the lease term.
- C. The Fixed minimum rent payable during the initial Lease Term is agreed to be:

<u>Term</u>	<u>Monthly Rate</u>
March 2020 - February 2021	\$250.00

- 4. Annual Rent Adjustments. On the annual anniversary of the Rental Term Commencement Date, monthly rent shall increase by 5% over the immediately preceding year's monthly rental rate. These annual rental rate increases shall continue each year until the lease ends or is terminated by either party as provided herein.
- 5. Use of Premises. Premises shall be used for a courthouse employee parking area during the hours of 8:00 am and 5:00 pm Monday through Friday.
- 6. Maintenance and Repair. County is solely responsible for all maintenance and repair to the Premises. County shall keep the Premises in a neat and safe condition. County's duties shall not include any duty or responsibility to replace pavement on the Premises or to repair damage to such pavement caused by ordinary wear and tear.
- 7. Signage. County shall install individual signage on each parking space, indicating that the space is reserved for "Courthouse Employee Parking Only" during the hours of 8:00 am - 5:00 pm M-F.
- 8. Condition. County has had the opportunity to inspect the Premises prior to the signing of the

Lease and accepts the Premises in their "AS IS" condition without any representation of the Lessor as to its condition or suitability for County's intended use.

9. **Parking Enforcement.** County shall use whatever legal means and methods it deems best to enforce its parking rights conveyed under this lease, including but not limited to towing vehicle illegally parked in violation of posted parking signage and restrictions. Lessor shall be under no obligation to enforce, protect or defend the County's rights conveyed by this lease as to the hours and days of parking. Moreover, County shall indemnify, hold harmless, and defend Lessor against any and all actions claims others for any actions or inactions taking by County to enforce its parking rights including but not limited to the towing of vehicles, damage to vehicles, break-ins, and vehicles damaged by others on the lot during as outline under paragraph titled Liability, Indemnity and Release.
10. **Destruction of or Damage to Premises.** If premises are totally destroyed by storm, fire, lightning, earthquake or other casualty, this lease shall be terminated as of the date of such destruction, and rental shall be accounted for as between Lessor and County as of that date. If premises are damaged but not wholly destroyed by any such casualties, rent shall abate in such proportion as use of premises has been destroyed. If Lessor elects to restore premises to substantially the same condition as before damage, full rental shall recommence on the date premises are in substantially the same condition as before. If Lessor elects not to restore the premises, County may elect to terminate its lease effective the date the damage occurred. If the Premises shall be partially damaged by any casualty insurable under the Lessors Insurance policy, Lessor shall, upon receipt of the insurance proceeds, promptly repair and restore the premises. During this period, the fixed minimum rent shall be abated proportionately so as to treat the damaged portion of the demised premises as untenable until such repairs and restorations are completed. Lessor agrees to work diligently and use best efforts under this provision.
11. **Assignment and Subletting.** County shall not, without the prior written consent of Lessor endorsed hereon, assign this lease or any interest hereunder, or sublet premises or any part thereof, or permit the use of premises by any party other than County. Consent to any assignment or sublease shall not destroy this provision, and all later assignments or subleases shall be made likewise only upon the prior written consent of Lessor. Assignee of County, at option of Lessor, shall become directly liable to Lessor for all obligations of County hereunder, but no sublease or assignment by County shall relieve County of any liability hereunder. In the event of an assignment or subletting of all or any portion of the premises, County shall remain primarily responsible for payment of rent and compliance with the other terms of this lease.
12. **Liability, Indemnification and Release.** The County agrees to indemnify and to hold Lessor harmless from and to defend Lessor against: (a) any and all claims of liability for any injury or damage to any person or property whatsoever occurring on the Premises during the days and hours of the Lease; (b) any and all claims arising from any breach or default in the performance of any obligation on County's part to be performed under the terms of this Lease, or arising from any act or negligence of County, agents, contractors, employees or invitees; and (c) any and all costs, attorney's fees and expenses incurred by Lessor relating to any such claims in (a) and (b) above.

**13. Insurance.** County will procure and maintain, at its sole cost and expense, during the term of this Lease, insurance satisfactory to the Lessor, insuring the Lessor (a) from liability for damages to person or property; and (b) for contractual liability arising in whole or in part from action or inaction by the County arising out of the rights or obligation of County under this lease. A certificate of insurance covering Lessor from liability shall be available to Lessor with General Liability of not less than One Million (\$500,000) per occurrence and One Million (\$1,000,000) general aggregate.

**14. Lessor's Right of Access.** The Lessor, or the Lessor's employees or agents, shall have the right to enter the Premises in a reasonable manner upon reasonable advance notice to County to inspect the Premises or to conduct surveys, testing or studies in connection with any engineering, design, financing or permitting activities, provided however, that no notice will be required in emergency circumstances where it is impractical to provide the County with advance notice. The Lessor shall use reasonable efforts to minimize any disruption of County activities.

**15. Default.** Each of the following shall constitute an Event of Default:

- A. The County fails to maintain at all times the insurance required by this lease; or
- B. Either party fails to comply with any agreement or requirement of this lease for a period of thirty (30) days after notice from County or Lessor.

If an Event of Default has occurred and continues, the non-defaulting party may terminate the lease and pursue any other remedies available under North Carolina law.

**16. Termination of Lease.** After the initial lease year, either party may terminate this Lease in whole or in part by delivering at least sixty (60) days' advance written Notice of Termination to the other party. On the expiration of the Term, or any earlier termination of this Lease, the County shall: (a) immediately vacate the Premises; and (b) repair all damage to the general condition that existed prior to the commencement of the Lease, normal wear and tear excepted.

**17. Rights Cumulative.** All rights, powers and privileges conferred hereunder upon the parties hereto shall be cumulative but not restrictive to those under law.

**18. Definitions.** "Lessor" as used in this lease shall include first party, his heirs, representatives, assigns and successors in title to the premises. "County" shall include the second party, its authorized employees and representatives. "Agent" shall include any third party, his successors, assigns, heirs, and representatives.

**19. Condemnation.** If a portion of the demised premises shall be taken by eminent domain for any public or quasi-public use or purpose or by conveyance in law thereof, and such partial taking shall render that portion not so taken unsuitable for the business of County, then this lease and the term thereof shall cease and terminate. If such partial taking does not render the remainder of the demised premises unsuitable for the business of County, then the lease shall continue in effect except that the fixed minimum rent for shall be reduced in the same proportion that the floor area of the demised premises taken bears to the original floor area demised, and Lessor shall make all necessary repairs or alterations of the building so as to constitute the portion of the building not taken as a complete architectural unit.

20. **Force Majeure:** Each party hereto shall be excused for the period for any delay in the performance of any obligations hereunder when prevented from doing so by cause or causes beyond the control of such party which shall include, without limitation, all labor disputes, civil commotion, war, war-like operations, invasion, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, fire or other casualty, inability to obtain any material, or services or through acts of God.

21. **Successors:** Except as otherwise provided, all provisions herein shall be binding upon and shall inure to the benefit of the parties hereto and their heirs, executors, legal representatives, successors, successors-in-title, and assigns. In the event that Lessor herein sells, assigns, or is otherwise divested of its interest in this lease and the leased premises, such party shall thereupon be entirely bound by all obligations hereunder.

22. **Ownership:** Lessor represents and warrants that Lessor is the fee owner of the property obtaining the premises and that Lessor has the right to make this lease in accordance with the terms herein.

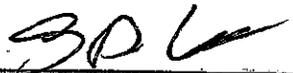
23. **Entire Agreement and Applicable Law:** This Lease contains the entire agreement of the parties with respect to the leasing of the premises and no representations or agreements not included in this Lease shall be enforceable unless in writing and signed by the party to be charged. This Lease shall be governed by and interpreted by the laws of the State of North Carolina.

24. **Addendum:** The parties hereto agree that the provisions of the Addendum attached hereto as Exhibit "B" are incorporated herein in full as if set forth in full herein. IN WITNESS WHEREOF, the parties herein have hereunto set their hand and seals this

\_\_\_\_\_ day of March, 2020

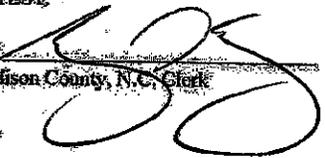
COUNTY:

LESSOR:

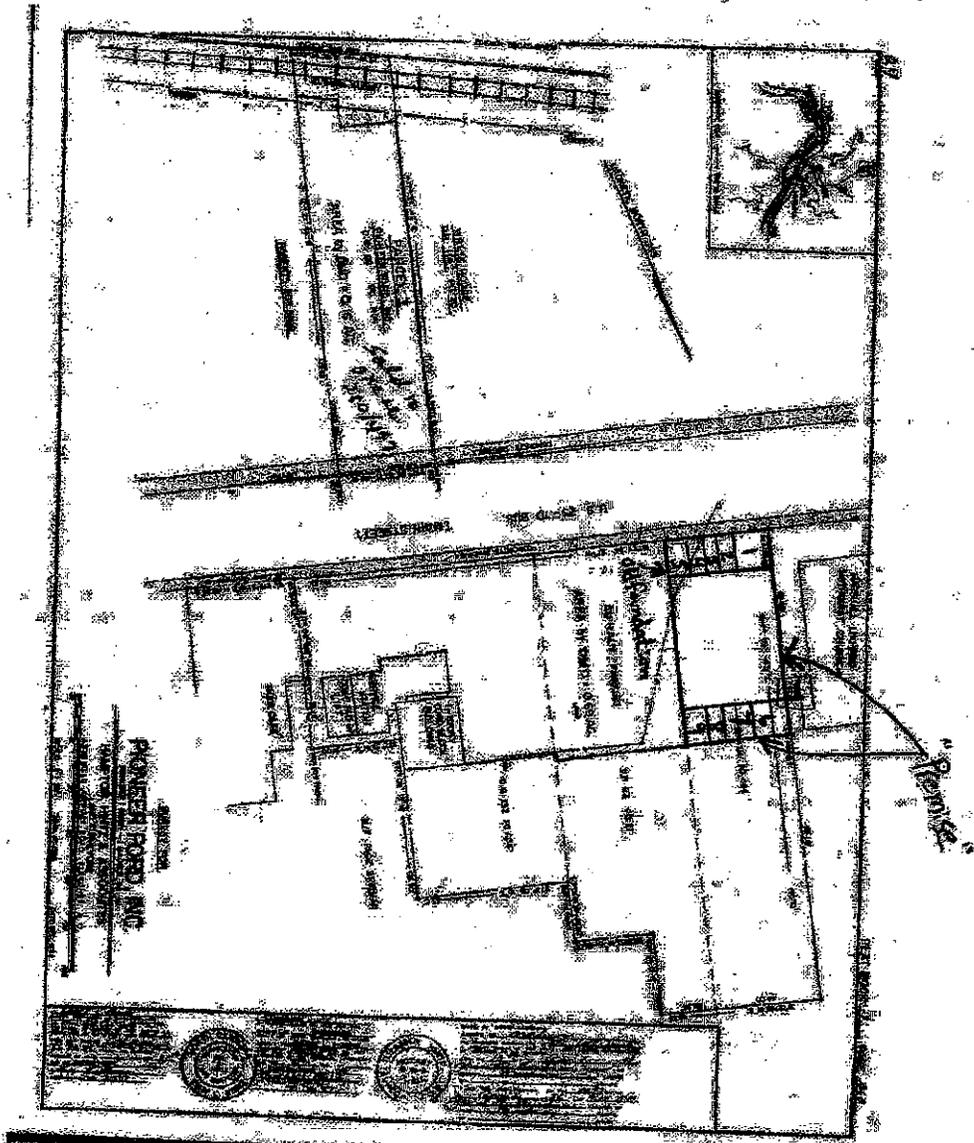
By   
Norris Gentry, Acting County Manager  
Madison County, North Carolina

By \_\_\_\_\_  
Pete Whitlock, Manager  
I&N Main, LLC

*Craig Buford  
Clerk*

ATTEST  
By   
Madison County, N.C. Clerk

By \_\_\_\_\_  
Member



Lease Attachment A

**Attachment "B"**

**CONTRACT ADDENDUM  
FOR CONTRACTS WITH ANY DEPARTMENT OF  
MADISON COUNTY GOVERNMENT**

CONTRACTOR: 18 N. Main, LLC

COUNTY DEPARTMENT: Board of Commissioners

SUBJECT OF CONTRACT: Parking Lot Lease Agreement

DATE/TERM OF CONTRACT: 10 March, 2020

**Notwithstanding any provision contained in the above-referenced Contract or Agreement which may be to the contrary, the following provisions are incorporated and shall apply, supplant and control:**

**Non-appropriation clause.** Contractor acknowledges that Madison County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of Madison County's obligation under this contract, then this contract shall automatically expire without penalty to Madison County thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that Madison County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations. In the event of a change in the Madison County's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects Madison County's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to Madison County upon written notice to Contractor of such limitation or change in Madison County's legal authority.

**Dispute Resolution/Jurisdiction/Venue.** Any dispute arising under this Agreement may be settled by mediation in the State of North Carolina in accord with such procedures as may be available to units of local government under state law. No other dispute resolution procedures shall apply. Jurisdiction for any legal proceedings concerning this contract or agreement shall be state courts in the State of North Carolina. Venue for such proceedings shall be Madison County.

**No pledge of taxing authority.** No deficiency judgment may be rendered against Madison County or any agency of Madison County in any action for breach of a contractual obligation under this contract. The taxing power of the Madison County is not pledged directly or indirectly to secure any monies due under this contract.

**No waiver of governmental immunity; Violation of law.** Except for waiver of governmental immunity resulting from the execution of a valid contract, Madison County makes no other waiver of governmental immunity. If any provision of the Contract or Agreement is in violation of any legal, statutory or state constitutional prohibition, then such provision(s) shall be unenforceable against Madison County.

**Conflict of interest.** If this is a contract for design, engineering, contract administration or similar services, the Contractor will not enter into contracts or agreements with third parties that may present a potential for conflict of interest between Madison County and third parties regarding the subject matter of this Contract or Agreement.

**Compliance with E-Verify requirements.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the County utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the COUNTY.

For the CONTRACTOR: \_\_\_\_\_

Title: \_\_\_\_\_

For MADISON COUNTY S. D. [Signature]

Title: Chairman Board of Commissioners

This instrument has been preaudited in the manner required by the local government budget and fiscal control act.

By: [Signature]  
Madison County Finance Officer

<b>Madison County Transportation Authority</b>	<b>POLICY AND PROCEDURE MANUAL</b>
<b>Policy: Service Policy</b>	<b>EFFECTIVE DATE: 12/4/00</b>
<b>DIRECTOR: Brooke Ledford</b>	<b>Policy Number: 3-001</b>
<b>REVISED DATE: 9/8/08, 5/10/09,11/3/14, 2/10/20</b>	

**DESCRIPTION OF SERVICES:**

1. The Madison County Transportation Authority (MCTA) operates a demand response transportation service for the residents of Madison County. Transportation is available to medical appointments, to pay bills, buy grocers, shopping, social and recreational outings, etc. To schedule, residents should call 828-649-2219 at least three business days in advance. All other requests will be served on a space available basis.
2. Service is curb-to-curb. Passengers must arrange for assistance if needed from the house to the vehicle or vehicle to appointment. Drivers are to stay with the vans. Attendants and/or companions will be allowed to ride with passengers who need assistance with their trip.
3. The MCTA provides non-emergency transportation only. If a passenger is unable to sit up or has other debilitating problems, MCTA cannot transport them.
4. MCTA has vehicles which are handicapped accessible. All vehicles have two-way radios and are properly maintained for safety and cost efficiency.

**SERVICE AND SERVICE AREA:**

1. The service area for transportation includes all of Madison County. Service is also provided to Buncombe County and to limited sections of Haywood and Yancy counties as well as Cocke County, Tennessee.
2. Service is provided Monday through Friday, 8 am to 4:30 pm.
3. No transportation will be provided on days when weather causes unsafe road conditions. MCTA vans will not travel on roads that may cause damage to the vans. An announcement will be posted on WLOS-TV and on their website and local radio station WHBK will be made if operations are suspended, reduced or delayed.
4. No transportation will be provided for 12 standard holidays.

**RESERVATIONS, SCHEDULING, CANCELLATIONS:**

1. Office hours are 8 am to 4:30 pm Monday through Friday to make, change or cancel a reservation.
2. A message voicemail system is maintained for after-hours messages.

**PASSENGER CONDUCT AND RESPONSIBILITIES:**

MCTA requests that all passengers conduct themselves with courtesy and consideration to the driver and other passengers. The driver is responsible for on-vehicle behavior. All instructions from the driver are to be followed. MCTA reserves the right to refuse service based on violation of agency rules and regulations.

**Behavior Not Allowed on MCTA Vehicles:**

1. Profanity, raising voice, yelling.
2. Refusal to answer or acknowledge direction.
3. Intimidation, threats of physical harm or verbal abuse to other persons (including MCTA operators and staff).
4. Unwelcome verbal, non-verbal, or physical behavior having sexual, violent or racial connotations.
5. Unlawful harassment (including any of the above)
6. Unauthorized use of vehicle equipment.
7. No weapons or firearms are allowed on any MCTA vehicle.
8. No eating or drinking on vehicle, unless a medical conditions requires it, alert driver so it may be noted.
9. No tobacco products or open containers of alcohol.
10. Passengers are not to engage in sexual activity or inappropriate displays of affection while riding a MCTA vehicle.

<b>Madison County Transportation Authority</b>	<b>POLICY AND PROCEDURE MANUAL</b>
<b>Policy: Training</b>	<b>EFFECTIVE DATE: 3/10/20</b>
<b>DIRECTOR: Brooke Ledford</b>	<b>Policy Number: 9-001</b>
<b>REVISED DATE: 8/5/08, 11/4/04, 3/10/20</b>	

The purpose of this policy is to outline for required employee training and establish guidelines for effective documentation of all employee training.

The Transportation Coordinator will keep a spreadsheet containing the following information:

- Employee name
- Course title
- Instructor name
- Instructor credentials (if available)
- Training materials (if available)
- Date of training
- Date of refresher (if required)

Employees will be expected to attend periodic safety training and update meetings are required.

### **Driver Training**

Training in the prevention of incidents and accidents, and the proper procedures to follow should an incident occur, is critical to the safe operation of rural and small urban transit agencies.

Training for drivers will occur before they start regular service. Periodic refresher training covering key elements of previous training and new information, techniques, and procedures will also be conducted. Safety and security information and procedures should be major elements of initial and ongoing training

### **Orientation of New Hires will include:**

1. Policy and Procedures Manual
2. Personnel Policy Manual
3. Scheduling
4. Radio Procedures
5. Office and Paperwork Requirements
6. Training Requirements for Drug and Alcohol Program
7. Vehicle Familiarization of all vehicles
8. Basic Operations and Maneuvering
9. Pre and Post Trip Inspections
10. Adverse Weather Conditions

**Other Trainings:**

1. Bloodborne Pathogens –Annually as required by OSHA
2. ADA Requirements
3. Other Federal and State Requirements

**First Aid and CPR**

Training will be conducted on first aid, CPR, and proper pre- and post-trip inspections. All drivers must be certified in first aid and CPR. A refresher course will be required for updated certification.

**Special Driving Conditions**

- Interstate – Proper procedures for entering and exiting Interstate or other limited access highways will be covered.
- Intersections – Procedures for safely negotiating intersections of all types will be covered.
- Railroad Crossings – Agency vehicles will stop at all railroad crossings, the front door will be opened, and both directions will be carefully checked for on-coming trains. In the case of multiple tracks, vehicles will not proceed until all tracks can be verified as clear. Special caution will be exercised at unguarded crossings.
- Extreme Weather

**Vehicle Evacuation**

New employees will be trained in vehicle evacuation, which will include placement of triangles.

**Backing-up Vehicles**

New employees will be trained in backing-up procedures including walk-arounds and using spotters.

**Boarding and Alighting Passengers**

Proper procedures for boarding and alighting passengers safely will be covered. This includes stopping, starting, stops, special situations, and hazardous conditions on steps or outside the vehicle.

**Lift Procedures and Wheelchair Securement**

Proper procedures for the safe use of all wheelchair accessible equipment, four-point securement devices, and boarding/alighting techniques will be covered. Topics include lift deployment, manual lift operations, proper securement techniques, and various mobility aid securement techniques.

<b>Madison County Transportation Authority</b>	<b>POLICY AND PROCEDURE MANUAL</b>
<b>Policy: Radio Call Numbers</b>	<b>EFFECTIVIE DATE: 1/1/01</b>
<b>DIRECTOR: Brooke Ledford</b>	<b>Policy Number: 1-001-A</b>
<b>REVISED DATE: 9/4/12, 1/15/14, 2/10/20</b>	

**Driver Call Numbers:**

- 2 Brooke Ledford
- 5 Kathy Proffitt
- 6 Tamara Huffman
- 7 Harvey Johnson
- 8 Michelle Johnson
- 9 Jason Treadway
- 10 Mark Lisenbee
- 11 Larry Anders
- 12 Bobby Briggs
- 15 Amy Barcomb
- 16 Melissa Massey
- 17 David Adams
- 18 Jimmy Sprinkle
- 20 Mike Frady

<b>Madison County Transportation Authority</b>	<b>POLICY AND PROCEDURE MANUAL</b>
<b>Policy:</b> Public Comments	<b>EFFECTIVE DATE:</b> 3/10/20
<b>DIRECTOR:</b> Brooke Ledford	<b>Policy Number:</b>
<b>REVISED DATE:</b>	

**Soliciting Public Comment**

When MCTA has plans to increase fares or make changes to service, it will be our policy to solicit public comment by putting it on the agenda of a Board of Commissioners meeting, where the Madison County Board of Commissioners public comment procedures will be followed.

## Madison County Transportation Authority

### EMERGENCY ACTION PLAN

(Ref: 1910.38)

#### INTRODUCTION:

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and company resources will be preserved. The intent of this plan is to ensure all employees a safe and healthful workplace. Those employees' assigned specific duties under this plan will be provided the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats, leaks, etc.

#### EMERGENCY PLAN COORDINATORS:

Building/Department	Name/Title	Phone #
MCTA Building	Amy Barcomb, Coordinator	828-649-2219
MCTA Building	Cathy Proffitt, Fiscal Officer	828-649-2219
MCTA Building	Tamara Huffman, Admin/Dispatcher	828-649-2219

Coordinators are responsible for the proper inventory and maintenance of equipment. They may be contacted by employees for further information on this Plan.

#### PLAN OUTLINE/DESCRIPTION:

- I. **Means of Reporting Emergencies:** All fires and emergencies will be reported by one or more of the following means as appropriate:
- Verbally to the Coordinator during normal working hours.
  - By telephone if after hours/weekends.
  - By the building alarm system.

Note: The following numbers will be posted throughout the facility:

FIRE: 911      POLICE: 828-649-2721      AMBULANCE: 911

- II. **\*Alarm System Requirements:** Alarm system requirements for notifying employees during an emergency are as follows:
- Provides warning for safe escape.
  - Can be perceived by all employees.
  - Alarm is distinctive and recognizable.
  - Employees have been trained on the alarm system.
  - Emergency phone numbers are posted.

- f. Emergency alarms have priority over all other communications.
- g. Alarm system is properly maintained.

III. **Sounding the Alarm:** The signal for immediate evacuation of the facility will be the sounding of a whistle.

IV. **Evacuation Plans:** Emergency evacuation escape route plans (see Appendix A) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.

V. **Employee Accountability:** In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Go to your designated assembly point (Animal Shelter) to the MCTA Coordinator who will also be accessible via cell phone at 828-206-3129.

VI. **Building Re-Entry:** Once evacuated, no one shall re-enter the building until the Fire Department or other responsible agency has notified us that the building is safe to re-enter, then personnel shall return to their work areas.

VII. **Training:** The personnel listed below have been trained to assist in the safe and orderly emergency evacuation of employees.

Task	Building/Department	Name/Title/Phone#
Fire Extinguisher/Hoses	MCTA	Amy Barcomb 828-649-2219
Evacuation Assistant	MCTA	Kathy Proffitt 828-649-2219
Emergency Shut-down	MCTA	Tamara Huffman 828-649-2219

Employee training is provided when this plan is initiated, when employees required responsibilities change, when the plan changes and initially for new hires. Subjects to be covered include:

- a. Emergency escape procedures/routes
- b. Fire extinguisher locations and proper use
- c. Head count procedures
- d. Major facility fire hazards
- e. Fire prevention practices
- f. Means of reporting fires/emergencies (use of alarm systems)
- g. Names/titles of Coordinators
- h. Availability of the plan to employees
- i. Housekeeping practices
- j. No smoking areas
- k. Hazardous weather procedures
- l. Special duties as assigned to Coordinators and those listed above.

Written records shall be maintained of all Emergency Action Plan training.

\*For further information on Employee Alarm Systems, see 1910.165.

APPENDIX E

**FIRE EXTINGUISHER LOCATION**

**In main office space, on the wall between the kitchen and storage closet.**

<b>Madison County Transportation Authority</b>	<b>POLICY AND PROCEDURE MANUAL</b>
<b>Policy:</b> Madison County Program Representatives	<b>EFFECTIVE DATE:</b> 1/1/01
<b>DIRECTOR:</b> Brooke Ledford	<b>Policy Number:</b> 1-001-A
<b>REVISED DATE:</b> 6/12/06, 7/19/07, 8/4/08, 9/4/12, 1/15/14, 3/10/20	

**County Commissioners:**

Craig Goforth – Chairman  
 Mark Snelson – Vice Chairman  
 Wayne Brigman  
 Norris Gentry  
 Matthew Wechtel

**County Manager:**

Mark Pullium

**Director of Community Services:**

Brooke Ledford

**MCTA Transportation Coordinator:**

Amy Barcomb

## Madison County Resolution

### RESOLUTION APPROVING THE CONTRIBUTION OF \$15,000 TO THE MARS HILL ANDERSON ROSENWALD SCHOOL

WHEREAS, the Madison County Commissioners believe that closing the digital divide, particularly through education, within Madison County is a critical component to improving the quality of life for citizens;

WHEREAS, the State's Department of Natural and Cultural Resources (DNCR) and the Department of Information Technology (DIT) approached Madison County with \$50,000 to address the digital divide in Madison in 2019;

WHEREAS, a goal of the program is to address the homework gap for school students who do not have Internet access at home;

WHEREAS, Madison County is home to the Mars Hill Anderson Rosenwald School, which is a historically African American school that was built in 1928, and has been preserved through a partnership of Madison County School system and the Historic Mars Hill Anderson Rosenwald School Rehabilitation Committee;

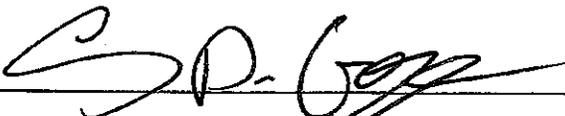
WHEREAS, Rehabilitation Committee is actively working to develop programs to provide information on the history of African Americans in Madison County; and

WHEREAS, the State's Department of Natural and Cultural Resources and Madison County's Community and Economic Development Department recognize that funds from the grant that addresses the digital divide can be used to provide digital literacy training and provide equipment (including, but not limited to computers, tablets, monitors, etc.) for improved access and connectivity to the Internet.

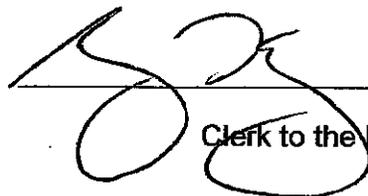
NOW, THEREFORE, BE IT RESOLVED BY THE MADISON COUNTY COMMISSIONERS THAT:

The Madison County Commissioners approve providing \$15,000 to the Mars Hill Anderson Rosenwald School project via Madison County School's - Madison County Education Foundation from funds received from the North Carolina Department of Natural and Cultural Resources.

Read, approved and adopted this 10th day of March, 2020.



County Commission Chairman



Clerk to the Board

**Madison County Commission Resolution**

**RESOLUTION APPROVING THE MADISON COUNTY ECONOMIC DEVELOPMENT STRATEGIC PLAN**

**WHEREAS, Madison County supports existing businesses and industries within the area; and**

**WHEREAS, Madison County believes a strong local economy includes a vibrant workforce, quality employers and a supportive community; and**

**WHEREAS, the Madison County Economic Development Advisory Board's Strategic Planning Committee has actively worked to gather information and provide guidance on the development on the future of Madison County's economic development; and**

**WHEREAS, the Madison County Commissioners, Madison County Economic Development Board, and Madison County Strategic Planning Committee met to review and discuss the draft Economic Development Strategic Plan and recommends its approval and adoption.**

**NOW THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF MADISON COUNTY THAT:**

**Madison County Commissioners approve and adopt the Madison County Economic Development Strategic Plan.**

**Read, approved and adopted this tenth day of March, 2020.**

  
\_\_\_\_\_  
County Clerk

  
\_\_\_\_\_  
Commission Chair

**Madison County  
Board of Commissioners**

**Budget Amendment #08**

**March 10, 2020**

<b>Description</b>	<b>Line Item</b>	<b>Debit</b>	<b>Credit</b>
<b>Tax Collector</b>			
Tax Map Sales	10.3100.6000		\$ 55.00
2020 Ad Valorem Tax	10.3100.2020		\$ 4,480.00
Email	10.4140.4300	\$ 58.00	
Email	10.4142.4300	\$ 164.00	
Increase budgeted expense for email provider due to employee overlap and/or to adjust to actual			
To record 2020 Taxes deferred taxes from discovery bills. Increase revenue to actual			
tax map sales			

**Cooperative Extention**

Rental of facility	10.3480.5200		\$ 1,440.00
Increase in budgeted revenues based on actual year to date revenues.			

**Animal Control Services**

Madison 51 Donations	10.3438.6400		\$ 200.00
Madison 51 Donations	10.4380.6400	\$ 200.00	

**Sheriff's Office**

Transport of Federal Inmates	10.3431.2200	\$ 12,854.00	
Housing/Other County Inmates	10.3431.3010		\$ 38,975.00
Fingerprint Fees	10.3431.2600		\$ 520.00
Clerk of Court	10.3431.2310		\$ 20.00
Misc Income	10.3431.8230		\$ 43.00
Kimbles Food	10.3431.8270	\$ 3,000.00	
Professional Services	10.4310.1990	\$ 5,000.00	
Vehicle Parts	10.4310.2530	\$ 2,000.00	
Postage	10.4310.3250	\$ 250.00	
Building Maintenance	10.4310.3510	\$ 9,454.00	
Equipment Maintenance	10.4310.3520	\$ 5,000.00	
Vehicle Maintenance	10.4310.3530	\$ 2,000.00	

Increases revenue from housing external inmates based on actual receipts. Decrease transport of federal inmates and commissary revenues. Increase expenditures due to added safety features to the facility and wear and age of building and vehicles. Increase expense in postage to cover costs of jury summons mailings.

**Finance**

Travel	10.4110.3110	\$	570.00	
Pilot- Housing Authority	10.3311.3200			\$ 525.00

Increase in budgeted expenses for Commissioner travel. Increase in budgeted revenues based on actual year to date revenues for PILOT.

**Transportation**

Email	10.4522.4300	\$	83.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual

**Community Services**

Email	10.5500.4300	\$	138.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual

**Soil and Water Conservation**

Email	10.4961.4300	\$	138.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual

**Social Services**

DSS: Administration	10.3531.3000			\$ 20,906.15
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LIEAP	10.5481.6795	\$	8,286.00	
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Crisis	10.5481.6770	\$	6,187.00	
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Energy Progress	10.5481.6780	\$	5,423.84	
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Haywood Electric	10.5481.6790	\$	1,009.31	
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To adjust budgeted revenue and expense to additional Crisis Intervention funds received. Revenue and Expenditures were originally budgeted according to state estimates.

**Board of Elections**

Email	10.4170.4300	\$	506.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual

**Public Buildings Maintenance**

Email	10.4261.4300	\$	170.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual

**Economic Development**

Email	10.4356.4300	\$	88.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual

**Information Technology**

Email	10.4931.4300	\$	1,300.00	
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Increase budgeted expense due to employee overlap and/or to adjust to actual and upgrade costs

**Debt Services**

Capital Outlay	10.7000.1000	\$	3,285.00	
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Adds funds to Capital Outlay budget.

		\$	67,164.15	\$ 67,164.15
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The following claims have been submitted to and paid by Madison County Finance for the month of February, 2020.

3RC	6,124.65
A-B TECHNICAL COMMUNITY COLLEGE	9,375.00
ACCESS FAMILY SERVICES	634.00
ACTION LOCK COMPANY	100.00
THOMAS ALLISON	18.79
AMAZON.COM	702.94
BILLY ANDERS	160.00
APPALACHIAN REGIONAL COMMISSION	783.49
WILLIAM ARNDT	460.00
ASHEVILLE COMMUNICATIONS	3,776.82
ASHEVILLE FENCE	4,425.65
ASHEVILLE FIRE PROTECTION CO., INC.	237.83
ATLANTIC MEDICAL SOLUTIONS	249.19
BAKER & TAYLOR BOOKS-550404	2,633.43
BAKERS WASTE EQUIPMENT	46.97
DAVID BRIAN BALL	689.18
SHARON BALL	20.16
BAPTIST CHILDREN'S HOME OF NC	19,675.36
BARIUM SPRINGS HOME FOR CHILDREN	7,472.97
BAYMONT BY WINDHAM CHEROKEE	261.63
CHARLES BECKER	430.92
TERRY BELLAMY	605.51
BLACK MOUNTAIN HOME FOR CHILDREN	37.03
DANNIE BLACKWELL	100.00
THOMAS BLACKWELL	177.08
CHARLES BLEVINS	165.00
BOB BARKER COMPANY INC	492.12
BOWMAN HARDWARE	14.62
MANDY BRADLEY	66.13
BRANDI NICHOLE FAMILY ENRICHMENT C	581.00
BRASWELL SCALE & EQUIP CO	336.26
MARCI BRATZ	453.60
SHANNON BRAZIL	138.88
GENE BREEDLOVE	900.00
BRUCE BRIGGS	82.43
D WAYNE BRIGMAN	400.00
QUINCEY BROCK	159.36
BRANDY BROWN	47.18
BTNX INC	116.53
BUCKNER OIL CO.	10,164.29
BUNCOMBE COUNTY DETENTION CTR.	104.74
BUSTLE'S HARDWARE AND DOORS	934.06
BY PASS AUTOMOTIVE	1,320.62
CAROLINA ENVIRONMENTAL SYSTEMS, I	463.30
CAROLINA THERAPEUTIC SERVICES, INC	581.00
KRYSTAL CARPENTER	667.00
RICKIE CARVER	640.44
STEPHEN CARVER	17.50
CHAMPION SUPPLY	3,240.04
JEREMY CHANDLER	270.30
MEGAN CHANDLER	744.76
TERRY CHANDLER	700.00
CHANGE HEALTHCARE	102.84
PENNIE CHARLES	265.68
CHARTER COMMUNICATIONS	2,556.00
CHP DOSIMETRY	65.00
CINTAS CORPORATION #223	21.35
COAST TO COAST SOLUTIONS	121.57
TAMMY CODY	46.80
VANESSA COLLINS	634.00
CONSOLIDATED ELECTRICAL DISTRIBUT	1,394.24

CONTRACTOR'S MACHINERY TRI-CITIES	289.32
CORELOGIC TAX SERVICES	502.20
COVETRUS	1,027.16
DAVID CRAIN	500.93
CROSS COMPANY	310.30
CROSSNORE SCHOOL	2,866.00
ROBERT CULTON	950.00
CUREMD	599.00
CUSTOM CREATIVE PRINT SOLUTIONS	492.99
CUSTOM DATA PROCESSING	904.03
LYNN CUTRELL	10.44
BARBARA DARLING	69.24
BETTY DEITZ	55.72
DELL MARKETING L.P.	1,854.62
DEMCO, INC.	143.49
DHHS - CONTROLLER'S OFFICE	240.70
RONALD DILLIVAN	72.50
DISH NETWORK	99.46
DODSON PEST CONTROL	70.00
DUKE ENERGY PROGRESS	931.76
MADISON DURHAM	34.65
MICHAEL EDWARDS	219.40
ELECTION SYSTEMS & SOFTWARE, INC.	848.64
ELIADA HOME FOR CHILDREN	5,994.00
FAMILIES FIRST SUPPORT SERVICES	1,215.00
FAMILY RESOURCES OF RUTHERFORD C	4,516.00
FEDEX	5.62
SHERRY FENDER	100.00
DREW FERGUSON	459.68
FERGUSON ENTERPRISES #1271	11,915.98
FIRST CITIZENS BANK	20.00
BETSY FONVIELLE	28.71
PATRICIA FRANKLIN	35.00
FRENCH BROAD EMC	17,775.83
FRENCH BROAD PLUMBING	3,325.00
FRIENDS OF HOT SPRINGS LIBRARY	900.00
FRONTIER	9,738.78
G&B ENERGY	2,251.70
DONALD WADE GAHAGAN	3.39
GALLS INCORPORATED	10.00
GENTRY HARDWARE	53.36
NORRIS GENTRY	720.00
GFL ENVIRONMENTAL	21,487.67
FORREST GILLIAM	900.00
KAREN GLENN	9.80
ANGEL GOFORTH	50.00
CRAIG GOFORTH	720.00
GOLDMAN PRODUCTS	67.56
W.W. GRAINGER, INC.	376.19
GREENVILLE NEWS/ CITIZEN-TIMES	577.60
GRIFFIN WASTE SERVICES	1,027.26
GYNEX	85.16
BRITTANY HAMLIN	58.20
HAYNES TECHNOLOGIES	923.92
HAYNIE TOWING & ROAD	320.25
HAYWOOD COUNTY SHERIFF'S DEPT	30.00
HEALTHFIRST	80.47
HEMOCUE, INC.	153.72
HENDERSON'S FLOORING	7,754.45
HENRY SCHEIN INC	6,778.63
HOLSTON ENVIRONMENTAL SERVICES	135.00
MARIE HOLT	160.00
JUSTIN AND SARAH HONEYCUTT	950.00
CADE HOOKER	50.00
HOPE FOR THE FUTURE	265.00
HOT SPRINGS HEALTH PROGRAM	2,300.00
TOWN OF HOT SPRINGS	161.80

SHAWN HOWELL	50.40
HOYLE OFFICE SOLUTIONS	216.01
HRA BBQ, LLC	75.74
STEPHEN HUFF	260.00
HUMANE ALLIANCE SPAY/NEUTER CLINIC	38.00
DOMINIQUE HUNEYCUTT	150.00
DOREEN HUNTER	700.91
MEGAN HUNTER	475.00
INFORMATION TECHNOLOGY SERVICES	6,075.00
INGLES STORES #28	318.87
EUGENE IPOX	92.70
ISGETT DISTRIBUTORS, INC	423.90
J D GOSNELL TRUCKING	27,762.80
JOANN JENKINS	238.05
ERIC JOHNSTON	1,140.65
ANGELA KEITH	11.20
KEN WILSON FORD	597.00
KIMBALL MIDWEST	280.05
LANCASTER LAW FIRM PLLC	3.51
LAND OF SKY REGIONAL COUNCIL	1,881.97
LAUREL COMMUNITY CENTER ORGANIZ/	125.00
LAUREL VOLUNTEER FIRE DEPT	125.00
BROOKE LEDFORD	53.15
RAY LEWIS	325.00
LEXIS NEXIS	354.53
LIGHTHOUSE FIRE ALARM SERVICES	1,028.24
CARMEN LOREDO	547.00
LOWES BUSINESS ACCOUNT	5,134.72
MADISON AUTO CARE	673.54
MADISON CO TAX COLLECTOR	600.00
MADISON COUNTY BOARD OF EDUCATIC	289,312.00
MADISON COUNTY CLERK OF COURT	780.00
DENTAL CLINIC	618.98
MADISON COUNTY SHERIFF'S DEPARTM	140.00
MADISON PHARMACY	2,695.27
MAHEC	31,372.00
MICHAEL C. MANEY	532.66
MANHATTANLIFE ASSURANCE COMPANY	1,538.54
MARRIOT	540.20
MARS HILL BAPTIST CHURCH	50.00
MARSH PROPANE	4,434.01
TOWN OF MARSHALL	4,273.23
LIAM MATHESON	634.00
DIANA MCBRIDE	28.80
RICK AND CYNTHIA MCDARIS	581.00
DAVID MCKINNEY	885.68
MEMORIAL MISSION HOSPITAL	93,889.00
SANDI METCALF	29.70
MICROSOFT	1,375.97
MIDDLE LAUREL CHURCH OF GOD	200.00
MIDRANGE SOLUTIONS	90.00
MIDWEST TAPE	1,189.31
CALEB AND SAVANNAH MILLER	1,162.00
STEVE MILLER	88.48
MOBIUS	7,550.00
HAILEY MOORE	634.00
MONROE MORGAN	160.00
MOUNTAIN ANIMAL HOSPITAL	785.49
MOUNTAIN HOMES OF WNC	52.00
MOUNTAIN VALLEY SPRING WATER	647.75
N.C. DEPARTMENT OF ADMINISTRATION	210.00
NC DHHS OFFICE OF THE CONTROLLER	35.00
NC CHILD SUPPORT	346.16
NC DEPARTMENT OF ADMINISTRATION	512.36
NC DEPARTMENT OF JUSTICE	1,057.18
NC DEPT OF AGRICULTRE & CONSUMER	3,063.16
NC DEPT OF LABOR	715.00

NC DEPT OF PUBLIC SAFETY	1,736.00
NC DEPT OF REVENUE	7,816.00
NCAEPAAT	35.00
NCEMA	370.00
ORVILLE NORTON	69.60
NORTON TIRE	775.00
NTA INC	448.91
O A GREGORY INC	2,442.40
OEC PETROLEUM SYSTEMS, INC.	3,570.79
OFFICE DEPOT	2,911.21
BIDDIE OGLE	330.46
ONE BEACON INSURANCE GROUP	5,688.00
KAITLYN ORR	178.20
OWEN G DUNN COMPANY	803.36
PATHOLOGISTS MEDICAL LAB	175.00
PATTERSON DENTAL SUPPLY	281.33
LISA PAYNE	250.00
PCARD-FIRST CTIZENS	13,818.68
DAVID PEELER	1.61
TERESA PENLAND	530.00
ELIZABETH PHIPPS	127.60
PITNEY BOWES INC	47.88
PLAZA BURGER PARLOR	211.79
BERNADETTE PLESCIA	6.35
DEBBIE PONDER	35.00
DANIEL PORCHE	50.00
PRIME HEALTH SERVICES	10,560.95
KATHY PROFFITT	96.30
PROJECT CHALLENGE NC, INC.	2,864.00
PROVIDENCE IMAGING CENTER	299.63
PURCHASE POWER	251.00
MARTHA RAMSEY	400.00
KATHY RAY	663.79
REGISTER OF DEEDS' SUPPLEMENTAL F	145.79
REPUBLIC SERVICES	521.50
VELDA RICE	201.96
RICE'S AUTOMOTIVE	494.21
BARRY TED RICHARDSON	32.03
RICK'S AUTO PARTS INC.	371.25
DANNIE ROBERTS	160.00
EARL ROBINSON	49.97
SAM'S CLUB DIRECT	1,302.97
J.B. SAMS	54.90
SAVANNAH MARRIOT RIVERFRONT	679.05
DELILAH SELF	125.00
SERVICEMASTER PBM, INC.	4,754.00
CYNTHIA SEXTON	163.20
SHADY SIDE FLORIST	160.13
SHARE CORPORATION	768.61
HEATHER SHARP	301.43
JASON SHELTON	115.29
ORVAL SHELTON	10.08
SHRED IT	157.64
JAYLAN SILVERS	634.00
SISTERS OF MERCY HEALTH DESIGNS	616.00
DYATT F SMATHERS	878.93
MARK SNELSON	400.00
SOUTHERN ALARM & SECURITY	192.15
SOUTHERN LAW GROUP	5.87
SOUTHERN STATES	2,372.22
SANDRA STANLEY	217.04
EDWARD STAVISH	56.00
DEANA STEPHENS	18.00
ALLEN STINES	117.60
WENDI STRICKLAND	50.40
SUMMITT BUILDING SUPPLY	1,698.77
SWC-DECATURSWC	3,441.62

SXWELL USA	75.60
SYSCO FOOD SERVICES KNOXVILLE	5,937.81
KATELYN TAGG	634.00
TAMRA'S INTERPRETING SERVICE	179.90
TELELANGUAGE	77.90
TERMINIX SERVICE	1,228.64
THE GLASS SHOP OF MARS HILL	268.13
THE HARDWARE AT MARS HILL	42.25
TIMBER RIDGE TREATMENT CENTER	634.00
MONRO MUFFLER BRAKE, INC	4,166.39
SANDRA TOLLEY	733.81
TOM'S AUTO BODY	450.00
TOP LINE TROPHIES	96.84
TRACTOR SUPPLY CO	286.90
BLUE MOUNTAIN STORAGE	600.00
U.S. BANK VOYAGER FLEET SYSTEMS IN	7,743.87
U.S. CELLULAR	2,518.16
U.S. TIRE RECYCLING, L.P.	3,044.53
ULINE	88.16
UNIFIRST CORPORATION	593.40
UNITED REFRIGERATION, INC	735.12
UNITED STATES POSTAL SERVICE	1.15
UPSTATE VET	4,480.93
VALUE PRINT OF MARS HILL	37.36
VERIZON	359.05
VETERINARY PUBLIC HEALTH PROGRAM	90.00
VORTECH PHARMACEUTICALS LTD.	153.88
WAGON WHEEL RESTAURANT	17,626.50
TOMMY WALDRUP	31.32
CHRISTA ANN WALLIN	35.00
JERRY WALLIN	863.03
WALMART COMMUNITY	29.45
WALNUT SERVICE CENTER	4,860.11
WASTE PRO -ASHEVILLE	203.76
MATTHEW WECHTEL	400.00
WEX BANK	6,347.88
DONNA WHEELER	135.19
SHEILA WHITTINGTON	43.20
EVELYN WORLEY ESTATE	160.00
TREVOR YACOPINO	95.57
ZOETIS	420.22
ZUMA COFFEE	520.62
Grand Total:	853,900.47

Presented to the Madison County Board of Commissioners.

Kary Ledford  
Deputy Finance Officer

We are 66.64% of the way through the FY20 budget.

Bank balances at February 29, 2020 are as follows:

	Unrestricted	Restricted		
General Fund	\$3,513,040.65			
Debt Service Fund	\$204,250.64			
Capital Outlay Fund	\$326,080.17			
Capital Management	\$7,482,057.97			
Occupancy Tax Fund		\$72,239.79		
Revaluation Fund		\$22,754.30		
Tourism Development		\$480,271.58		
Automation Fund		\$164,208.90		
Drug Seizure Fund		\$7,460.84		
Inmate Trust Fund		\$20,737.79		
Soil & Water Conservation		\$42,426.54		
<b>Total of All Accounts:</b>	<b>\$11,525,429.43</b>	<b>\$810,099.74</b>		
New Jail Loan	\$-	(Due in February)		
Cooperative Extension Loan	(\$53,334.00)	(Due in June)		
School Debt Service	\$-	(Due in February)		
40-42 Set Aside for Schools	(\$620,957.62)			
Unspent Grant/Restricted Proceeds	(\$1,078,689.64)			
Medicaid Cost Settlement	(\$760,122.11)			
Encumbered Amounts	(\$939,438.38)			
<b>Total Unassigned and Unrestricted Bank Balances</b>	<b>(\$3,452,541.75)</b>			
	General	Landfill	911	Total
<b>Unassigned and Unrestricted totals by Fund:</b>	<b>\$7,402,499.64</b>	<b>\$62,091.52</b>	<b>\$228,502.79</b>	<b>\$7,693,093.95</b>

SUMMARIES:

Percentage of budget at February 2020 is:

All Funds:		YTD		% OF BUDGET
Revenues	\$1,473,584.36	\$20,253,573.03		58.52
Expenditures	\$1,861,577.85	\$16,235,632.45		61.94

General Fund	MTD	YTD	Encumbered	% OF BUDGET	YEAR TO DATE 02/19
Revenues to Date:	\$1,389,670.93	\$18,459,554.48		69.53	\$16,590,211.77
Expenditures to Date:	\$1,690,379.68	\$14,858,043.35	\$671,189.72	58.82	\$13,810,400.12
Gain/Loss to Date:	(\$300,708.75)	\$3,601,511.13			\$2,779,811.65
Contingency	\$173,585.15				

Landfill	MTD	YTD	Encumbered	% OF BUDGET	YEAR TO DATE 02/19
Revenues to Date:	\$67,810.51	\$1,663,972.92		85.32	\$1,653,177.00
Expenditures to Date:	\$151,634.97	\$1,242,774.12	\$249,404.31	62.11	\$1,314,372.41
Gain/Loss to Date:	(\$83,824.46)	\$421,198.80			\$338,804.59
Contingency	\$26,875.00				

911 Emergency Telephone Services	MTD	YTD		% OF BUDGET	YEAR TO DATE 02/19
Revenues	\$16,102.92	\$130,045.63		62.6	\$121,276.33
Expenditures	\$19,563.20	\$134,814.98	\$18,844.35	64.89	\$110,758.09
Gain/Loss	(\$3,460.28)	(4,769.35)		0.00	\$10,518.24
Contingency	\$-				

## GENERAL FUND:

DEPARTMENT	MTD	YTD	% OF BUDGET	YEAR TO DATE 02/19	
Vehicle Tax		\$86,040.73	\$608,921.97	60.89	\$544,380.57
Overages/Underages			\$3.23		\$7.31
Ad Valorem Tax Interest		\$12,249.96	\$79,596.87	58.53	\$64,395.24
Late Listing Fee		\$479.01	\$13,054.14	87.03	\$11,225.19
Legal Fees	\$-	\$-			\$-
2003 Ad Valorem Tax	\$-		(27.42)		\$-
2004 Ad Valorem Tax	\$-		(295.02)		\$118.71
2005 Ad Valorem Tax	\$-		(395.59)		\$97.13
2006 Ad Valorem Tax	\$-		(358.55)		\$144.32
2007 Ad Valorem Tax			\$216.73		\$949.71
2008 Ad Valorem Tax		\$74.14	\$1,023.19		\$1,837.03
2009 Ad Valorem Tax			\$1,172.94	19.55	\$2,469.85
2010 Ad Valorem Tax		\$372.65	\$4,061.53	33.85	\$1,774.25
2011 Ad Valorem Tax			\$2,665.16	53.3	\$3,225.56
2012 Ad Valorem Tax		\$66.61	\$3,166.30	31.66	\$6,118.82
2013 Ad Valorem Tax		\$13.52	\$1,971.33	9.86	\$9,354.98
2014 Ad Valorem Tax		\$85.08	\$5,593.85	22.38	\$10,139.66
2015 Ad Valorem Tax		\$1,130.22	\$6,983.39	77.59	\$22,276.82
2016 Ad Valorem Tax		\$1,281.75	\$20,589.62	34.32	\$43,304.57
2017 Ad Valorem Tax		\$3,566.29	\$52,967.66	52.97	\$150,113.27
2018 Ad Valorem Tax		\$10,531.84	\$130,294.37	70.43	\$9,431,030.68
2019 Ad Valorem Tax		\$192,326.29	\$10,107,886.66	95.06	\$-
Collection Fees: Marshall		\$2,855.91	\$44,478.99		\$-
Collection Fees: Mars Hill	\$-		2.45		\$1.81
Collection Fees: Hot Springs	\$-	\$-			\$0.10
Sale of Tax Maps		\$120.00	\$455.00	113.75	\$438.00
Tax Office Copies	\$-	\$-			\$-
Returned Check			\$13,475.04		\$1,761.60
Refunds/Overpayment of Taxes		(\$1,066.67)	\$3,756.15		\$8,891.36
Contra: Returned Check			\$60.17	\$12.03	\$471.26
Sale of Foreclosed Property	\$-		\$21,000.00	\$100.00	\$221,425.95
Contra: Foreclosed Property Expenses	\$-	\$-			(\$40,488.27)
Sales Tax/Video Programming			\$7,575.22	\$47.35	\$3,998.59
Sales Tax		\$363,430.05	\$1,852,095.26	\$45.30	\$1,668,496.96
Gas Tax Refund/State		\$1,891.09	\$13,261.52	\$55.26	\$12,776.41
Payment in Lieu of Taxes			\$4,525.36	\$3.65	\$4,642.08
Forest Service Timber Sales	\$-	\$-			\$743.44
Clerk of Court		\$5,853.73	\$43,552.87	\$55.62	\$46,346.93
Board of Elections		33.15	\$13,425.88	67.03	\$193.41
Register of Deeds		\$24,321.50	\$233,922.50	70.46	\$196,549.75
Sheriff's Department		\$127,255.26	\$763,777.97	60.15	\$283,292.14
Emergency Management	\$-		\$20,625.00	53.54	\$20,625.00
Inspections		\$8,764.86	\$180,813.18	78.21	\$107,185.06

Department	MTD	YTD		% OF BUDGET	YEAR TO DATE 02/19
Animal Control		\$483.00	\$32,637.48	70.72	\$14,515.28
Transportation		\$40,440.42	\$493,338.60	52.12	\$276,170.14
Cooperative Extension Service		3020	\$5,440.00	136	\$3,275.00
Soil & Water Conservation	\$-	\$-			\$-
Grant Revenues/JCPC/DJDP		\$9,073.00	\$66,013.55	24.1	\$83,384.63
Health Department		\$52,507.39	\$983,077.53	49.7	\$1,087,784.87
Medicaid Hold Harmless Tax	\$-		\$118,492.15	100	\$-
Social Services		\$345,221.59	\$1,339,892.25	55.35	\$1,209,484.02
AFDC	\$-				\$-
Foster Care		\$35,512.63	\$335,884.74	32.43	\$561,044.63
Medicaid	\$-	\$-			\$190.00
Adoption	\$-		\$8,925.00	11.96	\$7,305.00
Child Support Enforcement		\$14,867.21	\$39,140.08	33.62	\$56,011.33
In Home Aides		\$10,142.30	\$50,506.03	51.8	\$40,467.00
Beech Glen Center		\$710.00	\$7,785.75	74.15	\$5,785.00
Nutrition		\$14,735.50	\$97,287.24	52.77	\$95,573.81
State Lottery Funds/Education			\$441,000.00	100	\$-
Library		\$6,853.00	\$71,704.60	65.65	\$71,117.76
Parks & Recreation		1350	\$9,420.00	73.71	\$6,160.00
Interest Earned		\$8,401.70	\$69,039.17	81.22	\$83,929.66
Rent of County Property		\$5,277.50	\$48,805.00	68.45	\$46,236.64
Finance/Other		\$0.00	\$7,217.49	59.04	\$6,476.19
Miscellaneous Income		(601.28)	18,052.90	149.06	\$78,350.96
Fund Transfer In	\$-	\$-			\$-
Transfer In - Fund 23 CDBG	\$-	\$-			\$-
Transfer In - Fund 38 QSCB	\$-	\$-			\$-
Totals		1,389,670.93	18,459,554.48	69.53	\$16,590,211.77

**GENERAL FUND EXPENDITURES**

DEPARTMENT	MTD	YTD	Encumbered	% OF BUDGET	YEAR TO DATE 02/19	
Governing Body		\$7,094.70	\$67,422.73	\$865.86	67.18	\$68,176.85
Finance Office		\$43,458.31	\$315,250.42	6167.86	55.48	\$333,644.77
Tax Collector		\$21,132.06	\$158,262.48	\$8,443.93	54.88	\$161,529.71
Tax Supervisor		\$9,606.98	\$114,284.47	\$659.16	49.65	\$111,819.39
Land Records		\$13.80	\$96.60	\$37.40		\$18,394.49
Professional Services			\$10,289.48	\$-	15.83	\$-
Court Facilities		\$444.99	\$13,276.96		66.72	\$7,579.65
Board of Elections		\$28,442.94	\$163,314.43	\$20,248.20	55.36	\$163,225.14
Register of Deeds		\$20,596.61	\$179,085.89	\$1,132.46	65.29	\$160,861.43
Register of Deeds- Automation	\$-		\$11,000.00		100	\$11,000.00
Maintenance		\$46,828.77	\$307,621.42	\$21,708.73	64.87	\$284,336.39
Sheriff's Department		\$315,882.96	\$2,436,114.41	\$7,038.94	68.58	\$2,019,828.39
Emergency Management		\$5,475.62	\$60,934.89	\$317.00	63.79	\$32,555.85
911 Dispatchers		\$38,271.76	\$387,758.62	\$32.70	61.89	\$388,591.60

DEPARTMENT	MTD	YTD		% OF BUDGET	YEAR TO DATE 02/19
Fire Contract/Forest Service	\$3,063.16	\$18,246.28	\$72,384.38	19.43	\$37,449.65
Inspections	\$20,428.07	\$171,678.38	\$900.00	56.09	\$180,625.97
Economic Development	\$6,005.20	\$61,389.65	\$2,025.00	44.77	\$7,304.96
Medical Examiner	\$-	\$800.00		6.4	\$9,550.00
Ambulance Service Contract	\$93,889.00	\$751,112.00	\$375,558.00	66.67	\$751,112.00
Animal Control	\$30,276.36	\$211,416.28	\$2,197.08	62.99	\$184,795.61
Transportation - Admin	\$9,208.97	\$69,489.13	\$-	55.36	\$62,336.53
Transportation - Operating	\$26,637.96	\$248,591.92	\$3,925.00	53.37	\$266,488.47
Transportation - Capital Outlay	\$-	\$313,182.44	\$29,391.81	55.21	
Transportation - EDTAP	\$428.85	\$3,646.80		18.23	\$5,264.45
Planning & Development		\$87,645.06	\$1,925.00	37.84	\$71,588.01
Information Technology	\$14,671.17	\$122,879.52	\$0.00	62.48	\$111,772.67
Cooperative Extension	\$16,933.27	\$144,448.13	\$2,206.45	53.56	\$155,557.53
Soil & Water	\$9,726.00	\$86,423.04	\$-	64.16	\$81,518.44
Health Department	\$225,315.69	\$1,783,889.14	\$18,365.16	57.56	\$1,762,257.80
Smart Start		\$26,232.94		101.19	\$32,156.20
Management Admin.	\$2,864.00	\$49,540.42	\$15,626.14	10.38	\$70,337.25
Social Services	\$210,320.11	\$1,806,107.58	\$25,940.05	56.89	\$1,738,981.61
AFDC		\$5,586.74		69.83	\$5,192.61
Special Assistance	\$9,229.50	\$82,275.50	1523	46.14	\$85,454.00
State Foster Care	\$38,970.69	\$291,500.32		41.64	\$304,292.60
IV-E Foster Care	\$15,009.68	\$135,729.79		16.55	\$451,563.24
Medical Assistance Program	\$20.00	\$60.00		3	\$80.00
Adoption Assistance	\$6,445.44	\$67,839.23	\$21,000.00	50.9	\$68,995.63
Crisis Intervention	\$6,175.00	\$116,787.05		60.41	\$140,044.57
Child Support	\$7,501.70	\$64,577.63	\$3,247.70	54.94	\$64,659.57
In Home Aides	\$15,250.43	\$119,495.48	\$-	60.36	\$123,608.30
Nutrition	\$31,522.25	\$227,017.76	\$22,568.41	56.71	\$215,236.96
Education	\$289,312.00	\$3,037,211.00		72.41	\$2,597,949.00
A-B Technical College	\$9,375.00	\$75,000.00		66.67	\$75,000.00
Bank Charges	\$424.81	\$9,670.32		55.26	\$12,370.76
Library	\$46,062.23	\$297,297.03	\$5,754.30	55	\$302,688.94
Parks & Recreation	\$8,063.64	\$71,563.99	\$-	62.05	\$72,623.12
Debt Services	\$-	\$-			\$-
Debt Services Interest	\$-	\$-			\$-
Fund Transfer In/ Landfill & Library	\$-	\$-			\$-
Fund Transfer Out/Revaluation		\$75,000.00		100	\$-
<b>TOTALS</b>	<b>\$1,690,379.68</b>	<b>\$14,858,043.35</b>	<b>\$671,189.72</b>	<b>58.82</b>	<b>\$13,810,400.12</b>

LANDFILL FUND

REVENUES	MTD	YTD		% OF BUDGET	YEAR TO DATE 02/19
Transfer From Fund Balance	\$-	\$-			\$-
Landfill Miscellaneous Fees		\$160.43	\$382.93	127.64	\$515.30
Returned Check Fees	\$-	\$-			
Surplus Property Proceeds	\$-	\$-			\$-
State Tire Disposal Fee		7305.51	\$15,965.62	57.02	\$15,537.70
Local Tire Disposal Fee		\$52.00	\$582.50	116.5	\$317.60
White Goods Tax	\$-	\$-			\$2,552.75
Sale of White Goods		\$643.69	\$3,240.89	20.26	\$10,165.20
Household Hazardous Waste	\$-		\$1,088.42	77.74	\$626.50
Temporary Disposal Cards		\$1,807.00	\$14,977.00	51.64	\$18,582.50
Duplicate Disposal Cards		\$30.00	\$610.00	43	\$675.00
Landfill Disposal Cost Fees		\$11,070.02	\$82,002.10	52.48	\$57,061.45
Landfill Sale of Recyclables		\$1,746.40	\$21,486.44	39.79	\$30,750.44
Nuisance Tires	\$-				\$-
Disposal Cards		\$37,373.67	\$1,400,916.48	90.44	\$1,453,459.14
Construction Demolition		\$1,824.98	\$56,507.86	80.73	\$42,309.95
Solid Waste Disposal Distribution		4487.23	\$8,986.07	59.91	\$8,552.53
Grant/State	\$-	\$-			
Electronics Management		1309.58	\$13,309.58	10	1389.33
Electronics (County)			\$565.00	4.91	\$5,757.30
Interest					
Totals		\$67,810.51	\$1,663,972.92	85.32	\$1,653,177.00

EXPENSES:	MTD	YTD	Encumbered	% OF BUDGET	YEAR TO DATE 02/19
Landfill	\$132,704.06	\$1,096,297.67	\$233,448.70	63.34	\$1,170,328.36
Recycling	\$15,616.08	\$128,746.06	\$8,982.75	53.96	\$126,204.05
Scrap Tires	\$3,314.83	\$17,730.39	\$6,972.86	70.92	\$17,610.64
White Goods	\$-	\$-			\$229.36
Closure/Post Closure					\$-
Totals	\$151,634.97	\$1,242,774.12	\$249,404.31	62.11	\$1,314,372.41