

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a recessed budget work session (recessed from Monday, June 21, 2004) for the proposed Fiscal Year 2004/05 County Budget in the Council Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building,) located in Danbury, North Carolina, on Wednesday, June 23, 2004, at 6:00 pm with the following members present:

Chairman Sandy McHugh  
Vice-Chairman John Turpin  
Commissioner Howard Mabe  
Commissioner Leon Inman  
Commissioner Joe Turpin

County Manager Richard Morris  
Darlene Bullins, Clerk to the Board

Others in Attendance:  
Finance Director Julia Edwards  
Assistant Finance Director Lisa Lankford  
Mr. Jack Veit - Stokes Intern

County Attorney Jonathan Jordan (absent)

Chairman McHugh called the meeting to order.

Clerk to the Board Darlene Bullins delivered the invocation.

#### **GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE**

Chairman McHugh opened the meeting by inviting the citizens in attendance to join the Board with the Pledge of Allegiance.

#### **Vehicle Maintenance**

Vehicle Maintenance Supervisor Elwood Mabe

Supervisor Mabe noted the following areas in the proposed Vehicle Maintenance Budget:

- o Update on transportation grant for new garage
- o Grant is locked in for upcoming fiscal year
- o Increased in vehicle maintenance fees due to proposed servicing YVEDDI vehicles
- o New mechanic position -January 2005
- o Increased revenue due to impound fees \$12 to \$15 per day
- o Need for new equipment for new garage
- o Services 160 vehicles - 65 being emergency vehicles
- o Increased duties for department with new garage
- o New inspection requirements -July 1, 2005

#### **Economic Development**

Economic Development Director Ron Morgan

Director Morgan noted the following areas in the proposed Economic Development Budget:

- o Proposed budget primarily focuses upon Tourism
- o Stokes County Tourism Map

- o Re-design of [www.stokescounty.org](http://www.stokescounty.org)
- o Web site for tourism database, photographs, stories, etc.
- o Development of story ideas for distribution to media across NC
- o Development of "unique people" to generate storylines for a monthly article in "Domicile" Magazine
- o Existing obligations for existing economic development incentive programs
- o Deletion of \$13,000 funding for architecture and engineering work for Stokes County Welcome Center
- o NCDOT has been instructed to pull back all Enhancement Grants that have had no appreciable activity- project required a \$150,000 match
- o Tourism Council will present plans in the future for a large Welcome Center
- o Need for accommodations and food service for tourism to grow

The Board discussed pros and cons of advertising being used by the Economic Development Department.

## Elections

Elections Supervisor Olivia Robbins  
 Board Member Mycleta Burwell  
 Board Member Velmalene Leake  
 Board Member Richard Rutledge

Elections Supervisor Robbins noted the following areas in the proposed Elections Budget:

- o Current problems with voting machines
- o Current voting machines are obsolete
- o Justification for requested computer
- o New standards being established by federal government for voting machines
- o Grant applied for new computer
- o Grant applied for laptop and projector to be used on Election night
- o Polling Sites must be upgraded by 2006

Vice Chairman John Turpin requested assistance be made to the Elections Dept. to help in the returning of the voting machines after the polls close. The Board discussed possible options for assistance to the Elections staff on Election Days. County Manager Rick Morris noted a meeting would be set up with Supervisor Robbins for discussion of assistance on voting day and current voting machine issues.

Supervisor Robbins also noted that the Board of Elections had requested an Salary increase for Elections Supervisor and the Elections Assistant positions.

Board Member Velmalene Leake requested an increase in the hourly rate for the part time position.

## Information Systems

Information Technology Director Dianna Fulp  
 Information Tech. System Analyst David Jones

Information System Director Dianna Fulp noted the following areas in the proposed Information System Budget:

- o Justification for increased in maintenance fees (3-year contracts)
- o Training for one employee this fiscal year to be Microsoft Certified
- o Detailed responsibilities of IS Department
- o E911 software upgrade -December 2004

Director Fulp also noted the software upgrade for Tax Department in 2006.

The Board discussed incentives given for certifications obtained by employees in specific departments.

## Parks

Public Works Director Jay Kinney

Public Works Director Jay Kinney noted the following areas in the proposed Parks Budget:

- o Justification of part time staffing at the park during the weekend

Vice Chairman John Turpin noted the need for instructional sheet for citizens requesting the use of the park shelters and problems entering and exiting to the lower shelter. Director Kinney noted the possibility of widening the drive.

### **Public Buildings**

Public Works Director Jay Kinney

Building Maintenance Supervisor Bill Tesh

Building Maintenance Supervisor Bill Tesh discussed issues concerning road signs currently maintained and serviced by the Public Buildings Department.

Public Works Director Jay Kinney noted the following areas in the proposed Public Buildings Budget:

- Justification for equipment
- Need for future pavement to Parking Lot
- Request and justification for reclassification for Office Assistant II to Administrative Assistant II (handout given)
- Receptionist unable to return to work
- Request elimination of Reception position
- Request and justification for reclassification for Public Works Director position (handout given)
- Improvements for Courtroom "C"
- Justification for contractual services

The Board discussed possibilities of purchasing a paver for pavement of the parking lot, greenbox sites, EMS stations, etc.

Commissioner Joe Turpin moved to approve the requested reclassification Office Assistant II (grade 59) to Administrative Assistant II (grade 65) and abolish the Receptionist (PBX Operator) position.

Commissioner Mabe seconded and the motion carried unanimously.

Public Works Director Kinney also noted the reclassifications proposed by the County Manager.

### **Solid Waste**

Public Works Director Jay Kinney

Landfill Supervisor David Nelson

Public Works Director Jay Kinney noted the following areas in the proposed Solid Waste Budget:

- Justification for new trucks located in debt service
- \$5 fee generated over \$40,000 this fiscal year 2003/04
- White Goods Building-current fiscal year project
- Illegal dumping
- 20 (8) YD Green Boxes
- (5) Slant Green Boxes
- Justification for new building at Pinnacle Site

Chairman McHugh moved to change line item 100.3472.000 (solid waste fees) to \$90,000 and change line item (General Fund) \$926,356.

Commissioner Inman seconded and the motion carried unanimously.

Landfill Supervisor David Nelson noted the arrival of the new garbage truck purchased in this 2003/04 fiscal year.

The Board discussed advertising on fences at greenbox sites, possibility of adopting a greenbox site-mowing, and the need for new garbage trucks.

### **Fire and Rescue**

Fire Marshal Brad Cheek

Fire Marshal Cheek noted the following areas in the proposed Fire Marshal Budget:

- Detail responsibilities of Department (inspections, investigations, public education, fire department support, OSHA compliance, emergency management)
- Major problems (inability to complete required fire inspections, lack of clerical/administrative support, extreme need for daytime emergency responders, manage county OSHA programs/compliance)
- Detailed proposed response unit not completely included in manager's proposed budget
- Detailed proposed clerical/administrative position included in the Manager's proposed budget
- Critical need for day time response unit to support Volunteer Fire & Rescue Services within the County
- Current support from Fire Marshal's office to Volunteer Fire & Rescue Services within the County
- Need for future safety training for employees
- Need for policy manuals for specific departments pertaining to safety procedures
- Duties of the Fire Marshal's office that assists the Fire Commission
- Justification for requested equipment

The Board discussed the proposed requested response unit, proposed requested administrative position, current OSHA compliance, and comments/concerns from volunteer fire departments concerning the proposed response unit.

Fire Marshal Cheek reiterated the need for daytime response unit and the proposed guidelines/duties of the unit. Fire Marshal Cheek submitted copies of letters from Board of Directors supporting the proposed response unit.

Commissioner Joe Turpin and Commissioner Inman requested Fire Marshal Cheek to prioritize the need for the two positions proposed by the County Manager (Assistant Fire Marshal or Administrative Assistant). Fire Marshal Cheek noted the critical need for both positions, but would have to request the Assistant Fire Marshal before the Administrative Assistant position.

Fire Marshal Cheek noted other options were being looked at for high angle/combined space recovery due to Mountain Rescue currently not included in the proposed fiscal year 2004/05 budget.

County Manager Rick Morris noted the assurance recently given to the OSHA Compliance Officer that Stokes County would be stepping up safety training for employees.

There being no further business to come before the Board, Commissioner Inman moved to recess the budget work session to Friday, June 25, 2004, at 6:00 pm.

Commissioner Mabe seconded and the motion carried unanimously.

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**Darlene Bullins**  
Clerk to the Board

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**Sandy McHugh**  
Chairman