

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MARCH 25, 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 Tuesday, March 25, 2008 at 6:00 pm with the following members present:

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

Chairman J. Leon Inman (absent)

County Personnel in Attendance:
County Manager K. Bryan Steen
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards

Vice Chairman Jimmy Walker called the meeting to order. Vice Chairman Walker noted that he would be chairing tonight's meeting in the absence of Chairman Inman.

Commissioner Lankford delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Vice Chairman Walker 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

Vice Chairman Walker entertained a motion to approve or amend the March 25, 2008 agenda.

County Manager Steen noted that he had received correspondence from Northeast Stokes Vol. Fire Department regarding their request for refinancing of their facility (action agenda-item B). Chairman Michael Wood – Northeast Stokes VFD Board of Directors had informed Manager Steen that the Board of Directors has reached an agreement on the refinancing of their building debt that would not result in any increase in their budget request from the service district and requested that the item be removed from tonight’s agenda. The Board agreed to remove the item from the action agenda.

Commissioner Smith moved to approve the March 25th agenda as amended.

Commissioner Lankford seconded and the motion carried (4-0) with Chairman Inman absent.

PUBLIC COMMENTS

The following spoke during public comments.

Renee Dudley

1075 Hughes Road
Germanton, NC 27019

Re: Gas Chamber Truck/EBI

Ms. Dudley presented photographs for the Board to review. Ms. Dudley expressed the following concerns regarding conditions at the County Animal Shelter:

- animals at the shelter are not receiving humane care and treatment
- sealant recently placed on the floor is already peeling
- animals are confined in their cages while sanitation is being applied to the floor
- animals are made to sleep on cold, wet floors
- current conditions at the shelter increase the spread of Parvo
- very young puppies and kittens are being euthanized –due to not being documented as being under sixteen weeks
- shelter has available camera to take pictures to place in the paper for possible adoption – no pictures have been placed in the paper during the last three weeks

Velvet Kitzmiller

2124 Hope Beasley Road
Sandy Ridge, NC 27046

Re: Petition against Gas Chamber

Ms. Kitzmiller presented the Board petitions (approximately 2200 signatures) which have only been circulating around the county two weeks. Ms. Kitzmiller noted that this is just a start and that there are many more that have not been collected. Ms. Kitzmiller stated the group is very concerned about the gassing of animals at the county animal shelter and that this is an unacceptable practice. The gassing of animals tells people a lot about how the county feels about their pets. Ms. Kitzmiller requested the Board consider banning the current method of euthanizing animals in Stokes County.

Candis Loy

3384 Flat Shoals Road
Germanton, NC 27019

Re: Gas Chamber

Ms. Loy expressed appreciation to the Board and County Manager Steen for the changes that have been made at the Stokes County Animal Shelter to improve the lives of animals while they are there. Ms. Loy presented the Board information regarding euthanizing methods in North Carolina. Ms. Loy noted the following concerns:

- county budget for the animal shelter needs to be increased to allow for EBI (euthanize by injection) and for a needed addition to the existing facility
- current shelter is not adequate for the number of animals
- 63 counties in North Carolina currently using EBI
- Stokes County is one of (35) counties in North Carolina still using the gas chamber
- use of carbon monoxide to euthanize animals at the shelter – cruel to animals and dangerous for employees
- Placing an animal in the gas chamber is cruelty

Ms. Loy requested the Board review the process of the use of carbon monoxide to euthanize animals in a gas chamber.

Jennifer Turney

5724 Brightington Court
Kernerville, NC

Re: Gas Chamber

Ms. Turney who serves on the Forsyth County Animal Advisory Board spoke regarding the concerns that faced Forsyth County 15 years ago – gassing animals. Ms. Turney expressed concerns on the cruelty to animals by using the gas chamber for euthanasia and also the dangers to employees who must use the gas chamber. Ms. Turney noted the current movement across the nation regarding the ban of gassing of animals.

CONSENT AGENDA

Vice Chairman Walker entertained a motion to approve or amend the following items on the consent agenda:

Minutes

- Minutes of March 10, 2008

Tax Administration Report – February 2008 - Real & Personal Property over \$100

Tax Administrator Jake Oakley presented the following Real and Personal Property Release (February 2008), which is more than \$100 at the March 10th meeting, with a request for action by the Board of Commissioners at the March 25th meeting:

**Real and Personal Property Release
More than \$100 - February 2008**

| Name | Account Number | Amount | Reason |
|-----------------------|----------------|------------------|------------------------------|
| Paul & Patricia Stark | 30706 | \$ 450.87 | House burned in October 2006 |
| | | \$ 450.87 | |

Economic Development – Budget Amendment #77

Finance Director Julia Edwards submitted Budget Ordinance Amendment #77.

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

| Account Number | Account Description | Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------------|---------------------|-----------------|---------------------|-------------|
| Economic Development | | | | |
| 100.4920.000 | Salaries and Wages | \$25,848.00 | \$(1,000.00) | \$24,848.00 |
| 100.4920.310 | Travel | \$0.00 | \$1,000.00 | \$1,000.00 |
| | Totals | \$25,848.00 | \$00.00 | \$25,848.00 |

This budget amendment is justified as follows:

To transfer funds for per diem for the Economic Development Commission.

This will result in a net increase of \$00.00 in the expenditures and other financial use to the County’s annual budget.

Sheriff’s Department– Budget Amendment #78

Finance Director Julia Edwards submitted Budget Ordinance Amendment #78.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|-----------------------------|--------------------------------|----------------------------|-------------------|
| | Sheriff's Department | | | |
| 100.4310.351 | Maint. & Repairs-Auto | \$87,205.00 | \$332.00 | \$87,537.00 |
| | Totals | \$87,205.00 | \$332.00 | \$87,537.00 |

This budget amendment is justified as follows:

To appropriate funds from insurance claims for repairs due to accident.

This will result in a net increase of \$332.00 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.

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|----------------------------|--------------------------------|----------------------------|-------------------|
| 100.3839.850 | Insurance Claims | \$0.00 | \$332.00 | \$332.00 |
| | Totals | \$0.00 | \$332.00 | \$332.00 |

DSS - Public Assistance – Budget Amendment #79

Finance Director Julia Edwards submitted Budget Ordinance Amendment #79.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|----------------------------|--------------------------------|----------------------------|-------------------|
| | Public Assistance | | | |
| 100.5450.000 | Medicaid | \$2,424,810.00 | \$(258,231.00) | \$2,166,579.00 |
| | Totals | \$2,424,810.00 | \$(258,231.00) | \$2,166,579.00 |

This budget amendment is justified as follows:

To reduce the ADM revenues and Medicaid expenditure due to the State Medicaid Relief Plan.

This will result in a net decrease of \$258,231.00 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 decrease.

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|------------------------------------------------|--------------------------------|----------------------------|-------------------|
| 100.3328.000 | Public School Building Capital Funding -ADM | \$423,275.00 | \$(258,231.00) | \$165,044.00 |
| | Totals | \$423,275.00 | \$(258,231.00) | \$165,044.00 |

Sheriff's Department – Budget Amendment #80

Finance Director Julia Edwards submitted Budget Ordinance Amendment #80.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|-----------------------------|--------------------------------|----------------------------|-------------------|
| | Sheriff's Department | | | |
| 100.4310.260 | Department Supplies | \$25,353.00 | \$3,870.00 | \$29,223.00 |
| | | \$25,353.00 | \$3,870.00 | \$29,223.00 |

This budget amendment is justified as follows:

Replacement of flashlights, storage units/supplies for Emergency Response Trailer, office supplies such as, but not limited to hole punch, paper cutter, chair-back cushion, etc.

This will result in a net increase of \$3,870.00 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.

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|----------------------------|--------------------------------|----------------------------|-------------------|
| 100.3839.001 | Calendar Fund | \$8,500.00 | \$3,870.00 | \$12,370.00 |
| | | \$8,500.00 | \$3,870.00 | \$12,370.00 |

Sheriff's Department – Budget Amendment #81

Finance Director Julia Edwards submitted Budget Ordinance Amendment #81.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|-----------------------------|--------------------------------|----------------------------|--------------------|
| | Sheriff's Department | | | |
| 100.4310.511 | Equipment-Non Capital | \$45,655.00 | \$7,000.00 | \$52,655.00 |
| | | <u>\$45,655.00</u> | <u>\$7,000.00</u> | <u>\$52,655.00</u> |

This budget amendment is justified as follows:

Purchase of two video cameras to uses at the King and Danbury Magistrate Offices to prevent transporting prisoners across the county to see the Magistrate. This process will expedite time and save gas.

This will result in a net increase of \$7,000.00 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 change. These revenues have already been received or are verified they will be received in this fiscal year.

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|----------------------------|--------------------------------|----------------------------|--------------------|
| 100.3301.411 | Federal Fines/Forfeitures | \$40,290.00 | \$7,000.00 | \$47,290.00 |
| | | <u>\$40,290.00</u> | <u>\$7,000.00</u> | <u>\$47,290.00</u> |

Social Services – Budget Amendment #82

Finance Director Julia Edwards submitted Budget Ordinance Amendment #82.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|-----------------------------|--------------------------------|----------------------------|--------------------|
| | Social Services | | | |
| 100.5310.030 | Salaries and Wages-Contract | \$0.00 | \$16,843.00 | \$16,843.00 |
| 100.5310.180 | Professional Services | \$36,440.00 | \$(16,843.00) | \$19,597.00 |
| | | <u>\$36,440.00</u> | <u>\$0.00</u> | <u>\$36,440.00</u> |

This budget amendment is justified as follows:

To transfer funds for wages for Smart Start contract worker and Work First contract worker from professional services to salary line item due to an IRS regulation.

This will result in a net increase of \$00.00 in the expenditures and other financial use to the County's annual budget.

Commissioner Lankford moved to approve the consent agenda. Commissioner Carroll seconded and the motion carried (4-0) with Chairman Inman absent.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Comments – Manager and Board of Commissioners

County Manager Bryan Steen presented the following update:

- Mental Health Coordinator tentatively scheduled to start within the next thirty days
- Video Probable Cause Hearing with the Magistrate still in the process, waiting for approval from Administrative Office of the Court (AOC). Being that Stokes County is the first to be using technology for this procedure, AOC must review the technology procedures. Tentatively scheduled to be in operation within the next 90 days contingent upon approval from AOC.

Commissioner Carroll noted that at the last Board of Health meeting, the Board of Health heard a presentation on regional versus county health departments from the Director of Appalachian Regional Health Center which serves Watauga, Alleghany, Ashe counties. The Board of Health felt since there was a vacancy in the director's position, it was a good time to explore other options (fact finding).

Commissioner Carroll also noted the need to have a joint meeting as soon as possible with the Economic Development Commission. The Board discussed the next EDC regular meeting for a possible joint meeting.

The Board unanimously agreed to have a joint meeting with the Economic Development Commission at the EDC's regular April 16th meeting.

Commissioner Smith noted the following:

- Upcoming Regional Tourism Initiative Meeting on Friday April 11th at Crossroads Center in Galax, VA
- Upcoming Farmer's Appreciation Dinner on Thursday, April 10th at North Stokes High School

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Environmental Study – Meadow Property- Proposed Phase II

County Manager Bryan Steen presented the following information from Progress

Environmental Inc. – Phase II Environmental Site Assessment – Meadows Property:

- Purpose of the assessment is to determine whether the underlying soil and/or groundwater have been impacted by past on-site operations
- Proposal will outline the possible steps that may be necessary to fully assess the environmental condition of the site
- Proposal does not include asbestos or lead paint survey activities
- Assessment Proposed Cost
 - Drilling (subcontractor)- \$2,800
 - Supervision of sub contractors - \$2,100
 - Laboratory - \$4,000
 - Reporting - \$1,000
 - Total Proposed Cost - \$9,900
- Additional costs may apply if further areas of environmental concern are uncovered during the site investigation
- Progress will notify Stokes County prior to proceeding with any additional assessment activities

Commissioner Lankford noted the need to have county personnel on site during the assessment.

The Board discussed the proposed cost for the environmental assessment at the Meadows location, possible funding options, and the need to know the condition of the site.

The Board unanimously agreed to place the item on the April 14th action agenda.

Vice Chairman Walker directed the Clerk to place the item on the April 14th action agenda.

Appointments – Community Child Protection Team

Vice Chairman Walker noted the following regarding the vacancies on the Community Child Protection Team submitted by DSS Director Jan Spencer at the March 10th meeting:

- Sheriff's Department (statutory appointment)- Thomas Sands recommended by Director Jan Spencer
- General public appointments – three vacancies
- Recommendation by Director Spencer for one general public appointment – Tammy Slater - SCAN

Commissioner Lankford nominated Sherry Webb for the general public appointment.

Commissioner Smith nominated Shelia Bowen and Tammy Slater for the general public appointments.

Commissioner Carroll nominated Thomas Sands for the statutory appointment from the Sheriff's Department.

Vice Chairman Walker directed the Clerk to place the item on the April 14th action agenda.

Proposed Animal Control Advisory Committee for Expenditures of Donated Funds

County Manager Bryan Steen noted the following regarding an Animal Control Advisory Committee for Expenditures for Donated Funds:

- Recently received indications from private citizens who are willing to make monetary donations to the county for the purchase of equipment for use by the Animal Shelter
- Request to establish an Advisory Committee (approximately 5 individuals) who would meet at least once a year to review the account balance and provide the County Manager with valuable input regarding purchase recommendations that could be made with the available funds
- An account would be established strictly for the donated funding- all funding would be earmarked solely for the Animal Shelter

The Board discussed the proposed Animal Control Advisory Committee.

Commissioner Carroll suggested that the proposed Animal Control Advisory Committee also advise the Board of Commissioners on procedures, policies, animal control issues, etc.

The Board unanimously agreed to place the proposed Animal Control Advisory

Committee for Expenditures of Donated Funding (which would also include procedures, policies, etc) back on the April 14th discussion agenda due to Chairman Inman being absent.

Vice Chairman Walker directed the Clerk to place the item on the April 14th discussion agenda

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

DEC Associates, Inc – Financial Advisor Proposed Contract and Budget Amendment #76

President Doug Carter, DEC Associates, Inc. was present at tonight’s meeting for further discussion regarding their proposed contract for a financial advisor.

Commissioner Lankford noted that at the last meeting, information was presented by President Carter that the price for the proposed financial services would be negotiable, but the proposed contract cost in tonight’s action agenda still remained at \$25,000.

President Carter noted the following:

- Recent meeting with Finance Director Edwards, Chairman Inman, and County Manager Steen to discuss in detail the scope of work
- During the meeting, the following issues were discussed: clarification of the scope of work, what would be the responsibility of DEC Associates, how far along in the planning process would DEC Associates take the County, how DEC Associates would interface with Local Government Commission and rating agencies, and the reporting provided to the Board of Commissioners all focusing on debt affordability
- Lowest fee for this type of service ever charged by DEC Associates

County Manager Bryan Steen noted at the recent meeting, those in attendance did not see any way to shortcut the scope of work in order to save funding.

The Board discussed the scope of work proposed by DEC Associates, the \$25,000 fee, the proposed contract, and the financial services needed by the County.

Vice Chairman Walker entertained a motion.

Commissioner Smith moved to accept the proposed contract submitted by DEC

Associates, Inc for financial advisory services regarding school construction along with Budget Amendment #76. Commissioner Carroll seconded the motion.

Budget Amendment #76

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|-----------------------|----------------------------|--------------------------------|----------------------------|-------------------|
| | Governing Body | | | |
| 100.4110.180 | Professional Services | \$1,000.00 | \$25,000.00 | \$26,000.00 |
| | Contingency | | | |
| 100.9910.000 | Contingency | \$248,567.00 | \$(25,000.00) | \$223,567.00 |
| | Totals | \$249,567.00 | \$00.00 | \$249,567.00 |

This budget amendment is justified as follows:

To transfer funds from contingency for the financial advisor contract

This will result in a net increase of \$0.00 in the expenditures and other financial use to the County’s annual budget.

The motion carried (4-0) with Chairman Inman absent.

(A copy of the executed contract will be retained by the Finance Director & Clerk to the Board)

Personnel Policy – Amendment to Annual Leave (Vacation) Policy

Vice Chairman Walker presented the following Proposed Amendment to Annual

Leave (Vacation) Policy submitted at the March 10th meeting by County Manager Bryan Steen:

Section 2 – Annual Leave (vacation) of the Stokes County Personnel Policy:
(items underlined reflect amendments to the current policy)

Section 2. Annual Leave (Vacation)

The County provides annual leave benefits to full-time employees. However, only employees that have attained permanent employee status may request to take annual leave. Employees that have not attained permanent employee status will not be allowed to take annual leave unless authorized by their Department Head and the County Manager.

To take annual leave, an authorized employee must first make a written request to their supervisor at least three working days in advance of the date they wish to start their leave period and receive written approval from their supervisor before taking the requested annual leave. Approval / denial of an annual leave request is based on the needs of the employer.

The rate at which annual leave is accrued is based on years of service. The following scale demonstrates the annual leave granted to an employee who works a 37.5 hours per week schedule.

| <u>Years of Employment</u> | <u>Earned Annual Leave</u> |
|----------------------------|----------------------------|
| 0 – 2 years | 10 days |
| 2 – 5 years | 12 days |
| 5 – 10 years | 15 days |
| 10 – 15 years | 18 days |
| 15 – 20 years | 21 days |
| 20 or more years | 24 days |

All other work schedules will be accrued and calculated in a proportional manner.
(See Appendix A: Leave Accrual Schedule)

At the end of a calendar year, all annual leave accrued and available to an employee that exceeds the maximum carry-over limit for their position will automatically be converted to sick leave. The annual leave carry-over limits are as follows:

| | |
|---------------------------------------|--------------------|
| 37.5-hour workweek personnel | 180 hours |
| 40-hour workweek personnel | 192.6 hours |
| Law enforcement/jail employees | 216 hours |
| EMS personnel | 240 hours |

Employees retiring, resigning or terminated from County Service shall be paid for accrued annual leave. Employees that have access, or supervisory control over cash money, checks, certified checks, bank drafts, financial records, or other types of in-coming revenue must take at least one consecutive week of annual leave per calendar year.

The Board further discussed the proposed amendment submitted by Manager Steen.

Vice Chairman Walker entertained a motion.

Commissioner Lankford moved to approve the Amendment to Annual Leave (Vacation)

Policy. Commissioner Carroll seconded and the motion carried (4-0) with Chairman Inman absent.

Appointment – Fire Commission

Vice Chairman Walker entertained a motion regarding the following nominations submitted at the March 10th meeting to serve on the Fire Commission:

- Civilian position: David Manuel – two year term
- Fire Service position: Steven Roberson – remainder of two year term (one year)

- Fire Service position: Thomas Sutton – two year term

Commissioner Carroll moved to appoint the following to the Fire Commission:

- Civilian position: David Manuel – two year term
- Fire Service position: Steven Roberson – remainder of two year term (one year)
- Fire Service position: Thomas Sutton – two year term

Commissioner Smith seconded and the motion carried (4-0) with Chairman Inman absent.

Appointment – Fire Service District Study Committee

Vice Chairman Walker entertained a motion regarding the following nominations submitted at the March 10th meeting to serve on the Fire Service District Study Committee:

- Board of Commissioners – Chairman Inman and Commissioner Carroll
- Representing Fire Service District – Philip Sutphin, Keith Lawson, and Wayne Barneycastle
- Fire Commissioner not affiliated with a fire department – Mike Pell
- General Public – Kyle Carroll, Janice Johnson, Gary Tucker, Rhonda Jones, and Stephen Fowler

Commissioner Carroll moved to appoint Philip Sutphin, Keith Lawson, and Wayne Barneycastle to serve on the Fire Service District Study Committee representing the Fire District. Commissioner Smith seconded and the motion carried (4-0) with Chairman Inman absent.

Commissioner Smith moved to appoint Kyle Carroll, Gary Tucker, and Stephen Fowler to serve on the Fire Service District Study Committee representing the general public.

Commissioner Lankford seconded and the motion carried (4-0) with Chairman Inman absent.

Commissioner Smith moved to appoint Mike Pell to serve on the Fire Service District Study Committee representing a Fire Commissioner not affiliated with a fire department.

Commissioner Carroll seconded and the motion (4-0) with Chairman Inman absent.

Commissioner Lankford moved to appoint Chairman Leon Inman and Commissioner Ron Carroll to serve on the Fire Service District Study Committee representing the Board of Commissioners. Commissioner Smith seconded and the motion carried (4-0) with Chairman Inman absent.

Appointment – YVEDDI – Board of Directors

Vice Chairman Walker entertained a motion regarding the following nominations submitted at the March 10th meeting:

- Current Representative – Chairman J. Leon Inman
- Alternate Representative – Alan Boyles

Commissioner Lankford moved to appoint the following:

- Current Representative – Chairman J. Leon Inman
- Alternate Representative – Alan Boyles

Commissioner Smith seconded and the motion carried (4-0) with Chairman Inman absent.

Adjournment

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

Commissioner Smith moved to adjourn the meeting. Commissioner Lankford seconded and the motion carried (4-0) with Chairman Inman absent.

Darlene M. Bullins
Clerk to the Board

Jimmy Walker
Vice Chairman