

STATE OF NORTH CAROLINA )  
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COUNTY OF STOKES            )  
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OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
JANUARY 14, 2008

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 Monday, January 14, 2008 at 1:30 pm with the following members present:

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

County Personnel in Attendance:  
County Manager K. Bryan Steen  
Clerk to the Board Darlene Bullins  
Finance Director Julia Edwards  
Emergency Services Director Monty Stevens  
Emergency Communications Director Del Hall  
Support Services Supervisor Danny Stovall  
Tax Administrator Jake Oakley

Chairman J. Leon Inman called the meeting to order.

Chairman Inman 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 or amend the January 14, 2008 agenda.

Vice Chairman Walker requested to delete Item (a) – Susan Medlin –Vintage Marketing from the Information Agenda. Vice Chairman Walker informed the Board that Ms. Medlin had an unexpected scheduling conflict and wished to reschedule for a February meeting.

Chairman Inman directed Vice Chairman Walker to schedule Ms. Medlin for the first meeting in February if possible.

Vice Chairman Walker also requested an update on the time frame for obtaining a perk test permit from the Environmental Health Department. Vice Chairman Walker had been

informed of as much as a thirteen week delay in obtaining a permit. Chairman Inman noted that he had further information and would like to discuss the issue under Commissioners' Comments.

Chairman Inman requested to delete Item (i) – Winston Salem Urban Area Metropolitan Planning Organization – MOU/Proposed Resolution – from the Discussion Agenda.

Chairman Inman noted that he was unable to attend the last MPO meeting and would like to obtain additional information before the request was discussed by the Board.

The Board agreed to delete the following items from the January 14<sup>th</sup> agenda:

- Information Agenda – Item (a) – Susan Medlin- Vintage Marketing
- Discussion Agenda – Item (i) – Winston Salem Urban Area Metropolitan Planning Organization-MOU/Proposed Resolution

Commissioner Lankford moved to approve the January 14<sup>th</sup> agenda as amended.

Commissioner Smith seconded and the motion carried unanimously.

## **PUBLIC COMMENTS**

The following spoke during public comments:

**Ms. Kay McGee Phillips**  
Dalton Place Drive  
Pinnacle, NC 27043  
Re: **King Public Library**

Ms. Phillips, on behalf of the King Library Board, expressed appreciation to the Board for funding that enabled the Northwestern Regional Library System to increase staff salaries during fiscal year 2007-08. The funding allowed the first phase of the new salary study to be implemented with the final phase being requested in the upcoming 2008-09 budget. Ms. Phillips also informed the Board that the King Library needed to increase their staff hours, which would also be included in the upcoming 2008-09 Northwestern Regional Library proposed budget. Ms. Phillips concluded with positive comments regarding the recent implementation of the County's new salary plan. Ms. Phillips presented Board members with a copy of the Highlights of the King Public Library 2006/07.

## **CONSENT AGENDA**

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

### **Minutes**

- Minutes of December 27, 2007
- Minutes of January 3, 2008

### **District Resource Center – Budget Amendment #40**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #40.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>District Resource Center</b>			
100.4321.260	Departmental Supplies	\$1,500.00	\$670.00	\$2,170.00
100.4321.352	Main. & Repair-Building		\$5,800.00	\$5,800.00
100.4321.510	Equipment		\$5,500.00	\$5,500.00
100.4321.511	Equipment-Non Capitalized		\$8,764.00	\$8,764.00
	Totals	\$1,500.00	\$20,734.00	\$22,234.00

This budget amendment is justified as follows: To appropriate additional funding from the Criminal Justice Partnership Grant for operations of the District Resource Center.

This will result in a net increase \$20,734.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3301.363	Criminal Justice Partnership	\$73,048.00	\$20,734.00	\$93,782.00
	Totals	\$73,048.00	\$20,734.00	\$93,782.00

#### **Sheriff's Department – Budget Amendment #41**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #41.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>Sheriff's Department</b>			
100.4310.351	Maint. & Repairs-Auto	\$80,475.00	\$6,730.00	\$87,205.00
	Totals	\$80,475.00	\$6,730.00	\$87,205.00

This budget amendment is justified as follows:

To appropriate insurance claim funds for repairs due to accidents.

This will result in a net increase of \$6,730.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3839.850	Insurance Claims	\$23,344.00	\$6,730.00	\$0.00
	Totals	\$23,344.00	\$6,730.00	\$0.00

#### **Housing Grant Fund – Budget Amendment #42**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #42.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Housing Grant Fund</b>				
205.4971.180	Professional Services	\$ .00	\$43,500.00	\$ .00
205.4971.440	Misc. Contractual Services	\$ .00	\$356,500.00	\$ .00
Totals		\$ .00	\$400,000.00	\$ .00

This budget amendment is justified as follows:  
To appropriate funds from the CDBG Grant for site renovations.

This will result in a net increase of \$400,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Housing Grant Fund</b>				
205.3301.001	CDBG Grant	\$ .00	\$400,000.00	\$400,000.00
Totals		\$ .00	\$400,000.00	\$400,000.00

**Finance – Budget Amendment #43**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #43.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Sheriff's Department</b>				
100.4310.000	Salaries and Wages	\$1,355,221.00	\$1,820.00	\$1,357,041.00
<b>Emergency Communications</b>				
100.4325.000	Salaries and Wages	\$355,747.00	\$457.00	\$356,204.00
<b>Animal Control</b>				
100.4380.000	Salaries and Wages	\$99,291.00	\$2,147.00	\$101,438.00
<b>Economic Development</b>				
100.4920.000	Salaries and Wages	\$21,632.00	\$4,216.00	\$25,848.00
<b>Health Department</b>				
100.5100.000	Salaries and Wages	\$810,883.00	\$1,542.00	\$812,425.00
<b>Home Health Department</b>				
100.5190.000	Salaries and Wages	\$323,622.00	\$275.00	\$323,897.00
<b>King Clinic</b>				
100.5191.000	Salaries and Wages	\$73,692.00	\$459.00	\$74,151.00
<b>Social Services</b>				
100.5310.000	Salaries and Wages	\$1,537,421.00	\$116.00	\$1,537,537.00
<b>Contingency</b>				
100.9910.100	Leave Cost	\$74,019.00	(\$11,032.00)	\$62,987.00
Totals		\$4,651,528.00	\$ .00	\$4,651,528.00

This budget amendment is justified as follows:  
To transfer funds from Contingency Leave Cost for the pay out of employees terminating employment with Stokes County.

This will result in a net increase of \$.00 in the expenditures and other financial use to the County's annual budget.

**Sheriff's Department – Budget Amendment #44**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #44.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Sheriff's Department</b>				
100.4310.260	Departmental Supplies	\$24,918.00	\$175.00	\$25,093.00
	Totals	\$24,918.00	\$175.00	\$25,093.00

This budget amendment is justified as follows:

Purchase of 35 Slim Jim Lockout Tools for Patrol Cars

This will result in a net increase of \$175.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3431.415	Sheriff-Judgments	\$5,251.00	\$175.00	\$5,426.00
	Totals	\$5,251.00	\$175.00	\$5,426.00

**Sheriff's Department and Jail – Budget Amendment #45**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #45.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Sheriff's Department</b>				
100.4310.000	Salaries & Wages	\$1,355,221.00	(\$9,826.00)	\$1,345,395.00
100.4310.020	Salaries & Wage-Part Time	\$78,343.00	\$9,826.00	\$88,169.00
<b>Jail</b>				
100.4320.000	Salaries & Wages	\$597,296.00	(\$11,596.00)	\$585,700.00
100.4320.020	Salaries & Wages-Part Time	\$81,000.00	\$11,596.00	\$92,596.00
	Totals	\$2,111,860.00	\$0.00	\$2,111,860.00

This budget amendment is justified as follows:

To transfer funds from salaries and wages to salaries and wages/part time for employees out on Workers' Compensation.

This will result in a net increase of \$.00 in the expenditures and other financial use to the County's annual budget.

**Jail – Budget Amendment #46**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #46.

To amend the General Fund, the expenditures are to be changed as follows:

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Jail</b>				
100.4320.511	Non-Capital Equipment	\$3,433.54	\$14,694.00	\$18,127.54
	Totals	\$3,433.54	\$14,694.00	\$18,127.54

This budget amendment is justified as follows:

These funds were received from the Federal Bureau of Justice for housing illegal immigrants. The funds must be utilized by the Stokes County Jail. Jail Administration is requesting to use this funding to purchase new filing cabinets for the booking room of the jail. The jail has currently outgrown the current filing system and is working on improving this situation.

This will result in a net increase of \$14,694.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3301.418	SCAAP Funds	\$14,694.00	\$14,694.00	\$14,694.00
	Totals	\$14,694.00	\$14,694.00	\$14,694.00

**Proposed Resolution – Surplus Vehicles**

Support Services Supervisor Danny Stovall submitted the following Resolution pertaining to the private sale of burned, abandoned, and surplus county vehicles as requested by the Board of Commissioners: (Discussion Agenda – December 27<sup>th</sup>)

**Resolution Authorizing Sale of Personal Property  
(North Carolina General Statute 153A-176, 160A-266; 267)**

**WHEREAS**, The County of Stokes owns (3) old vehicles that have become surplus; and

**WHEREAS**, Three (3) old abandoned vehicles currently being stored on County property have become a nuisance and potential health issue; and

**WHEREAS**, Seven (7) burned vehicles currently being stored on County property have become a nuisance, potential health issue and have not been recovered by the vehicle owner or their insurance carrier. Stokes County Fire Marshal Brad Cheek has authorized the release of these vehicles for disposal; and

**WHEREAS**, North Carolina General Statute, 153A-176, 160A-266 and 160A-267 permits the County to sell such property by private sale at a negotiated price upon authorization by the Board of Commissioners at a regular meeting and notice to the public; and

**WHEREAS**, the Board of Commissioners is convened in a regular meeting;

**THEREFORE, THE BOARD OF COMMISSIONERS OF STOKES COUNTY RESOLVES THAT:**

1. The Board of Commissioners authorizes the Support Services Supervisor to sell by private sale at a negotiated price the below listed vehicles to Mr. Glen Clark, 280 Biggs Lane Stuart Virginia.

**County Vehicles:**

<b>Make/Model</b>	<b>Vin Number</b>
Ford Crown Vic	2FABP72G2KX159541
Chevrolet Caprice	1G1BL5164JA151668
Ford Crown Vic	2FACP72G1MX175365

**Abandoned:**

Chevrolet Chevette	1B689AX170003
Toyota Corolla	1E31120173
Chevrolet Deluxe	1C37H3B417523

**Burned Vehicles:**

<b>Model/Make</b>	<b>Vin Number</b>	<b>Storage Date</b>
1995 Ford Mustang	1FALP42T7SF1632	01/12/2002
1997 Ford Mustang	1FAFP4040WF158	02/06/2001
1997 Acura Integra	JH4DB7658V5004671	09/07/2002
1997 Plymouth Voyager	2P4FP2538VR246856	06/28/2004
1993 Toyota 4-Runner	JT3VN39W00P0094041	04/06/2003
1991 Subaru Legacy	454BC63C4M7625258	06/13/2006
1993 Chevrolet Suburban	1GNFK16K4PJ349015	11/24/2004

2. The Support Services Supervisor shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least ten (10) days after the day the notice is published

Adopted this the 14<sup>th</sup> day of **January 2008**.

\_\_\_\_\_  
J. Leon Inman- Chairman

\_\_\_\_\_  
Jimmy Walker – Vice Chairman

\_\_\_\_\_  
Ron Carroll - Commissioner

\_\_\_\_\_  
Ernest Lankford - Commissioner

\_\_\_\_\_  
Stanley Smith – Commissioner

Attest \_\_\_\_\_  
Darlene Bullins  
Clerk to the Board

**Appointments**

**Northwestern Regional Library Board**

Director John Hedrick, Northwestern Regional Library, informed the Board that Michael O. Hartley had resigned from the King Public Library Board and the Northwestern Regional Library Board. Mr. Hartley’s term for the Northwestern Regional Library Board (appointed by the Board of Commissioners) will expire June 30, 2009. Director Hedrick noted the By-Laws of the Board of Trustees of the Northwestern Regional Library state that the appointment must be appointed from the local library boards by the Boards of County Commissioners of Alleghany, Stokes, Surry, and Yadkin counties...

The King Public Library Board nominated Virginia Arrington Southern, a current member of the King Public Library Board, to fill Mr. Hartley’s unexpired term.

Commissioner Lankford moved to approve the Consent Agenda. Vice Chairman Walker seconded and the motion carried unanimously.

**GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA**

**Comments – Manager and Board of Commissioners**

County Manager Bryan Steen presented the following request:

- ❖ Planning Director David Sudderth has requested to reschedule the February 5, 2008 Planning Meeting to March 4, 2008 due a NCDOT

scheduling conflict. NCDOT must present the proposed County Comprehensive Transportation Plan for the Board's consideration. NCDOT must hold a public hearing before adoption by the Board.

The Board unanimously agreed to reschedule the Tuesday, February 5<sup>th</sup> Planning Meeting to Tuesday, March 4<sup>th</sup> at 7:00 pm.

Vice Chairman Walker noted recent information from ENC regarding high speed Internet connectivity in Stokes County which reveals that only 68% of Stokes County has high speed Internet connection availability. Vice Chairman Walker requested that this be an item of discussion if the Board schedules a goals session meeting.

Vice Chairman Walker expressed concerns regarding the wait time for obtaining a perk test permit, specifically the wide range of time (1-13 weeks).

Chairman Inman noted that he had spoken to Interim Health Director Jen Braswell regarding the perk test permit process. Interim Director Braswell noted that the current time frame was (8) eight weeks instead of (13) thirteen weeks and would make sure the correct information was being given to citizens. Interim Director Braswell also noted the possibility of contracting with outside personnel to decrease the wait time until the current vacancy is filled. Vice Chairman Walker requested Manager Steen to investigate why citizens were given such a wide time frame (1-13 weeks, 1-8 weeks, etc.).

Chairman Inman noted that a date would be scheduled at the end of tonight's meeting for a Board Retreat.

Commissioner Smith noted that he had received several positive comments and appreciation from County employees regarding the implementation of the new salary computation plan.

Commissioner Lankford noted that he also had received positive comments and appreciation regarding the implementation of the new salary computation plan.

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

### **EMS Toolkit Grant – Emergency Medical Dispatch Enhancement Project**

Emergency Services Director Monty Stevens presented the following information regarding the EMS Toolkit Grant – Emergency Medical Dispatch Enhancement Project:

- Stokes County has been awarded \$71,828.00 – EMS Toolkit Grant which is available through the NC Office of EMS and the Duke Endowment
- Contracts for the grant will be mailed next week
- Performance period for the grant – February 1, 2008 through January 31, 2009
- EMS Toolkit Grant focuses on key EMS Performance Indicators found within the EMS System Response Toolkit



- Purpose of the grant is to improve EMS System Response times by improving on one of the following three areas:
  - EMS Dispatch Center times through the implementation of Emergency Dispatch Programs
  - EMS Dispatch Center times in existing EMD Centers through the implementation of computerized EMD and an ongoing quality management system
  - Key EMS System Response Performance Indicators through Policy Implementation and ongoing performance improvement efforts
- Stokes County has qualified for Item #2 -EMS Dispatch Center times in existing EMD Centers through the implementation of computerized EMD and an ongoing quality management system
- The grant allows the following items:
  - ProQA Software
  - Software/Computer Aided Dispatch Interface
  - AQUA Quality Management Software
  - Training for Communications Software
  - EMD Quality Management personnel
- Grant has a 20% in-kind contribution match
- Software, interface, and training will represent a savings to the county of over \$26,000
- Grant requires adding an additional staff person for a EMD Quality Management position for the grant period
- Any changes to the proposal will require approval by the NC Office of EMS
- Grant is not renewable and the Office of EMS would like to see the EMD Quality Management position stay after the grant cycle, in order to continue the work that has been completed during the grant performance period
- Other avenues can be pursued after the performance period to ensure that Quality Management continues

Emergency Communications Director Del Hall noted the following regarding the Grant:

- Reiterated the savings of approximately \$29,000 to \$30,000 in the Fiscal Year 2007-08 E911 and General Fund budgets
- The Grant will improve customer service to the citizens of Stokes County along with the continuation of improvement in the EMD Program
- Any unused funding at the end of the grant period must be returned to the NC Office of EMS
- The quality management position would review every medical call received by Emergency Communications to determine any weaknesses and then provide training to improve those weaknesses
- No immediate county match for fiscal year 2007-08

The Board discussed the EMS Toolkit Grant proposal and the additional staff personnel specified by the State in the grant proposal.

Chairman Inman directed the Clerk to place the item on the January 28<sup>th</sup> Action Agenda.

**Tax Administration Report – December 2007**

Tax Administrator Jake Oakley presented the following informational data:

<b>Fiscal Year 2007-08</b>	<b>Budget Amt</b>	<b>Collected Amt</b>	<b>Over Budget</b>	<b>BALANCE</b>
County Regular & Motor Vehicles	\$18,619,330.00	(\$13,127,272.66)		<b>\$5,492,057.34</b>
<b>Prior Taxes 1991-2006 Tax Years</b>				
County Regular & Motor Vehicles	\$ 700,000.00	(\$ 494,194.95)		<b>\$ 205,805.05</b>

- All utility taxes have been received for 2007
- Collection of taxes continues to increase overall
- Goal for delinquent taxes to keep dropping
- County continues to grow specially in the Yadkin Township

**EMS Collections**

Total Collection =\$654,582.62

F/Y 2007-08 = \$46,431.35

<b>Personal Property Discovery Report Audit Dates</b>	<b># of Accts</b>	<b>Total Value</b>	<b>Taxes Due</b>
12-01-07/12-31-07			
None to report due to preparing for listing period.			

<b>Business Personal Property Discovery Report Audit Dates</b>	<b># of Accts</b>	<b>Total Value</b>	<b>Taxes Due</b>
12-01-07/12-31-07	2	\$ 86,383.00	\$860.37

<b>Motor Vehicle Release Report 12-01-07/12-31-07</b>	<b>Accounts</b>	<b>Total Accounts</b>
	42	\$ 1,739.50

<b>Motor Vehicle Refund Report 12-01-07/12-31-07</b>	<b>Accounts</b>	<b>Total Accounts</b>
	4	\$ 118.46

**Number billed for December 2007 = 5052**

**Real and Personal Property Releases  
Less than \$100 - December 2007  
per NCGS 105-381(b)**

Thomas A Martin	\$	32.92
Lisa Duncan Newsome	\$	12.06
Lisa Duncan Newsome	\$	9.96
Lisa Duncan Newsome	\$	40.96
Charlie Tuttle	\$	4.04
Terry Gwynn Jarvis	\$	12.00
<b>Total Amount</b>	<b>\$</b>	<b>111.94</b>

**Refunds Less than \$100 Real/Personal Property Per NCGS 105-381(b)**

Robert Chamberlain – Account Number #62462 = \$55.07

Robert Chamberlain – Account Number #62462 = \$5.97

**Total \$61.04**

**Elderly and Permanently Disabled Exemptions**

**Personal Property Exempt**

1,646,640 – Value = \$9,879.84 Revenue

**Real Property**

26,732,309 – Value = \$160,393.85 Revenue

Currently 848 individuals are on Elderly and Permanently Disabled Exemption, of these, there will be approximately 30 to 40 individuals removed from the exemption; however, there could be approximately 40 to 50 who will qualify for 2008.

Qualifications for the Elderly Disabled Exemption increased from \$20,500 for 2007 to \$25,000 for 2008.

**Revaluation Team**

Team Leader – Tax Administrator Jake Oakley  
Members – Richard Brim, April Hicks, Danny Nelson

**Tentative Revaluation Schedule**

<b>TASKS</b>		<b>FINISH DATE</b>
1	Board of Equalization & Review Meetings for 2008	Apr-08
2	Review Sales Maps Printed by the Mapping Department	Apr-08
3	Review Depreciation Schedules-All Buildings	Apr-08
4	Review Neighborhood Bldg Factor Updates	May-08
5	Review Mobile Home Parks	Jun-08
6	Change "Non-Perking" Adjustments to -80%	Jun-08
7	Review Leasehold Dwellings as "Personal Property"	Jun-08
8	Review Blending of Neighborhoods	Jul-08
9	Review Blending of +/-Adjustments at Neighborhood Junctions	Jul-08
10	Review All "Other" Adjustments on Land	Jul-08
11	Review Effective Year Built Adjustments-SFR, DWMH, & SWMH	Jul-08
12	Review Use-Value Schedule	Jul-08
13	Establish Separate Valuation Schedule for Modulars	Jul-08
14	Revise Schedule of Values-Make Changes if Needed	Aug-08
15	Review "S" (Two Parcel) Sales	Aug-08
16	Final Review All Vacant/Improved Sales for 2005-2008	Aug-08
17	Review Commercial Parcels	Aug-08
18	Review Cell Tower Parcels	Aug-08
19	Review Outbuilding Schedule of Values	Aug-08
20	Meet with Board-Approval of Schedule of Values	Sep-08
21	Review Form for Revaluation Notices	Nov-08
22	Completion of all Data Entry	Dec-08
23	Check for Roads Paved during 2008	Dec-08
24	Review Overrides (Cost Approach & Others)	Dec-08
25	Notify Taxpayers of 2009 Values	Feb-09

**NOTE--WE NEED TO SCHEDULE TWO MEETINGS OF THE 2008 BOARD OF EQUALIZATION & REVIEW BETWEEN APRIL 7-MAY 5.**

Tax Administrator Oakley reiterated the need to schedule two meetings for the 2008

Board of Equalization and Review between April 7<sup>th</sup> and May 5<sup>th</sup>.

**Real and Personal Property Refunds  
Over than \$100 - December 2007  
per NCGS 105-381(b)**

Tax Administrator Oakley noted the following refund that is more than \$100

(real/personal property) which must be approved by the Board of Commissioners:

Property Tax Refund Request	Account	Total	Reasons
William Perry	156016588	\$ 84.16	Double Listed
		\$ 56.10	
	Total	\$ 140.26	

Tax Administrator Oakley noted the following releases that are more than \$100 (real/personal property) must be approved by the Board of Commissioners:

**Real and Personal Property Releases  
Over than \$100 - December 2007**

<b>Name</b>	<b>Acct. Number</b>	<b>Amount</b>	<b>Reason</b>
Joel Colvin Brown	155926100	\$ 1,611.20	25.77 ac not in W/C City limits
Sinclair Broadcast Gp	155914654	\$ 2,106.04	Used incorrect depreciation schedule
Joseph S Otey	65858	\$ 115.66	Per NCGS105-366(4)-estate closed
	65858	\$ 108.11	Per NCGS105-366(4)
	65858	\$ 104.55	Per NCGS105-366(4)
Hovert F Simmons	156006646	\$ 326.52	Billed incorrect acreage
	<b>Totals</b>	<b>\$ 4,372.08</b>	

Tax Administrator Oakley presented the following documents for the Board’s review and consideration:

- 2008 Department of Revenue Cost Index and Depreciation Schedules (Business Personal Property)
- 2008 Pricing Guidelines for Personal Property
- 2008 Single Wide Mobile Home Pricing Guidelines (Schedules developed from Marshall & Swift)

Chairman Inman directed the Clerk to place the Releases and Refunds over \$100 along with the Personal Property Schedule of Values and Depreciation Schedules for 2008 on the January 28<sup>th</sup> Consent Agenda.

**Fuel Tank NCDENR Requirements**

Support Services Supervisor Danny Stovall presented the following information to the Board regarding the recent NCDENR Violation Notices received by the County on 11-29-07 pertaining to an audit of County owned underground fuel tanks along with current upgrade cost estimates:

**Stokes County Landfill - 10,000-gallon tank dispensing highway diesel fuel**

1. Violation – Failure to inspect Cathodic Protection System
  - System was inspected on October 30, 2007 – no system was detected; therefore, piping will have to be replaced according to 15A NCAC 2N .0900.
  - Would also request to replace the dispensing pump at the location due to the age of the existing pump

**Walnut Cove Refuse Site - 4,000-gallon tank dispensing gasoline**

1. Violation - Steel piping will have to be replaced in accordance with 15A NCAC 2N .0900.
2. Well for human consumption within 100’ of underground fuel tank
  - Before January 1, 2008, well for human consumption within 100’ will have to be closed or the underground fuel tank permanently closed
  - Decision made by Stokes County Management - Port-a-let has been installed and water has been discontinued from the building located at the site
  - Well at this location is still being used to supply water to a yard hydrant for washing down concrete area in front of refuse containers (approved by NCDENR)
3. Would also request to replace the dispensing pumps at the location due to age of the existing pumps, numerous repairs, and new pumps would enable the County to

place the new pumps on the petro-vend system, which accounts for usage of fuel.

**Stokes County Garage - 10,000-gallon tank dispensing gasoline**

1. Violation – Failure to inspect Cathodic Protection System

- System was inspected on October 30, 2007 and failed to meet NACE standard RP0285-95

**Estimated Repair costs for all tanks**

Collins Petroleum Services	\$40,513.70 Option 1
Protective Technologies - Garage	2,600.00

**Project Totals** **\$43,113.70**

Southern Pump & Tank	\$42,427.10 Option 1 - Turnkey quote
Protective Technologies - Garage	2,600.00

**Project Totals** **\$45,021.10**

Four Star Petroleum Services	\$45,867.54 Option 1
Protective Technologies - Garage	2,600.00

**Project Totals** **\$48,467.54**

The Board discussed upgrades to current facilities versus eliminating dispensing of fuel by the County, quotes provided by Mr. Stovall, need for requesting an extension from the State, expenses incurred if the county discontinued dispensing fuel, and funding from contingency.

Mr. Stovall recommended Option 1-turnkey quote from Southern Pump and Tank in the amount of \$42, 427.10 along with Protective Technologies for the Garage in the amount of \$2600.00 – total project cost = \$45,021.10. Mr. Stovall noted that the turnkey option would be dealing with one vendor instead of two or three vendors.

Chairman Inman directed the Clerk to place the item on the January 28<sup>th</sup> Action Agenda and directed Mr. Stovall to request an extension from NCDENR.

**Surplus Tax Property**

Support Services Supervisor Danny Stovall presented the following information regarding the sale of tax foreclosed property:

- Parcel #6926-01-05-0279 – Deed Book/Page 546/1799 –Lots 83-84 Tory’s Den
- Taxes/Interest = \$1,953.96
- Piedmont Land Conservancy – final bid = \$5,365.45
- No upset bid was received before 5:00 pm on January 4, 2008 deadline
- Piedmont Land Conservancy – non-profit organization – possible land donation to Hanging Rock State Park
- This sale was held in accordance with NCGS 105-376, 153A-176 and 160A-269
- The Board of Commissioners can accept or reject this offer

Bids received by Stokes County:

Piedmont Land Conservancy	\$5,365.46	Upset Date 5:00 pm – 01-04-2008
Stanley Whitlow	\$5,062.34	Upset Date 5:00 pm – 12-20-2007
Piedmont Land Conservancy	\$4,773.66	Upset Date 5:00 pm – 12-06-2007
Stanley Whitlow	\$4,498.72	Upset Date 5:00 pm – 11-30-2007
Piedmont Land Conservancy	\$4,236.88	Upset Date 5:00 pm – 11-20-2007
Stanley Whitlow	\$3,987.50	Upset Date 5:00 pm – 11-06-2007
Piedmont Land Conservancy	\$3,750.00	Upset Date 5:00 pm – 10-30-2007
Stanley Whitlow	\$3,410.00	Upset Date 5:00 pm – 10-17-2007
Piedmont Land Conservancy	\$3,200.00	Upset Date 5:00 pm – 10-08-2007
Stanley Whitlow	\$2,780.00	Upset Date 5:00 pm – 10-02-2007
Michael Hylton	\$2,600.00	Upset Date 5:00 pm – 09-26-2007
Piedmont Land Conservancy	\$2,368.30	Upset Date 5:00 pm – 09-26-2007
Stanley Whitlow	\$2,207.90	Upset Date 5:00 pm – 09-12-2007
Paul Kindley	\$2,055.14	Upset Date 5:00 pm – 08-29-2007
William West	\$1,909.65	Upset Date 5:00 pm – 08-15-2007
Taxes/Interest	\$1,953.96	January 7, 2008

The Board discussed the current bid received from Piedmont Land Conservancy.

Chairman Inman directed the Clerk to place the item on the January 28<sup>th</sup> Action

Agenda.

**Stokes Opportunity Center – Proposed Renovations**

Support Services Supervisor Danny Stovall presented the following options for the Board’s review and consideration regarding renovations at the Stokes Opportunity Center:

**Option 1 – Expand Existing Metal Building/Interior Renovations**

- **Kitchen/Break Room**
  - Install a six foot opening in existing sheetrock wall along with doors or remove existing sheetrock wall along with installing a sliding partition or curtain to make this area available for other uses
  - Current conference room size is approximately 14’x18’ or 252 sq ft
- **Front Office**
  - Install a sliding glass window
- **Training/Computer Lab**
  - No current space available to expand into – current space is approximately 11’x17’ or 187 sq ft
- **Workshop**
  - Current workshop area is approximately 54’x80’ or 4320 sq ft
- Current facility is a Star manufacturing pre-engineered metal framed building constructed in 1993 by Chris D Hilton Construction Company and designed by Arch Design Associates
- **Scope of Work**
  - Construct metal-framed addition, concrete floor, installation of exterior block veneer, upgrade current HVAC, electrical systems, expand workshop area, construct training/computer lab along with bathrooms in new addition
  - Building inspections – facility is located within the Town of Walnut Cove
  - Sealed drawings will be required for footing/slab, building, plumbing, electrical and HVAC per Stokes County Planning Department
- **Budget Amount = 2880 sq ft @ \$50 per sq ft = \$144,000.00**

## **Option 2 – Modular Unit/Building Interior Renovations**

- **Kitchen/Break Room**
  - Install a six foot opening in existing sheetrock wall along with doors or remove existing sheetrock wall along with installing a sliding partition or curtain to make this area available for other uses
  - Current conference room size is approximately 14'x18' or 252 sq ft
- **Front Office**
  - Install a sliding glass window
- **Training/Computer Lab**
  - No current space available to expand into – current space is approximately 11'x17' or 187 sq ft
  
- **Scope of Work**
  - Purchase a modular unit for his location
  - Modular unit costs include building footings, setup cost along with metal skirting
  - Modular unit would be located on future building expansion site and clients would have to go into a separate building during lunch breaks or to attend computer/art classes
- **Budget Amount** = 2880 sq ft @ \$40 per sq ft = \$115,520.00 along with on-site work = \$25,000.00 – total estimate = \$140,520.00

### **Decisions needed to be made in order to move forward with the project:**

- Modular or new construction
- Architect selection process- NCGS 143.64.31 (Perry Peterson and Gary Robbins are both interested in this project)
- Bid project out to general contractors or County to act as general contractor – (possible bidders – Triad Builders, JH Batten, Magnolia Construction, Corham Construction, Mark Manuel, David Allen, Wallace Shelton) - Architect will need to be hired either way to provide sealed drawings
- Design build option – turnkey with general contractor providing all sealed drawings

The Board discussed adding to the existing building versus a modular unit, bidding out the project to general contractors versus the County acting as a general contractor, and possible architects and bidders.

The Board unanimously agreed to new construction for the renovations, to move forward with Stokes County as the general contractor, and secure architectural pricing for the Board's consideration.

### **Economic Development Commission – Revised By Laws/Rules of Procedures/Staggered Appointments**

County Manager/Interim Economic Development Director Bryan Steen presented the following proposed amendments to the Economic Development Commission (EDC) –Revised By Laws/Rules of Procedures and Staggered Appointments:

#### **By Laws:**

- Section 3 – Organization of The Commission – Item E  
Change hold at least six (6) meetings annually to shall schedule monthly meetings

### General Rules of Procedures:

- Item B – Regular Meetings (1) Regular Meetings (additions underlined)
  - Shall be held on the third Wednesday of each month at 1:30 pm
  - Meetings may be held at other places in Stokes County upon the approval of the Commission with adequate notice
- Item B – Special Meetings (2) (additions and changes underlined)
  - Special meetings of the Commission may be called at any time by the Chairman or a majority of the members of the Board provided at least 48 hours notice of the time....
- Item B – Cancellation of Meetings – change 24 hours to 48 hours
- Item B – Conduct of the Meetings – delete (a) roll call and (b) reading of the minutes
- Staggered Appointments – (3) year terms: Worth Hampton, Sam Hill, and Jane Priddy-Charleville; (2) year terms: Russell Slate and Bruce Younts; (1) year term: Commissioner J. Leon Inman and Turk Tergliafera
- The amendments to the By Laws and General Rules along with the Staggered Appointments were approved by the Economic Development Commission at their December 19<sup>th</sup> meeting

Commissioner Carroll noted the following suggestions/concerns:

- Membership be composed of (6) six members with the Chairman of the Board of Commissioners being an ex officio member with voting rights with no designated term; other members would have staggered terms
- Questions the legal authority of the Commission as an Advisory Board – Ordinance - Section 6 and Section 7
- Questions the appointment of the Economic Development Director by the Board of Commissioners
- Possible joint meeting with EDC
- Does the current EDC really need an Ordinance to exist?

Commissioner Lankford noted the following suggestions/concerns:

- Questions the legal authority of Commission as an Advisory Board – Ordinance –Section 6 and Section 7
- Questions Ordinance - Section 4 – Powers and Duties of the Commission
- Suggested County Manager Steen and Chairman Inman review the document, review legal concerns, and recommend amendments to the Board of Commissioners for consideration
- Establishment of the Board of Commissioners’ vision for the EDC

Vice Chairman Walker noted the following questions:

- What is the purpose of the Commission?
- What are the parameters the Commission is expected to work within?
- Is there any funding for the Commission?
- Is there Travel Reimbursement for Commission members?
- What is expected of the Commission?
- What is the Board of Commissioners’ expectation of the Economic Development Commission?
- Could there be further discussion of the EDC at a future goals meeting?
- Should there be a Commissioner on the EDC?
- Should there not be input from the Chairman of the EDC regarding amendments to the Ordinance and Rules of Procedure?

Chairman Inman noted the following suggestions:

- Recruitment of Commissioner Carroll to review the existing EDC documents with Manager Steen and myself
- Need for a legal review of the EDC documents
- Have a revised document for the Board’s review at the Board Retreat in February
- A joint meeting in the future with the EDC



The Board discussed the concerns expressed by Board members.

The Board unanimously agreed to hold a Board Retreat on Saturday, February 2, 2008 at 9:00 am in the Commissioners' Chambers at which time the EDC would be further discussed.

**Employer Support of National Guard/Reserve – Differential Pay**

County Manager Bryan Steen presented the following information regarding the Employer Support of National Guard/Reserve – Differential Pay:

- It is my understanding that current county employees that are members of the National Guard/Reserves don't object to our current practice (allowing them to take annual leave), but would like the Board to consider development and adoption of a policy to provide them "Military Leave" for use during their annual two weeks active duty period instead of using their annual leave. If the Board is inclined to consider this matter, I request that this be taken up during the upcoming 2008-09 budget development process and development of an overall revision of our current Employee Personnel Policy.

The Board discussed Manager Steen's recommendation along with differential pay during the two week active duty period.

The Board agreed to address the issue during the upcoming budget process.

**Inventory of County Property and Space Needs- Continuation**

County Manager Bryan Steen requested additional time to review the recommendations received from Clerk of Court Jason Tuttle and the Stokes County Magistrates due to being out of town last week. (Judicial Meeting was held on January 9<sup>th</sup> to discuss space needs)

Clerk of Court Jason Tuttle spoke to the Board regarding the following:

- Need for space for District Attorney in order to have personnel in Stokes County (possibly the current Law Library and Magistrate office)
- District Attorney does not wish to be located behind the security doors – prefers to be located so that citizens can walk directly into the office
- Possible move of the Magistrate Office to the lower level could create security issues
- Move Law Library to one of the two small offices in front of Courtroom "A"
- Move Attorney's computer to one of the two small offices in front of Courtroom "A"
- Move snack area from the lower level to the upper level
- Relocating the Grand Jury to Law Library – giving Grand Jury Room and current probation offices to District Attorney
- Request the Board of Commissioners review the status of the office of the resident District Court Judge located on the lower level of the Government Center. The County currently has two resident District Court Judges and the current office is only being used by only one Judge and that Judge has the only key.

District Attorney Ricky Bowman spoke to the Board regarding the following:

- Possibly two new positions in July 2008 – no space available
- Desire to have more personnel in Stokes County – no space available

- Not fair for the citizens of Stokes County to not have the appropriate personnel in Stokes County – no space available
- Desire to have at least 7 staff members in Stokes County – no space available
- Need for space to discuss confidential matters with clients – no space available
- Stokes County files are taken to Surry County for storage – no space available
- The Clerk of Court should also be considered in the master relocation plan for future space
- Need to consider the safety of law enforcement officers
- Need to consider a possible living area for Magistrates for the future
- Need for someone to make a decision
- Willing to move as long as space provides access to the public
- First priority – space available that provides public accessibility with additional space in the law library if possible
- The main objective – move the first domino to get the process started

The Board discussed the information with Clerk Tuttle and District Attorney Bowman along with the need to have recommendations of Phase 1, Phase 2, etc. and cost estimates at the next meeting.

The Board discussed the request from Clerk Tuttle regarding offices for both resident District Court Judges.

Commissioner Lankford noted that all Departments in need of space must be considered in the upcoming proposals.

Commissioner Carroll noted the need to possibly move the Fire Marshal to the third floor in order to have vacant space for other departments to move into.

County Manager Steen reiterated the need for additional time to review the information presented today by Clerk Tuttle and District Attorney Bowman along with acquiring information from Probations and Elections. Election Director Jason Perry had presented information to the Manager today regarding not wanting to move if the move could not be completed by August 2008 due to the Presidential Election in the fall.

Chairman Inman directed Manager Steen to contact Clerk Tuttle, Sheriff Mike Joyce and District Attorney Bowman for input regarding the space needs and present a recommendation at the January 28<sup>th</sup> meeting.

#### **Appointments – Local Firefighter’s Relief Fund Board**

Chairman Inman noted the vacancies for the Local Firefighter’s Relief Fund Board which were discussed at the December 27<sup>th</sup> meeting. Chairman Inman noted the following Trustees were appointed at the December 27<sup>th</sup> meeting to remain on the Relief Fund Board until a new Board is approved:

LOCAL FIREMEN'S RELIEF FUND TRUSTEES		
COUNTY COMMISSIONER APPOINTED		
FIRE DEPARTMENT	TRUSTEE NAME	TRUSTEE NAME
PINNACLE VFD	Mr. Travis Sink	Mr. Jeremy Bowman
LAWSONVILLE VFD	Mr. Ronnie Mabe	Mr. Arthur Glidewell
FRANCISCO VFD	Mr. Atherton Jessup	Ms. Ashley Pack
WALNUT COVE VFD	Mr. James Teague	Mr. Dwight Ball
NORTHEAST STOKES VFD	Mr. Jonathan Wall	Mr. Bobby Dunlap
STOKES ROCKINGHAM VFD	Ms. Kay Morris	Mr. Devin Rhodes
SAURATOWN VFD	Mr. Jim Walton	Mr. Randall Patterson
DANBURY VFD	Mr. John Booth	Mr. Elmer Manuel
SOUTH STOKES VFD	Mr. Bobby Boles	Ms. Jean Young
DOUBLE CREEK VFD	Mr. Tom Tilley	Mr. Donald Durham

Commissioner Carroll nominated the following to serve a one-year term:

FIRE DEPARTMENT	TRUSTEE NAME
PINNACLE VFD	Mr. Travis Sink
LAWSONVILLE VFD	Mr. Ronnie Mabe
FRANCISCO VFD	Mr. Atherton Jessup
WALNUT COVE VFD	Mr. James Teague
NORTHEAST STOKES VFD	Mr. Jonathan Wall
STOKES ROCKINGHAM VFD	Ms. Kay Morris
SAURATOWN VFD	Mr. Jim Walton
DANBURY VFD	Mr. John Booth
SOUTH STOKES VFD	Mr. Bobby Boles
DOUBLE CREEK VFD	Mr. Tom Tilley

Commissioner Carroll nominated the following to serve a two-year term:

FIRE DEPARTMENT	TRUSTEE NAME
PINNACLE VFD	Mr. Jeremy Bowman
LAWSONVILLE VFD	Mr. Arthur Glidewell
FRANCISCO VFD	Ms. Ashley Pack
WALNUT COVE VFD	Mr. Dwight Ball
NORTHEAST STOKES VFD	Mr. Bobby Dunlap
STOKES ROCKINGHAM VFD	Mr. Devin Rhodes
SAURATOWN VFD	Mr. Randall Patterson
DANBURY VFD	Mr. Elmer Manuel
SOUTH STOKES VFD	Ms. Jean Young
DOUBLE CREEK VFD	Mr. Donald Durham

Chairman Inman directed the Clerk to place the item on the January 28<sup>th</sup> Action Agenda.

## **GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA**

### **Appointments**

#### **Regional I Aging Advisory Council**

Chairman Inman presented the nomination of Gracie Mabe for appointment to the Regional I Aging Advisory Council.

Commissioner Lankford moved to accept the nomination of Gracie Mabe for appointment to the Regional I Aging Advisory Council. Commissioner Carroll seconded and the motion carried unanimously.

### **King Planning Board/Board of Adjustments- ETJ Positions**

Chairman Inman noted the nomination of Todd Martin for the vacancy on the City of King – Planning Board/Board of Adjustments –ETJ position.

Commissioner Carroll moved to appoint Todd Martin to the City of King – Planning Board/Board of Adjustments – ETJ position. Commissioner Lankford seconded and the motion carried unanimously.

### **Planning Board – Yadkin Township**

Chairman Inman presented the following nominations for appointment to the Planning Board – Yadkin Township: Larry Snyder and Scott Barr.

Chairman Inman presented the following application for consideration for appointment to the Planning Board – Yadkin Township: Michael O. Hartley.

Commissioner Carroll nominated Patrick Tuttle for appointment to the Planning Board- Yadkin Township.

Vice Chairman Walker nominated Michael Hartley for appointment to the Planning Board – Yadkin Township.

Commissioner Lankford moved to appoint Larry Snyder to the Planning Board – Yadkin Township.

Chairman Inman ruled that the motion dies for lack of second.

Commissioner Smith moved to appoint Scott Barr to the Planning Board – Yadkin Township.

Chairman Inman ruled that the motion dies for lack of second.

Chairman Inman directed the Clerk to place the item on the January 28<sup>th</sup> Action Agenda.

### **PART –Seamless Mobility Study – Steering Committee**

Chairman Inman presented information received from Brent McKinney – PART regarding the need for a Board appointment to the Seamless Mobility Study – Steering Committee.

Manager Bryan Steen appointed Planning Director David Sudderth to serve on the Seamless Mobility Study – Technical Advisory Committee.

Vice Chairman Walker nominated Chairman J. Leon Inman to serve on the Seamless Mobility Study - Steering Committee.

Chairman Inman directed the Clerk to place the item on the January 28<sup>th</sup> Action Agenda.

**Fire Service District – Joint Meeting**

Chairman Inman presented the following updated list of representatives from the Fire Service District Volunteer Fire Departments to participate in a meeting with the Board of Commissioners to discuss current matters and the Fire Commission and Use of Service District Funds document:

<b>Agency Name</b>	<b>Nomination</b>
Danbury Fire & Rescue	Donnie Mabe
Double Creek Fire & Rescue	Dennis Long
Francisco Fire & Rescue	Stephen Jessup
Lawsonville Fire & Rescue	Keith Lawson
Northeast Stokes Fire & Rescue	Joel E. James
Pilot Knob Fire Department	Will nominate on 01-17
Pilot Mtn Rescue & EMS	Dennis Manuel
Pinnacle Fire & Rescue	Jonathan Lane
Sauratown Fire & Rescue	to meet 02-12-08
South Stokes Fire & Rescue	Harold Dillman
Stokes Rockingham Fire & Rescue	Devin Rhodes
Westfield Fire & First Response	Philip Sutphin

The Board discussed possible dates for a meeting.

The Board unanimously agreed to meet on Monday, February 18, 2008 at 7:00 pm in the Commissioners’ Chambers with the Fire Service District Volunteer Fire Department representatives.

**Adjournment**

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

Commissioner Smith moved to adjourn the meeting. Vice Chairman Walker seconded and the motion carried unanimously.

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

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**J. Leon Inman**  
**Chairman**