

**MINUTES  
WILKES COUNTY BOARD OF COMMISSIONERS  
June 18, 2019**

**PUBLIC CONCERNS – None**

The Wilkes County Board of Commissioners met on Tuesday, June 18, 2019 at 7:02 P.M. with the following members present: Chairman Gideon Keith Elmore, Vice Chairman Eddie Settle, Commissioner Gary D. Blevins, Commissioner David Gambill, and Commissioner Brian Minton.

Also present for the meeting were Tony Triplett, County Attorney; John Yates, County Manager; and Sarah Call, Clerk to the Board.

Chairman Gideon Keith Elmore welcomed everyone and called the meeting to order.

**INVOCATION – Commissioner David Gambill led the Invocation.**

**PLEDGE OF ALLEGIANCE – Chairman Gideon Keith Elmore led the Pledge of Allegiance.**

**APPROVAL OF MINUTES – Motion was made by Commissioner Gary D. Blevins, seconded by Vice Chairman Eddie Settle and unanimously adopted to approve the Minutes of the Budget Work Session held on May 28, 2019.**

**APPROVAL OF MINUTES – Motion was made by Commissioner Gary D. Blevins, seconded by Commissioner Brian Minton and unanimously adopted to approve the Minutes of the Board Meeting held on June 4, 2019.**

**WILKES COUNTY AIRPORT – PARALLEL TAXIWAY PAVEMENT REHAB – AWARD BID – Chairman Elmore welcomed and recognized Jimmy Luther, Senior Project Manager, W. K. Dickson. Mr. Luther said in the packet they have the recommendation award letter for the Parallel Taxiway Rehabilitation project to Rifenburg Construction Inc., who was low bidder. He said the project bid several times last year and they were not successful in getting bids they could award. They were short on the amount of money available for the project in its entirety. The Division of Aviation has reissued a new grant that combined an old grant with new money, there is now \$4.4 million available for this project. Mr. Luther stated the recommendation award is for Rifenburg Construction for \$4,178,008.25 and ask the Board to consider making this award. He added the new appropriation money covers this amount and they hope to move this project forward this year. Mr. Luther stated the contract time on this project is 120 calendar days once it starts.**

Thank Board thanked Mr. Luther for all they do for the Airport and Wilkes County. Mr. Luther stated WK Dickson appreciates Wilkes County and enjoys a great relationship and thanked the Board.

Commissioner Gary D. Blevins made a motion to approve the bid award for the Parallel Taxiway Rehabilitation project to Rifenburg Construction Inc., as presented. The motion was seconded by Vice Chairman Eddie Settle and unanimously approved.

**WILKES COUNTY PROCUREMENT POLICY – CDBG-I # 13-D-2946 PROGRAM – MULBERRY SCHOOL SEWER EXTENSION** – Chairman Elmore said Item F.1 Mulberry School Sewer Extension bid award will be removed from the agenda. Mr. Triplett stated the minimum number of bids were not received, two were received and three are required. Mr. Kelly Coffee stated the engineer will re-advertise in a larger regional paper and at that time if they still have only two they can proceed.

Chairman Elmore welcomed Kelly Coffee, Senior Planner High Country Council of Governments. Mr. Kelly said the CDBG Program has two documents that deal with Procurement, a policy and a plan. When he was here before he asked the Board to pass the policy, he was mistaken, it should have been then plan. He added the plan is not different that the one passed by the Board last fall. It says the county will follow the policy which has already been passed. Mr. Kelly stated the plan is part of the policy and the county probably already follows most of these guidelines because they have had CDBG projects in the past, this is not new.

Vice Chairman Eddie Settle made a motion to approve and adopt the Wilkes County Procurement Standards Policy and Plan for the CDBG-I Program as presented. Motion was seconded by Commissioner Gary D. Blevins and unanimously approved.

**FIRE MARSHAL – 2019 FIREWORKS PERMIT APPLICATION – APPROVAL** – Chairman Elmore welcomed and recognized Kevin Bounds, Fire Marshal. Mr. Bounds stated he is asking approval of three Firework Displays for: Mount Pleasant Baptist Church on June 29, 2019; Memorial Park on July 4, 2019; and Oakwoods Country Club on July 6, 2019. He added all three of the applications received meet all the requirements of the 2010 Pyrotechnics Act and the county requirements. Mr. Bounds said they have the appropriate Certificate of Insurance and by statute the local Board of County Commissioners must approve all of these events.

Vice Chairman Eddie Settle made a motion to approve the 2019 Fireworks Display Permit Applications for Mount Pleasant Baptist Church, Memorial Park, and Oakwoods Country Club as presented. The motion was seconded by Commissioner David Gambill and passed unanimously.

**N.C. DEPARTMENT OF TRANSPORTATION – ROAD PETITION – HAWKS NEST TRAIL** – County Manager John Yates stated they received a letter from David Poindexter, District Engineer with the Department of Transportation. It said they received a petition (form SR-1) requesting consideration of the addition of (Hawks Nest Trail) to the State Maintenance System. This is in the Rendezvous Meadows Subdivision also known as Hawks Nest in Purlear. He added Commissioner approval is needed before DOT will consider adding this street to the State Maintenance System.

Motion was made by Vice Chairman Eddie Settle, seconded by Commissioner David Gambill unanimously adopted to approve the N.C. DOT Road Petition for Hawks Nest Trail to be added to the State Maintenance System as presented and requested.

**FINANCE – UPDATE** – Chairman Elmore recognized Chris Huffman, Finance Director. Mr. Huffman thanked the Board and stated this report is for the Fiscal Year through May 31, 2019.

The Financial Report is shown below:

**WILKES COUNTY**  
 Cash and Investments  
 May 31, 2019

**CENTRAL DEPOSITORY**

Checking Account.....	\$	480,154.82
Investments.....		<u>44,591,387.83</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>45,071,542.65</u></b>

**CENTRAL DEPSITORY EQUITY BY FUNDS**

General Fund.....	\$	36,254,625.49
Emergency Telephone E-911 System.....		219,334.64
Law Enforcement Restricted Fund.....		5,151.94
Airport Enterprise Fund.....		185,595.39
Landfill Enterprise Fund.....		2,661,531.65
Landfill Capital Reserve Fund.....		4,858,355.63
Tax Collections to be distributed to (4) Towns.....		113,217.08
Tax Collections to be distributed to (25) Fire Districts.....		<u>773,730.83</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>45,071,542.65</u></b>

**CENTRAL DEPOSITORY EQUITY BY FINANCIAL INSTITUTION**

NC Capital Management Trust.....	\$	27,970,392.00
First Citizens Bank.....		7,126,749.21
BB&T.....		2,789,817.90
First National Bank.....		2,010,209.27
Capital Bank/Community One.....		5,173,952.88
US Bank/LOBs.....		<u>421.39</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>45,071,542.65</u></b>

WILKES COUNTY  
 TAX COLLECTIONS SUMMARY REPORT  
 GENERAL FUND

<u>MONTH</u>	<u>FISCAL YEAR</u> <u>2016-2017</u>	<u>FISCAL YEAR</u> <u>2017-2018</u>	<u>CURRENT</u> <u>FISCAL YEAR</u> <u>2018-2019</u>	<u>MORE/LESS</u> <u>THAN</u> <u>PRIOR YEAR</u>
JULY	\$ 206,731.62	\$ 320,961.60	\$ 231,929.79 *	\$ (89,031.81)
AUGUST	15,498,159.40	16,059,796.90	14,901,260.79	(1,158,536.11)
SEPTEMBER	2,868,918.45	2,648,405.02	4,095,994.32	1,447,589.30
OCTOBER	1,561,547.06	1,329,931.11	1,630,270.08	300,338.97
NOVEMBER	1,503,742.91	1,507,199.99	1,784,048.39	276,848.40
DECEMBER	5,411,604.54	5,514,513.13	4,384,854.06	(1,129,659.07)
JANUARY	4,472,693.50	4,346,804.50	5,768,408.25	1,421,603.75
FEBRUARY	1,012,268.06	1,172,598.74	1,191,160.25	18,561.51
MARCH	1,087,518.35	1,370,875.32	1,534,383.25	163,507.93
APRIL	734,051.03	821,317.16	810,941.57	(10,375.59)
MAY	643,146.43	680,483.31	768,974.05	88,490.74
JUNE	<u>1,541,317.80</u>	<u>1,040,764.59</u>		
<b>TOTAL</b>	<u>36,541,699.15</u>	<u>36,813,651.37</u>	<u>37,102,224.80</u>	<u>1,329,338.02</u>
<b>BUDGET</b>	<u>36,147,096.00</u>	<u>36,815,717.00</u>	<u>37,572,491.00</u>	
<b>OVER/UNDER</b>	394,603.15	(2,065.63)	(470,266.20)	

\* July Vehicle Taxes not collected from the State until August

The above figures represent the following monies collected by  
 Tax Collections (General Fund Only). Does not include Fire Districts and Towns.

- A. Current Year Tax Collections (Real, Personal and Vehicles)
- B. Prior Years (1<sup>st</sup> through 10<sup>th</sup>)
- C. Penalties, Interest and Advertising Costs on Past Due Taxes
- D. Less 1.5% Tax Discounts for Early Payments

**WILKES COUNTY SALES TAX DISTRIBUTION CURRENT FISCAL YEAR COMPARISON TO LAST FISCAL YEAR**

ACTUAL:	COUNTY			Fiscal Year Comparison		Article 46
MONTH STATE	RECEIVED	FY: 2017-2018	FY: 2018-2019	Difference +/-	% More/Less	Additional ¼ cent
COLLECTED*	(15 <sup>TH</sup> of Month)					Effective 10/1/2010
July	September	1,317,835.52	<b>1,732,479.59</b>	414,644.07	31.46%	176,244.01
August	October	1,205,563.56	<b>1,437,051.95</b>	231,488.39	19.20%	139,452.70
September	November	1,217,125.44	<b>1,372,990.70</b>	155,865.26	12.81%	128,279.05
October	December	1,364,071.04	<b>1,369,000.62</b>	4,929.58	0.36%	123,384.37
November	January	1,213,166.90	<b>1,446,620.76</b>	233,453.86	19.24%	141,034.80
December	February	1,455,848.44	<b>1,532,677.25</b>	76,828.81	5.28%	149,932.72
January	March	1,609,919.39	<b>1,769,823.45</b>	159,904.06	9.93%	179,325.49
February	April	1,227,581.14	<b>1,294,579.36</b>	66,998.22	5.46%	126,099.95
March	May	1,285,116.70	<b>1,371,727.72</b>	86,611.02	6.74%	132,247.33
April	June	1,519,046.02	<b>1,746,189.67</b>	227,143.65	14.95%	173,675.41
May	July	1,418,830.72				
June	August	1,575,014.58				
Total Collected:		16,409,119.45	<b>15,073,141.07</b>	1,657,866.92	12.36%	1,469,675.83
BUDGET:						
Total Budgeted:		15,559,227.00	<b>16,026,002.00</b>	466,775.00	3.00%	
			<u>÷12</u>			
Monthly Budget			1,335,500.17			
			<u>X 10 month</u>			
			13,355,001.67			
Over/Short of Budget		849,892.45	<b>1,718,139.40</b>	<b>12.87%</b> Collections to Date More (Less) than Budget		

NOTE:  
 \*The month listed is when the NCDOR collects the revenue for sales generated the prior month. Therefore, July collections are for sales in the month of June, etc. and the funds are forwarded to us 2 months following their collections. We receive July collections in September, etc.

**Wilkes County General Fund  
 Other Miscellaneous  
 May 31, 2019**

To be on target with Budget the % used or collected should be: 91%

**Summary of other Revenue & Expense**

<u>Revenue</u>	<u>Revised Budget</u>	<u>Year to Date Actual</u>	<u>%</u>
Deed Stamp Excise Tax	160,000	180,071	112.5%
Reg of Deeds Recording Fees	190,415	167,875	88.2%
Building Inspection Fees	180,000	137,855	76.6%
Planning Permits & Fees	40,000	25,775	64.4%
Environmental Health Fees	125,000	101,455	81.2%
EMS Collections	3,200,000	2,625,805	82.1%

<u>Expense</u>	<u>Original</u>	<u>(Used) or Added</u>	<u>Available</u>
Contingency Reserve	\$ 20,000	\$	\$ 20,000

	<u>2018-2019 Revised Budget</u>	<u>2018-2019 Actual</u>	
<b>General Fund</b>			
<b>Total General Fund Revenues</b>	\$ 81,372,172	\$ 68,874,736	84.6%
<b>Total General Fund Expenses</b>	\$ 81,372,172	<u>68,424,058</u>	84.1%
	Revenues Over (Under) Expense	450,678	

The Board thanked Mr. Huffman for the update.

**WILKES COUNTY BOARD OF COMMISSIONERS SCHEDULED MEETING – CANCEL JULY 16, 2019** – Chairman Elmore stated the Board needs to cancel the second meeting in July if this is what the Board would like to do.

Commissioner David Gambill made a motion to cancel the Wilkes County Board of Commissioners second meeting in July scheduled for July 16, 2019. The motion was seconded by Vice Chairman Eddie Settle and unanimously approved.

**ADJOURN** – Motion was made by Commissioner David Gambill, seconded by Commissioner Gary D. Blevins and by unanimous vote to adjourn the meeting of the Wilkes County Board of Commissioners at 7:27 P.M.

Sarah D. Call, Clerk

Giddeon Keith Elmore, Chairman

WILKES COUNTY BOARD OF COMMISSIONERS

Approved: