

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
 )

OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
MAY 27, 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, May 27, 2008 at 6:00 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  
Support Services Supervisor Danny Stovall

Chairman J. Leon Inman called the meeting to order and 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.

**PUBLIC HEARING – NC Division of Community Assistance –CDBG Funding**

Chairman Inman called the Public Hearing for the NC Division of Community Assistance – CDBG Funding to order. (Mr. Gary Wilson, Benchmark, was in attendance for the Public Hearing)

County Manager Bryan Steen noted that the Public Hearing would allow the County

to apply for any CDGB grant for housing, infrastructure, etc.

There were no public comments.

Chairman Inman closed the Public Hearing.

**Presentation of the Proposed Fiscal Year 2008-09 County Budget**

County Manager Bryan Steen presented the proposed Fiscal Year 2008-09 County Budget, which included the following Budget Message:

**BUDGET MESSAGE  
FISCAL 2008-2009**

**TO: The Honorable Chairman and Commissioners  
Stokes County Board of Commissioners**

**FROM: Kenneth B. “Bryan “ Steen, County Manager**

**DATE: May 27, 2008**

**SUBJECT: FY 2008-2009 Recommended Budget**

In accordance with the North Carolina Local Government and Fiscal Control Act (G.S. 159-8), I hereby present and submit for your review and adoption a balanced proposed budget for Fiscal Year 2008-2009. I respectfully remind you that a mandatory Public Hearing for the Proposed FY 2008-2009 Budget is needed and it could be scheduled for 6:30 PM in Court Room A of the Government Center on Monday, June 9, 2008.

**Budget Theme**

The theme of the proposed FY 2008-2009 Budget is defined by the following five major objectives:

- Provide current service levels without a tax increase during these financially trying times.
- Maintain current County Fund Balance for financial strength and stability to enable us to move forward with future school construction projects.
- Conduct continuous review of service delivery to improve efficiency, effectiveness and expenditure reduction.
- Provide responsible and timely maintenance of critical infrastructure and equipment.
- Provide a conservative adjustment to the county pay scale.

The proposed FY 2008-2009 Budget enables Stokes County to maintain its current fund balance with the potential for a small increase during the year depending on various economic factors. Thus continuing with a board goal of a strong Fund Balance for financial strength, flexibility and capacity for the county (through a strong bond rating) to obtain future funding to finance new construction or renovation of schools at the best possible interest rate.

### **Budget Process**

Our initial process had each county government department, the county school system and other non-county agencies provide the county manager with a requested budget. For 2008-2009, the Requested Budget totaled **\$44,457,862 and would have required a tax rate of 78 cents.**

Over the past several weeks, I have worked with county staff and developed a proposed budget, which totals \$41,545,359 and results in a tax rate of 60 cents for services funded by the General Fund. The budget increase over FY 2007-08 results mainly from continual increases in cost for insurance, fuel, utilities (partially due to office relocations) and contracted services.

### **Revenues**

In light of current economic trends, the proposed budget reduces anticipated Sales Tax Revenues from authorized sales taxes by 15% from the figures used during FY 2007-08: \$5,775,000 during FY 2007-08 to anticipated funds of \$4,870,000. Additionally, starting in FY 2008-09, all revenues from Article 44 will be permanently surrendered to the state as part of the enacted Medicaid Relief Plan. As a result of these factors, total Sales Tax Revenues were reduced by \$905,000 from last year. The reductions in Sales Tax Revenues also reduced funds available for Fire Service Funds by approximately \$71,500.

On the other hand, the NC Dept. of Revenue has indicated to us that we should receive "Hold Harmless Reimbursement" revenues in the amount of \$1,828,680 for FY 2008-09.

Additionally, Property Tax estimated values increased by \$65,878,790, or \$381,399 in new revenues that may lawfully be budgeted over FY 2007-2008 values and revenues.

### **Expenditures**

As previously mentioned, the driving forces behind increases in expenditures stem primarily from increased costs for insurance, fuel, utilities (partially due from office relocations) and contracted services. However, these factors are worsened by State Mandated Cost Increases and Cost Shifting to become effective during FY 2008-09: 2007 Solid Waste Act requirement of an additional \$2.00 per ton tipping fee, additional Well Permitting Tests and county payment and provision of the Courthouse Phone System.

I am proposing a small expenditure increase related to a conservative 2% adjustment to the current Salary Schedule effective with the pay period beginning 07-25-2008 and a \$150 bonus to be paid December 19, 2008 for all permanent full-time / part-time employees and temporary

employees that work a fixed schedule according to the guidelines adopted for the December 2007 bonus. Additionally, \$150,000 has been set-aside in Contingency for unexpected expenditures as well as \$45,000 to cover unpredictable fuel cost increases that may arise during the upcoming budget year.

### **Expenditure Containment**

We will continue with quarterly reviews to identify expenditure savings in all county departments during the budget year as we have in past years. Additionally, I have budgeted for and I'm recommending that all county departments reduce their budget request for Dept. Supplies, Travel and Training by 4% and I will continue with our current restriction on Travel and Training to mandatory events and events of exceptional importance. We will also continue to look for beneficial ways to reduce cost through the use of technology and restructuring. A current example is the imminent use of Video Probable Cause Hearings to reduce fuel consumption, unnecessary mileage and quicker completion of arrest. This will expedite a Deputy's availability to answer new calls.

### **Capital Outlay**

Departments requested a total of \$1,987,247.00 for capital expenditures. Of those request, I recommend approval of request totaling \$860,485. Of this total, \$2,000 will come from the Register of Deed's Technology Fund, \$200 from interest received by the Clerk of Court, \$801,000 will be financed with no payment due until FY2009-10 and \$57,685 from the General Fund, see Capital Outlay Schedule for item specific information.

### **School-Current Expense**

The Stokes County School System submitted a Current Expense Budget request totaling \$10,981,314. After reviewing the request, I recommend appropriation of \$10,200,000, for FY 2008-2009.

This recommendation represents an increase of 3.81% or \$374,041 over funding appropriated for FY 2007-08 despite a roughly 2% increase in new property tax revenue available in FY 2008-09. You may also remember that an increase of 3.61%, or \$340,790 was approved for FY 2007-08 and this will be the second consecutive increase that I have recommended for the schools system.

It should also be noted that I'm not recommending the school system make a 4% cut in requested Dept. Supplies, Travel or Training budgets as I have recommended for county departments.

Please note the following information from FY 2007-2008 regarding our appropriation to current expense as compared to that of surrounding counties of greater financial means and a few other similar sized counties:

COUNTIES	MEMBERSHIP	TOTAL	ADM
Stokes	7273	\$ 9,825,959.00	\$ 1,351.02
Davie	6690	\$ 8,368,615.00	\$ 1,250.91
Forsyth	51019	\$ 105,233,096.00	\$ 2,062.63
Rockingham	14296	\$ 15,707,000.00	\$ 1,098.70
Surry	11635	\$ 12,797,575.00	\$ 1,099.92
Yadkin	6097	\$ 6,000,000.00	\$ 984.09
Hoke	7310	\$ 3,700,000.00	\$ 506.16
Pender	7913	\$ 11,102,469.00	\$ 1,403.07
Richmond	7938	\$ 6,700,000.00	\$ 844.04
Vance	7615	\$ 8,280,000.00	\$ 1,087.33

### **Fire Service Request**

Upon review of the Service District, King, Rural Hall and Walnut Cove Budgets, it is my recommendation that no fire tax rates increase for FY 2008-09. However, a tax increase of 2 cents has been requested by the City of King and 1.5 cents has been requested by the Town of Rural Hall to cover increased costs and desired improvements.

### **FY 2007-2008 Budget Highlights**

1. By the close of the Fiscal Year, retired County General Fund debt in the amount of \$3,029,732 (principal and interest).
2. King Clinic reopened during the fall of 2007.
3. The County attained a fund balance in excess of 14% as part of efforts to prepare for funding of county school construction or rehabilitation.
4. The Commissioners initiated steps that led to creation of a Mental Health Services Coordinator without expenditure of any county funds.
5. The Commissioners continued with a 60-cent tax rate for fiscal year 2007-08.
6. The County continued efforts to collect delinquent revenues.
7. Hired a Financial Consultant to assist in preliminary steps to fund construction and rehabilitation of county schools.
8. Initiated necessary Environmental Studies related to the future establishment of a free standing Community College facility in Stokes County.
9. Obtained \$800,000 in CDBG Grants.
10. Approved Economic Development Incentive Grants related to 100 Million Dollars worth of new investment/tax base in Stokes County.

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

Chairman Inman entertained a motion to approve or amend the May 27, 2008 agenda.

County Manager Bryan Steen requested to remove Item IV–b (Information Agenda) “American Red Cross – Automatic External Defibrillator-Grant” due to Ms. Scherer being unable to attend today’s meeting.

Commissioner Lankford moved to approve the May 27<sup>th</sup> agenda as amended. Commissioner Smith 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**

- Minutes of May 8, 2008
- Minutes of May 12, 2008
- Minutes of February 2, 2008

**Tax Administration Report - April 2008- Real/Property Release over \$100**

Tax Administrator Jake Oakley presented the following Real and Personal Property Releases (April 2008), which are more than \$100 at the May 12<sup>th</sup> meeting, with a request for action by the Board of Commissioners at the May 27<sup>th</sup> meeting:

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

<b>Name</b>	<b>Account Number</b>	<b>Amount</b>	<b>Reason</b>
Tika Gilham	155906041	\$ 109.15	Not owner of single wide home
James Lauck	155929068	\$ 102.68	Double Listing
	<b>Total</b>	<b>\$ 211.83</b>	

**Sheriff's Department – Budget Amendment #108**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #108.

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	\$1,356,482.00	\$(8,000.00)	\$1,348,482.00
100.4310.020	Salaries and Wages-P/T	\$94,123.00	\$8,000.00	\$102,123.00
	Totals	\$1,450,605.00	\$00.00	\$1,450,605.00

This budget amendment is justified as follows:

To replenish part time salaries and wages to ensure coverage of part time help through this fiscal year. Part time salaries and wages were used during the absence of full time employee out of work due to injury.

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

**Social Services – Budget Amendment #109**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #109.

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>Social Services Department</b>				
100.5310.440	Misc. Contractual Services	\$3,000.00	\$1,000.00	\$4,000.00
100.5310.395	Other Verification Fees	\$2,500.00	\$(1,000.00)	\$1,500.00
	Totals	\$5,500.00	\$00.00	\$5,500.00

This budget amendment is justified as follows:

To decrease verification fees \$1,000 to cover additional spending in Misc. Contractual Services.

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

**Emergency Medical Services – Budget Amendment #110**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #110.

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>Emergency Medical Services</b>			
100.4370.351	M& R - Auto	\$63,860.00	\$1,563.00	\$65,423.00
	Totals	\$63,860.00	\$1,563.00	\$65,423.00

This budget amendment is justified as follows:

To appropriate funds from insurance claim on ambulance.

This will result in a net increase of \$1,563.00 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	\$42,266.00	\$1,563.00	\$43,829.00
	Totals	\$42,266.00	\$1,563.00	\$43,829.00

**Proposed Financial And Budgetary Policies**

County Manager Bryan Steen presented the following proposed Financial and Budgetary Policies at the May 12<sup>th</sup> meeting, with a request for action by the Board of Commissioners at the May 27<sup>th</sup> meeting:

**Stokes County Financial and Budgetary Policies**

**Objective:** Stokes County government exists to meet the needs of residents through the services the County is mandated to provide or has elected to provide. In order to meet these needs, the County must maintain its financial integrity. In addition, the County is constantly confronted with requests for new and enhanced services from a growing and diverse population. The County’s Financial and Budgetary Policies are intended to maintain and improve the County’s financial condition thereby preserving our ability to meet future needs while giving County leaders a framework for balancing increased service demands and financial position.



## **Budget Policies**

**Objective:** The County will manage its annual budget to meet its legal and debt obligations, ensure adequate funding of current service levels, meet the priorities of the Board of Commissioners, maintain the County's financial condition, and keep property tax increases to a minimum.

**New or increased services:** The County should ensure its current service levels are adequately funded before funding new or enhanced services.

**Mid-year appropriations:** All agencies supported by the county must function within the resources made available to them through the annual budget. The county will consider requests for new or expanded programs during the course of the regular budget process. Only in extreme circumstances will such requests be considered outside of the budget process.

**Use of one-time revenues:** One-time revenues should not support ongoing personnel and operating costs. Use of one-time revenues is appropriate for capital outlay, debt retirement, contribution to capital reserve, and other non-recurring expenses. Proceeds from the sale of surplus capital items will go into the County's general capital reserve, unless proceeds are otherwise restricted.

**Grants:** The County will pursue federal, state, and private grants to enhance services to County residents. However, the County will strictly limit its financial support of grant-funded programs to avoid commitments that continue beyond funding availability. The County will not continue programs after grants have expired except as expressly approved by the Board of Commissioners as part of the annual budget process.

**New positions:** New positions should be added as a last resort. Other alternatives, such as contracting, technology, and reassignment of duties should be fully explored and documented before new positions are funded.

**Level of budgeting:** In order to tie costs to specific services, departments shall submit budgets for each of their divisions or program areas. Department heads are required to obtain authorization to transfer operating funds between their divisions through a Budget Amendment or Budget Memorandum as appropriate. Transfers for personnel and capital outlay must be approved by the County Manager / Budget Officer and Board of County Commissioners. Excluding appropriations to the Stokes County School System and Special Appropriations, the County shall adopt budgets at the department level.

**Justification for funding:** Departments and agencies requesting funding from the county should justify their requests in terms of maintaining or increasing service levels. Departments should measure their performance in key service areas and periodically compare their performance to other jurisdictions to discover efficiencies and develop best management practices.

**Contingency funds:** Departments shall not include contingency funds in their respective budgets. The county shall include a general contingency fund in its annual budget as deemed appropriate.

**Budget Officer:** The County Manager serves as the Budget Officer and He / She is authorized to perform the following functions or delegate them:

- Transfer funds, other than Salary or Capital Outlay Funds, within a department with a limitation of \$5,000 upon completion of a Budget Memorandum and a report of such transfers will be made to the Board of County Commissioners during their next regularly scheduled meeting.
- Employ temporary help from time to time to meet circumstances.

- Execute contracts provided that funds for such contracts have been approved as part of the annual budget, the contract does not exceed the funds appropriated and all applicable state laws and county policies are followed.
- Execute change orders provided that the change order is for a project approved as part of the annual budget or by a project ordinance approved by the Board of Commissioners, the change order does not exceed the funds appropriated, and the change order does not exceed \$20,000.

## **Debt policies**

**Objective:** The County will manage its debt obligations to meet demands for capital facilities while striving to maintain and / or improve the County's A1/A bond rating.

**Types of debt:** All types of debt available to North Carolina county governments include general obligation bonds, certificates of participation (COPs), bank loans, other leases instruments, revenue bonds, and proceeds from the refunding of general obligation bonds. In general, the county will select the appropriate type of debt given financial circumstances and feasibility.

**When debt is appropriate:** Debt is an important tool for financing capital facilities. Over-reliance on debt, however, is negatively perceived by bond rating agencies. The county should exhaust all possible resources, such as grants and pay-as-you-go funding, before borrowing funds. Debt should only be used for the construction of capital facilities and the purchase of capital assets. In general, the assets should not be recurring capital replacements, such as vehicles. If terms are favorable, however, the county may elect to use debt in this manner. Debt should never be issued to meet recurring operating expenses.

**Terms:** The term of the debt service payments shall not exceed the useful life of the asset purchased through debt.

**Debt limitation:** Debt issuance guidelines and formulas established by the Local Government and rating agencies will be closely monitored and appropriately applied.

**Relationship to operating and capital budgets:** Debt for items meeting the requirements of a capital project shall be requested through the capital improvements program (CIP) process. Other debt requests shall be made through the annual budget process. The annual budget will include sufficient funding to meet the County's debt service obligations.

## **Fees and user charges policies**

**Objective:** The County will set its fees and user charges to recover the costs of services at a predetermined recovery threshold and thereby reduce reliance on property taxes.

**Enterprise funds:** The operating budgets of enterprise funds shall not be subsidized by the general fund and shall be supported wholly by fees generated by the enterprise. To the extent possible, the capital costs of enterprise funds should not be subsidized by the general fund, unless Commissioners identify a compelling need to provide a subsidy.

**Other fees and charges:** The County should charge other fees when it is allowable, when a limited and specific group of beneficiaries can be identified, when it is feasible to charge beneficiaries for the services rendered, and when there is no reason to subsidize the service wholly or in part. To the extent possible, fees levels should be set to recover the full costs of the services provided, unless it is deemed necessary or desirable to subsidize the service.

**Subsidy:** Factors to consider in deciding whether a subsidy is appropriate include the burden on property tax payers, the degree to which the service benefits a particular segment of the population, whether beneficiaries can pay the fee, and whether the service provides a broader benefit to the community.

**New and increased services:** Part of the decision-making process in establishing new services or increasing service levels should include an analysis of fees and user charges and a desired cost-recovery threshold.

**Review and approval of fees and charges:** As part of the budget process, the County shall annually review the fees and user charges. The Board of Commissioners must approve all changes to the schedule of fees and charges.

### **Capital Improvements Program (CIP) policies**

**Objective:** The County will plan for its capital needs at least five years into the future in order to address needs and to earmark revenues.

**Process:** A five-year capital improvements plan shall be prepared and updated each year. Departments and agencies shall request items meeting the definition of a capital asset through the County's annual CIP process. Only in extreme circumstances will the County consider items outside the CIP process. Generally, agencies should plan five years ahead for capital improvements and project additions to the CIP should occur in Year 5 of the CIP.

**Relationship to annual budget:** The operating impact of each project shall be identified and incorporated into the annual operating budget.

**Capital project ordinances:** A separate capital project ordinance shall be submitted to the Board of Commissioners for approval for all capital improvements, which span more than one fiscal year and cost \$50,000 or more.

### **Fund balance**

**Objective:** The County should maintain an undesignated fund balance in its general fund of 20 percent of the previous annual operating budget in order to meet emergency obligations, avoid interruptions in cash flow, generate interest income, and maintain an investment grade bond rating.

**Allowable uses:** Fund balance may be used as appropriate under sound management practices.

### **Capital Reserves**

**Objective:** The County will strive to fund capital improvements on a pay-as-you-go basis in order to enhance its financial condition and bond rating.

**Annual contribution:** The County sets as a goal the annual contribution of one percent of its operating budget to a capital reserve.

### **Cash Management:**

**Objective:** The County shall effectively manage its cash resources in order to maximize interest earnings and minimize loss of revenue.

**Cash Receipts:** *Departments shall deposit receipts daily as required by law. Departments are responsible for ensuring the security of cash receipts. The Finance Officer is responsible for ensuring funds are deposited into interest bearing accounts.*

**Cash Disbursements:** The County's objective is to retain moneys for investments for the longest period of time possible. Disbursements will be made on the contractually agreed date unless earlier payments provide a greater economic benefit to the County. For County checks, two signatures will be required. Facsimile signatures will be safely stored and used when appropriated.

**Investment Policy:** County funds will be invested in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order. The County will conform to all state and local statutes governing the investment of public funds.

### **Accounting and Financial Reporting**

**Objective:** The County will establish and maintain its accounting system in accordance with the NC Local Budget and Fiscal Control Act. All records and reporting will be in accordance with Generally Accepted Accounting Principles. The County will maintain an accounting system, which provides internal budgetary and accounting controls, designed to provide reasonable assurance regarding both the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial information used in the preparation of financial statements and reports.

Commissioner Lankford moved to approve the consent agenda as submitted.

Vice Chairman Walker seconded and the motion carried unanimously.

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

#### **Habitat for Humanity of Stokes County -Update**

Chairperson Glad Douse, Board of Directors and Executive Director Ron Davis, Habitat for Humanity of Stokes County, presented an update regarding Habitat for Humanity of Stokes County. (Board Member Donna Craig was also in attendance for the meeting)

Executive Director Davis presented a power point presentation regarding Habitat for Humanity of Stokes County (a copy of the presentation will be retained by the Clerk to the Board).

Executive Director Davis requested the Board join Habitat for Humanity of Stokes County in a partnership to construct a “Habitat Community”. Director Davis invited Board members to attend the dedication ceremony in Walnut Cove on Sunday, June 1<sup>st</sup> for the fifth

house constructed by Habitat for Humanity of Stokes County.

Chairman Inman expressed the Board's appreciation to Chairperson Douse and Executive Director Davis for their presentation.

### **Comments – Manager and Board of Commissioners**

County Manager Bryan Steen introduced Frankie Burcham who started today as the County's new Fire Marshal. Chairman Inman administered the Oath for the Fire Marshal's position to Mr. Burcham.

The Board welcomed Mr. Burcham to Stokes County.

Commissioner Carroll requested the Board pursue the Golden Leaf Foundation for a possible source of funding for the County's community college as soon as possible.

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

#### **Proposed Worker's Compensation and Property/Liability Insurance Bids – Fiscal Year 2008-09**

Support Services Supervisor Danny Stovall presented the following information regarding the Workers' Compensation, General Liability, and Automotive insurance:

- Current coverage for all three groups with the North Carolina Association of County Commissioners Joint Risk Management Agency
- Total premiums for 2007-08 = \$553,414
- Total premiums proposed for 2008-09 = \$576,734
- Total premiums proposed increase = \$23,320
- Inquiries were made from two other carriers, one response produced a bid of \$300,000 which was approximately \$19,000 more than the quote from NCACC
- Same deductions for upcoming Fiscal Year 2008-09
- Proposed 2% Prepayment Discount = \$12,073
- Multi-Pools Discounts = \$14,840
- Received 1.5% discount due to the County's safety program
- 177 vehicles on the policy
- County building property value = approximately \$41 million
- Assets inside the property = approximately \$8 million
- Full replacement coverage for EMS ambulances

Mr. Stovall presented the following table for comparison:

	<b>Fiscal Year 2008-09</b>	<b>Fiscal Year 2007-08</b>	<b>Difference</b>
<b>Worker's Compensation</b>	\$281,740.00	\$248,042.00	\$33,698.00
<b>Liability, Property, Auto 2% Prepayment Discount</b>	\$321,907.00	\$330,136.00	\$ (8,229.00)
<b>Multi Pool Discounts</b>	\$(12,073.00)	\$(11,564.00)	\$ (509.00)
	\$(14,840.00)	\$(13,200.00)	\$ (1,640.00)
	<u>\$576,734.00</u>	<u>\$553,414.00</u>	<u>\$23,320.00</u>
<b>Deductible Amounts</b>	<b>Amounts</b>		
<b>Property Loss Claims</b>	\$ 1,000.00		
<b>Auto Liability</b>	\$ -		
<b>Crime Law Enforcement</b>	\$ 1,000.00		
<b>Law Enforcement</b>	\$ 5,000.00		
<b>General Liability</b>	\$ -		
<b>Auto Physical Damage</b>	\$ 1,000.00		
<b>Public Officials</b>	\$ 5,000.00		
<b>Employment Practices</b>	\$ 5,000.00		

The Board discussed the proposed quote with Mr. Stovall.

Commissioner Lankford noted that the Association will be offering incentives such as driving training that can help lower the premium cost.

Chairman Inman, with full consent of the Board, directed Mr. Stovall to proceed with the quote received from the NCACC.

**Proposed Animal Control Advisory Council Policy**

County Manager Bryan Steen presented the following comments received from concerned citizens regarding the proposed Animal Control Advisory Council Policy

- Main point of concern relates to the level of involvement of the Chief Animal Control Officer with the proposed council and the officer having the ability to vote
- This concern can be remedied by making the Chief Animal Control Officer an Ex-Officio non-voting member who can provide the council with pertinent information
- If the Chief Animal Control Officer becomes an Ex-Officio with no voting rights, there will be a need to change the number of voting members to an uneven number in order to avoid a tie vote

- A possibility would be to make the Sheriff's representative an Ex-Officio non-voting member or add another voting position such as an At-Large position possibly for a person without a pet
- One additional comment received from the public was to have an individual on the Council who could represent those citizens who have hunting dogs

Vice Chairman Walker noted the following:

- Wants an effective Advisory Council
- Would like some time to review the suggestions presented by the manager
- Need to have clear guidelines for the Advisory Council to follow

Commissioner Smith had no issues with Manager Steen's recommendation.

Commissioner Carroll agreed that the Chief Animal Control Officer should be an Ex-Officio non-voting member and suggested adding one additional member from a Rescue Organization in order to avoid a tie vote. Commissioner Carroll also noted the need for the Council to have a Chairman and Vice Chairman.

Commissioner Lankford noted there was no need to change the submitted version to include two members to be an Ex-Officio.

Chairman Inman noted the need to get the Advisory Council moving.

Chairman Inman reiterated that the proposed Council would be an Advisory Council to the Board of Commissioners and all final decisions would be made by the Board of Commissioners.

The Board discussed the role of the Advisory Council, Ex-Officio positions, an individual to represent those who do not have pets on the council, and membership requirements.

Chairman Inman, with full consent of the Board, directed Manager Steen to present options to the Board regarding the proposed Animal Control Advisory Council and place the item on the action agenda for the June 9<sup>th</sup> meeting.

## **Transfer of Secondary Road Program – Senate Bill 1513 – Discussion**

Chairman Inman presented the information regarding Senate Bill 1513 (Transfer of Secondary Road Program) which was adopted by the General Assembly. The Bill states the following:

- An act to allow counties to participate in financing improvements to public streets, highways, and bridges; and to allow municipalities that receive an allocation of funds from the Highway Fund and the Highway Trust Fund with monies for repair, maintenance, construction, reconstruction, widening, or improving streets of the municipality an option to elect to continue to receive allocations or have the allocation reprogrammed to fund any project on the Department of Transportation's Transportation improvement list.

Chairman Inman noted several counties, Cherokee, Craven, Edgecombe, Greene, Jackson, Northampton, Randolph, Wilson have already adopted a Resolution opposing Senate Bill 1513.

The Board discussed Senate Bill 1513, resolutions submitted from other counties, and issues involving the County being responsible for the road improvements.

County Manager Bryan Steen noted that the diversion and alteration of road funding does not appear to be in the County's best interest.

Chairman Inman, with full consent of the Board, moved the item to the action agenda.

## **Expanding The Scope of Architectural Services/County Office Space Renovations**

County Manager Bryan Steen noted that upon review of the layout of office space for the District Attorney's offices, staff has found it necessary to have the official design be completed by an architect per NC Code. Planning Director David Sudderth has verified this requirement with the NC Department of Insurance.

County Manager Bryan Steen requested the Board authorize the County Manager to expand the scope of the current contract with the architect completing the layout of the third



floor of the Administration Building at a price of \$5,600. Manager Steen noted that funding was available in the amount set aside for renovations to the Administrative Building.

The Board discussed the requirement presented by Manager Steen.

Chairman Inman, with full consent of the Board, moved the item to the action agenda.

### **Booth Mountain – VIPER/Radio Tower Project – Update**

County Manager Bryan Steen presented a letter from Captain J. A. Melvin, Division of Highway Patrol, which states that the State would like to affirm that VIPER prefers a long term lease agreement for the site at Booth Mountain. Captain Melvin noted that it is understood if the property is leased, a conditional use permit must be obtained from the Stokes County Planning Department. Manager Steen noted that all terms and benefits of this project remain the same.

Manager Steen requested the Board rescind the previous action of authorizing the sale of county property for the purpose of establishing a VIPER Radio Tower Site and direct the the manager to work with the county attorney and other county staff to proceed as needed to develop and execute a long-term lease of the desired property with NCSHP for the same purpose. Manager Steen noted that a lease renewal clause would be included.

The Board discussed the pros and cons of leasing the property instead of selling the property to the Division of State Highway Patrol.

Chairman Inman, with full consent of the Board, moved the item to the action agenda.

### **Appointments**

Chairman Inman presented the following vacancies:

#### **CenterPoint Human Services – Board of Directors**

- Member be an openly-declared consumer along with residency in Stokes County
- Term will be the remainder of the appointment –ends 02-28-09; additionally eligible for two three-year terms

- Has been advertised in the local paper and is on the County's website

**Northwest Piedmont Job Training Consortium-Workforce Development Board**

- Barbara Stevens is up for re-appointment and wished to be considered for re-appointment
- Has been advertised in the local paper and is on the County's website

**Walnut Cove Senior Center Advisory Council (5 vacancies)**

- Representation needed from Pinnacle, Francisco, Sandy Ridge
- Desires individuals with a general interest in Senior Center programs
- Has been advertised in the local paper and is on the County's website

The Board discussed the vacancies.

Commissioner Lankford nominated Barbara Stevens for re-appointment to the Northwest Piedmont Job Training Consortium-Workforce Development Board.

Commissioner Lankford nominated Steve Mabe for appointment to the Walnut Cove Senior Center Advisory Council.

Nominations can be considered at the June 9<sup>th</sup> meeting.

**Discussion -2008-09 County Budget Work Session Schedule**

Chairman Inman requested possible dates for the upcoming public hearing and work sessions for the proposed fiscal year 2008-09 county budget.

The Board discussed possible dates.

Chairman Inman, with full consent of the Board, directed the Clerk to place the following dates on the Commissioners' calendar:

- Public Hearing, Monday, June 9<sup>th</sup> – 7:00 pm – Courtroom "A"
- Joint Meeting with Board of Education, Wednesday, June 11<sup>th</sup> – 12:00 noon – Commissioners' Chambers
- Work Session, Monday, June 16<sup>th</sup> – 9:00 am – Commissioners' Chambers
- Work Session, Tuesday, June 17<sup>th</sup> – 9:00 am – Commissioners' Chambers.

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

### **Danbury Water System Transfer –Proposed Contract – Town of Danbury**

Manager Bryan Steen presented the proposed contract terminating the lease between Stokes County and the Town of Danbury which will return the operation of the water system back to Stokes County. Manager Steen noted the desired changes of the Board were incorporated into the contract (approved by County Attorney Ed Powell) and have been approved by the Town of Danbury.

Chairman Inman entertained a motion to approve the presented contract. Commissioner Smith moved to approve the presented contract. Commissioner Carroll seconded and the motion carried unanimously. (A copy of the executed contract will be retained by the Clerk to the Board)

### **Transfer of Secondary Road Program – Senate Bill 1513 – Discussion**

Chairman Inman entertained a motion to use the Resolution from Craven County to oppose Senate Bill 1513.

Commissioner Lankford moved to use the Resolution from Craven County to oppose Senate Bill 1513. Vice Chairman Walker seconded and the motion carried unanimously.

### **Booth Mountain – VIPER/Radio Tower Project**

Chairman Inman entertained a motion to rescind the motion authorizing the sale of County property for the purpose of establishing a VIPER Radio Tower Site and direct the County Manager work with the County Attorney and other county staff to proceed as needed to develop and execute a long-term lease of the desired property with NCSHP for the same purpose.

Commissioner Smith moved to rescind the motion authorizing the sale of County property for the purpose of establishing a VIPER Radio Tower Site and direct the County Manager to work with the County Attorney and other county staff to proceed as needed to develop and execute a long-term lease of the desired property with NCSHP for the same purpose. Vice Chairman Walker seconded and the motion carried unanimously.

**Expanding The Scope of Architectural Services/County Office Space Renovations**

Chairman Inman entertained a motion to authorize the County Manager to expand the scope of the current contract with the architect completing the layout of the third floor of the Administration Building for architectural services for the District Attorney's Offices at a price of \$5,600.

Commissioner Carroll moved to authorize the County Manager to expand the scope of the current contract with the architect completing the layout of the third floor of the Administration Building for architectural services for the District Attorney's Offices at a price of \$5,600. Vice Chairman Walker seconded and the motion carried unanimously.

**Closed Session**

Chairman Inman entertained a motion 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).

Commissioner Lankford 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).

Commissioner Smith seconded and the motion carried unanimously.

The Board returned to open session of the May 27<sup>th</sup> meeting.

**Adjournment**

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. Commissioner Smith seconded and the motion carried unanimously.

---

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

---

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