

STATE OF NORTH CAROLINA	)	OFFICE OF THE COMMISSIONERS
	)	STOKES COUNTY GOVERNMENT
COUNTY OF STOKES	)	DANBURY, NORTH CAROLINA
	)	DECEMBER 28, 2006

The Board of Commissioners of the County of Stokes, State of North Carolina, met for regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administrative Building) located in Danbury, North Carolina on Thursday, December 28, 2006 (Scheduled on Thursday due to the Christmas holidays) at 7:00 pm with the following members present:

Chairman Leon Inman  
 Vice-Chairman Jimmy Walker  
 Commissioner Ron Carroll  
 Commissioner Ernest Lankford  
 Commissioner Stanley Smith

County Personnel in Attendance:  
 Clerk to the Board/Interim County Manager Darlene Bullins  
 County Attorney Edward Powell  
 Finance Director Julia Edwards  
 Support Services Supervisor Danny Stovall  
 Public Works Director Jay Kinney

Chairman Leon Inman called the meeting to order.

Vice Chairman Walker delivered the invocation.

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

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

**GENERAL GOVERNMENT - GOVERNING BODY - APPROVAL OF AGENDA**

Chairman Inman entertained a motion to approve the agenda for the December 28<sup>th</sup> meeting.

Clerk to the Board Darlene Bullins requested to add the following to the appointments (Consent Agenda) - Stokes Partnership for Children - nomination Commissioner Ernest Lankford.

Clerk to the Board Darlene Bullins requested to move Item B - Old Courthouse-Handicap Ramps - Bid Proposals from the Discussion Agenda to the Action Agenda due to the emergency nature of the item.

Commissioner Lankford moved to approve the December 28<sup>th</sup> agenda as amended.

Vice Chairman Walker seconded and the motion carried unanimously.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

Chairman Inman entertained a motion to approve or amend the following items on the Consent Agenda:

- Minutes of December 1, 2006
- Minutes of December 4, 2006
- Minutes of December 5, 2006
- Minutes of December 11, 2006
- Minutes of December 12, 2006
- Appointments

Commissioner Carroll noted the following corrections to the following minutes:

**December 1, 2006** - (page 2) Change “the” to “their” in the following sentence: “...and a Stokes County Arts Council Print in appreciation of their service to Stokes County as a Commissioner.”

**December 12, 2006** - (page 9) Change “yes” to “aye” in the following sentences: “...for a member voting against a motion to say “aye” and “Members voting in favor of the motion say “aye” and those opposed to the motion say “no”.

**December 12, 2006** - (page 12) Change “meeting” to “pay period” in the following sentence: “...possibility of a flat amount per “pay period”.

**December 12, 2006** - (page 14) Delete the words “the need” and insert the following addition to the sentence: Commissioner Carroll noted **as an alternative to a statewide bond referendum, the possibility** for all counties in North Carolina to start working to convince State Legislators...”

Commissioner Smith noted the following correction to the following minutes:

**December 12, 2006** - (page 4) Change the “second” to the “fourth” in the following sentence: “The Board discussed changing the second Monday meeting time to 1:30 pm and the fourth Monday meeting to 6:00 pm.”

Commissioner Lankford moved to approve the Consent Agenda as corrected.

The motion was unanimous.

## **GENERAL GOVERNMENT - GOVERNING BODY - DISCUSSION AGENDA**

### **2007 Scattered Site Housing Rehabilitation Block Grant - Bid Proposal**

Support Services Supervisor Danny Stovall presented the following information regarding the 2007 Scattered Site Housing Rehabilitation Community Development Block Grant:

- Request for Proposals mailed to the following:
  - Hobbs, Upchurch & Associates
  - Benchmark CMR
  - Northwest Piedmont Council of Governments
  - Holland Consulting Planners
- Bid Proposals were received by the December 18, 2006 deadline to provide administrative services to manage the 2007 Scattered Site Housing Community Development Block Grant for Stokes County:
  - Benchmark CMR - Administrative fee not to exceed cost of \$49,000.
  - Hobbs, Upchurch - Administrative fee not to exceed cost of \$50,000.
- Complete bid proposals were included for the Board’s review
- Representatives from both firms available to discuss their proposals
- Administrative fees will be covered by the Grant - no county funding
- Stokes County is an eligible recipient for the \$400,000 CDBGrant
- The County is the lead entity and is required to work with all interested non-entitlement municipalities within the county
- If the County is not interested in participating in the Program, they are to contact or notify the other municipalities of their intention.
- A non-entitlement municipality within the county can become the lead entity and receive the funds. In becoming the applicant of the record, the municipality will be responsible for implementation countywide.
- If the local government is not participating, a formal action by the Governing Body needs to be taken.
- All units must be identified and selected prior to sending in the 2007 Scattered Site Housing Application that is due on March 30, 2007.

Mr. Steve Austin, Benchmark CMR, presented a brief overview of their proposal and documented prior Home and CDBG Related Experience.

Mr. Michael Walser - Hobbs, Upchurch and Associates, presented a brief overview of their proposal and documented prior grant/project experience.

Commissioner Carroll noted the excellent documentation received from both firms and requested each firm to speak to the Board why they are the best firm to administer the CDBGrant for Stokes County.

Mr. Austin noted the following reasons why Benchmark should administer the CDBGrant for Stokes County:

- Currently administering the Single Family Rehabilitation Program (2007SFR) Grant for Stokes County
- No charge for Grant application - \$3500 grant application fee waived
- Future grant application fee also waived for the Stokes County
- Encourage the use of local contractors for the rehab projects
- Can get started quickly and work with County staff
- With administering the current SFR07 Grant, Benchmark can match the right applicant with the right program
- Brings extensive expertise to the table - the implementation of Lead Based Paint Laws and Regulations has presented new obstacles in the rehabilitation process

Mr. Michael Walser noted the following reasons why Hobbs, Upchurch and Associates should administer the CDBGrant for Stokes County:

- Located in Southern Pines with six offices in NC and SC - Satellite Office in Davidson County which would administer project for Stokes County
- Hobbs, Upchurch is also engineering firm with over 150 employees
- Proven track record of successful project completions with multiple governmental entities in the area
- To date, have helped clients secure and administer over \$500 million in government funding
- Dedicate the full resources of the firm to meet the needs of the County
- Qualified personnel with one of only twelve people in the state of North Carolina to be certified as a Rehabilitation Specialist
- Team's combination of training and certifications in the area of housing rehabilitation services as well as the firms experience with CDBGrant projects
- Currently providing CDBGrant administration in Rockingham, Caswell, Davie, Davidson, Yadkin, and Alamance counties
- Encourage utilization of local contractors in the area
- Completed previous CDBGrants within 18 months which allowed requests for additional funding (Grants completed within 24 months can apply for additional funding)
- All homework done up front to ensure homes submitted for rehab can be completed
- No grant application fee
- Will work hard to ensure grant is successfully completed for Stokes County

The Board discussed the following regarding the 2007 CDBGrant:

- Need for the grant in Stokes County
- Selection Committee which must be approved by the Board
- Deadline due March 30, 2007
- Deed of Trust which is an eight year 0% loan - the initial amount used to rehab the home is decreased 1/8 each year for 8 years - after 8 years the loan is forgiven - if the property owner sells the home, moves out of the house, or dies - the amount left on the loan must be repaid back to the Grant
- Surrounding counties who have received the CDBGrant

Mr. Stovall concluded the need for a points system to award bids to local contractors and the need for approval at the January 8, 2007 meeting.

Chairman Inman directed the Clerk to the Board to place the item on the January 8, 2007 action agenda.

## **ACTION AGENDA**

### **Old Courthouse - Handicap Ramps - Bid Proposal**

Support Services Supervisor Danny Stovall presented the following information regarding the Old Courthouse Handicap Ramps - Bid proposals: (Public Works Director Jay Kinney and Operations Director David Burge - Stokes County Schools were also in attendance for the presentation)

- Quotes received for replacing the handicap ramps at the old Stokes County Historical Courthouse:
  - Edwards Products - \$14,050.00 - Install timeframe - 3<sup>rd</sup> week of January 2007
  - Redd Team - \$14,094.00 - Install timeframe - sometime in

February 2007

- Representative from Edwards Products met with Operations Director David Burge, Public Works Director Jay Kinney and Support Services Supervisor Danny Stovall on Wednesday, December 13, 2006 at the job site to ensure product being quoted would meet code
- Edwards Products has given the County a reduction in freight and labor cost due to Stokes County Schools currently having projects scheduled for January 2007
- Redd Team is located in Florida and no representative has been on the job site - their quote is based on measurements and digital photos
- No funding allocated in the 2006-07 Public Works Department's budget
- New ramp replacement will eliminate three parking spaces
- Stokes County and Stokes County Schools worked together for the best possible solution
- Discussed illustration of the proposed ramps describing the location to the current facility

Public Works Director Jay Kinney expressed appreciation to Operations Director David Burge for the quick action taken when the ramp collapsed and his cooperation during the bid process to help ensure the County acquired the best solution and price for the replacement of the ramps.

Operations Director David Burge noted the following:

- Stokes County Schools is currently using this type of ramp for mobile units
- Systems can be taken apart and easily relocated at minimal cost
- Wooden ramps require continuous upkeep and maintenance and have an estimated 20 year maximum duration
- Expressed appreciation to the County for quick response to resolve the issue for safety of school personnel and the citizens of Stokes County

Support Services Supervisor Danny Stovall concluded by requesting the Board's approval to move forward with having Edward Products to install the ramps based on installation timeframe, job site survey by company representative, installer located in Charlotte, high remarks from Stokes County Schools and Forsyth County Schools, and cost.

The Board discussed the bid proposals for the replacement of the handicap ramps, funding being allocated from contingency, and other county facilities in need of repairs.

The Board commended the cooperation of County personnel and Stokes County School personnel who worked to quickly resolve the issue and obtain the lowest cost available by coordinating projects with the School System.

Finance Director Julia Edwards noted the current contingency balance of \$49,754.

Chairman Inman entertained a motion for replacement of the handicap ramps at the old Stokes County Historical Courthouse.

Commissioner Lankford moved to allocate \$14,050 from contingency for installation of handicap ramps at the Old Courthouse by Edwards Products due to the emergency nature.

Vice Chairman Walker seconded and the motion carried unanimously.

## **CLOSED SESSION**

Chairman Inman moved to enter into closed session at 9:20pm for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(6)
- To consult with the Attorney employed or retained by the Public Body in Order to preserve the attorney-client privilege between the Attorney and the Public Body, which privilege is hereby acknowledged, and to consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure pursuant to G.S. 143-318.11(3).

Commissioner Carroll moved to enter into closed session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(6)
- To consult with the Attorney employed or retained by the Public Body in Order to preserve the attorney-client privilege between the Attorney and the Public Body, which privilege is hereby acknowledged, and to consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure pursuant to G.S. 143-318.11(3).

Vice Chairman Walker seconded and the motion carried unanimously.

The Board re-entered open session at 11:15 pm.

There being no further business to come before the Board, Chairman Inman entertained a motion to adjourn the meeting.

Commissioner Lankford moved to adjourn the meeting.

The motion was unanimous.

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**Darlene M. Bullins**  
Clerk to the Board

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**J. Leon Inman**  
Chairman