

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
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OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
JULY 27, 2009

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 (Administration Building) located in Danbury, North Carolina on Monday, July 27, 2009 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  
Tax Administrator Jake Oakley  
Watershed Coordinator Rodney Wright  
Veterans Service Officer Larry Hunsucker

Others in attendance:  
Chairman James Booth, Soil and Water Conservation District

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.

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

Chairman Inman entertained a motion to approve or amend the July 27, 2009 Agenda. Commissioner Lankford moved to approve the July 27, 2009 Agenda as submitted. Vice Chairman Walker seconded and the motion carried unanimously.

#### **PUBLIC COMMENTS**

There were no public comments.

#### **CONSENT AGENDA**

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

#### **Minutes**

- Minutes of July 13, 2009
- Minutes of June 9, 2009 - Budget Work Session

- Minutes of June 10, 2009 - Budget Work Session
- Minutes of June 15, 2009 - Budget Work Session
- Minutes of June 29, 2009 – Budget Work Session

**Economic Development - Budget Amendment #1**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #1.

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>Economic Development</b>				
100.4290.180	Professional Services	<u>\$15,000.00</u>	<u>\$21,325.00</u>	<u>\$36,325.00</u>
	Totals	\$15,000.00	\$21,325.00	\$36,325.00
<b>Capital Reserve Fund</b>				
201.4920.027	Economic Development	\$235,503.00	\$(21,325.00)	\$214,178.00
201.9810.000	Transfer to General Fund	<u>\$28,873.00</u>	<u>\$21,325.00</u>	<u>\$50,198.00</u>
	Totals	\$264,376.00	\$00.00	\$264,376.00

This budget amendment is justified as follows:

To transfer funds from Capital Reserve Fund to General Fund for Economic Development website and marketing projects.

This will result in a net increase of \$21,325.00 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 this fiscal year.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3982.960	Transfer from Capital Reserve	<u>\$28,873.00</u>	<u>\$21,325.00</u>	<u>\$50,198.00</u>
	Totals	\$28,873.00	\$21,325.00	\$50,198.00

**Register of Deeds - Budget Amendment #2**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #2.

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

<b>General Fund</b>				
100.9820.960	Transfer to Capital Reserve	<u>\$10,000.00</u>	<u>\$4,015.00</u>	<u>\$14,015.00</u>
	Totals	\$10,000.00	\$4,015.00	\$14,015.00
<b>Capital Reserve Fund</b>				
201.4180.025	Register of Deeds	<u>\$38,737.00</u>	<u>\$4,015.00</u>	<u>\$42,752.00</u>
	Totals	\$38,737.00	\$4,015.00	\$42,752.00

This budget amendment is justified as follows:

To appropriate General Fund Balance to the Register of Deeds Technology Fund per G.S. 161-11.3.

This will result in a net increase of \$4,015.00 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>General Fund</b>				
100.3991.000	Fund Balance	<u>\$300,000.00</u>	<u>\$4,015.00</u>	<u>\$304,015.00</u>
	Totals	\$300,000.00	\$4,015.00	\$304,015.00
<b>Capital Reserve Fund</b>				
201.3981.000	Transfer from General Fund	<u>\$10,000.00</u>	<u>\$4,015.00</u>	<u>\$14,015.00</u>
	Totals	\$10,000.00	\$4,015.00	\$14,015.00

**Sheriff's Department - Budget Amendment #3**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #3.

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>			
100.4310.311	Training	<u>\$4,800.00</u>	<u>\$300.00</u>	<u>\$5,100.00</u>
	Totals	\$4,800.00	\$300.00	\$5,100.00

This budget amendment is justified as follows:

To appropriate funding for Certification Training in the Sheriff's Department for the Spillman System.

This will result in a net increase of \$300.00 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>
100.3301.441	Federal Fines/Forfeitures	<u>\$35,004.68</u>	<u>\$300.00</u>	<u>\$35,304.68</u>
	Totals	\$35,004.68	\$300.00	\$35,304.68

**Solid Waste Budget - Amendment #4**

Finance Director Julia Edwards submitted Budget Ordinance Amendment #4.

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>Solid Waste</b>			
100.4720.351	M&R – Auto	<u>\$100,000.00</u>	<u>\$49,594.00</u>	<u>\$149,594.00</u>
	Totals	\$100,000.00	\$49,594.00	\$149,594.00

This budget amendment is justified as follows:

To appropriate insurance claim funds for wrecked garbage truck.

This will result in a net increase of \$49,594.00 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	<u>\$00.00</u>	<u>\$49,594.00</u>	<u>\$49,594.00</u>
	Totals	\$00.00	\$49,594.00	\$49,594.00

**Tax Administration Report – June 2009**

Tax Administrator Jake Oakley presented the following Real and Personal Property Releases (June 2009) which are more than \$100 for the Board’s consideration at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting: (Tax Administrator Jake Oakley recommended approval of the Releases)

**Real and Personal Property Releases More than \$100–June 09-Per NCGS 105-381 (b)**

Name	Account Number	Amount	Reasons
Christian Stover	08A599108872685	\$180.60	
Deborah Calloway	07A155922296.01	<u>\$384.04</u>	
	<b>Totals</b>	<b>\$564.64</b>	

Tax Administrator Jake Oakley presented the following Real and Personal Property Refund (June 2009) which is more than \$100 for the Board’s consideration at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting: (Tax Administrator Jake Oakley recommended approval of the Refund)

**Real and Personal Property Refund More than \$100–June 09-Per NCGS 105-381 (b)**

Name	Account Number	Amount	Reasons
Christian Stover	07A599108872685	\$180.60	
	<b>Totals</b>	<b>\$180.60</b>	

Tax Administrator Jake Oakley presented the following Present-Use Value Applications for the Board’s consideration at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting: (Tax Administrator Jake Oakley recommended approval of the Present-Use Value Applications)

**Name Parcel Acreage**

**Alice Faye Moore Gann** 69770023183 49.82

**Reason:** Has individually owned the land since 1995, but had never applied for Forestry Use-value. The land has been in the family for many years

**Howard W. Joyce**

**Louise D. Joyce** 698600743360 8.85

**Reason:** Have Forestry Use-Value land in Guilford County. It is permissible to qualify less than the minimum Requirement of Use-Value acreage in one County by “piggy-backing” – the qualification from another County if the tracts are located within a fifty mile radius.

**Frank Lawson**

**Pollie Lawson** 694718414854 24.50  
694719512921 21.94  
692900518701 25.05

**Reason:** Have other parcels under a Use-value Program

**Larry Nelson**

**Shirley Nelson** 598301299393 17.8

**Reason:** Have other property under the Forestry Use-Value Program, but had failed to apply to include this parcel

Tax Administrator Jake Oakley presented the following late applications for Elderly Exemption and Disabled Veteran for 2009 for the Board's consideration at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting: (Tax Administrator Jake Oakley recommended approval of the Late Applications for Elderly Exemption and Disabled Veteran for 2009)

- Paul M. Stark and Patricia A. Stark - Parcel #5975-01-47-6585
- Johnny W. Cochran and Evelyn H. Cochran – Parcel #6913-02-69-2716
- Frances F. Farmer – Parcel #5987-00-80-9071

Tax Administrator Jake Oakley presented the following Taxation Transfer Request to Forsyth County from Mr. & Mrs. Marcus Butner for the Board's consideration at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting: (Tax Administrator Jake Oakley recommended denying the request from Mr. and Mrs. Marcus Butner)

- Request Stokes County release a portion of their property located in Stokes County back to Forsyth County

**Proposed Resolution – Fiscal Year 2009/10 Rural Operation Assistance Program**

YVEDDI Transportation Coordinator Charlie Walker presented the proposed Fiscal Year 2009-10 Rural Operating Assistance Program at the July 13<sup>th</sup> meeting with a request for approval of a Certified Statement at the July 27<sup>th</sup> meeting.

(a copy of the Certified Statement will be retained by the Clerk to the Board)

**Proposed Water Shortage Response Plan – Danbury Water System**

Public Works Director Mark Delehant presented the proposed Water Shortage Response Plan for the Danbury Water System for the Board's consideration at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting. (A copy of the approved Water Shortage Response Plan for the Danbury Water System was presented at the July 13<sup>th</sup> meeting and will be retained by Public Works Director Mark Delehant and Clerk to the Board Darlene Bullins)

**Authorization to Renew Lease Agreement with Artist's Way Creation Bakery/Café**

County Manager Bryan Steen request approval for a one year extension of the current Building Lease Agreement with Artist Way Creation Bakery/Café for the Board's consideration. Manager Steen noted that Artist Way employs 2 full time and 4 part time and has completed approximately \$10,000 worth of improvements and/or repairs to the building.

Commissioner Smith moved to approve the Consent Agenda as submitted.

Commissioner Lankford seconded and the motion carried unanimously.

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

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

County Manager Bryan Steen introduced Mr. Larry Hunsucker who started today as the County's new Veterans Service Officer. Mr. Hunsucker is an Air Force Veteran.

The Board welcomed Mr. Hunsucker to Stokes County.

Mr. Hunsucker expressed his appreciation for being given the opportunity to serve the Veterans of Stokes County and looks forward to serving as Veterans Service Officer.

There were no other updates.

### **Voluntary Conservation Easements on the Dan River**

Mr. James Booth, Chairman of Stokes Soil and Water Conservation District, presented the following information regarding Voluntary Conservation Easements on the Dan River:

- Soil and Water District has been utilizing the #319 Grant in an attempt to improve water quality on the Dan River
- The #319 Grant was awarded to Stokes County Soil and Water District due to the Dan River being on the State's impaired 303(d) list of rivers due to fecal coliform bacteria and sediment levels.
- Rodney Wright, who was in attendance for the meeting, was hired to administer the Grant for Stokes, Rockingham and Caswell counties
- Stokes Soil and Water is authorized under State Law (Chapter 139) to hold easements and would like to start holding easements on the Dan River
- Currently, have a farm that is signed up for funding under the #319 Grant to fence out cattle from the Dan River
- Stokes Soil and Water can apply for and should have an excellent chance of obtaining a \$25,000 mini-grant from the Clean Water Management Trust Fund for each easement that is obtained, the grant would pay for the survey, title search, lawyer fees, etc. – no cost to the county for the easement
- Easements would provide a small tax break for the landowner
- Easements would be a good investment to help protect the Dan River, which is a major travel and tourism feature for Stokes County
- Other counties are making great use of funding from the Clean Water Management Trust Fund, Surry County has received many grants to help protect the Mitchell River
- The Piedmont Land Conservancy is unable to protect the upper Section of the Dan River, easements would allow Stokes County to protect those areas
- Soil and Water District has not officially approved the Easement Program, but will be placed on the Soil and Water District's Agenda in August for their consideration
- The Soil and Water District wanted the Board of Commissioners to be informed of how the #319 Grant is being utilized to protect the Dan River for the citizens of Stokes County

The Board discussed the item with Chairman Booth. Vice Chairman Walker confirmed with Chairman Booth that funding could possibly be used to enhance recreational projects such as trails.

The Board had no issues with the proposed Soil and Water District Easement Project.

## GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

### Interstate Collection Agency

Manager Bryan Steen noted to the Board that the County was currently investigating all possible avenues to enhance collection practices.

Tax Administrator Jack Oakley presented the following information regarding using Interstate Credit Collections: (Project Manager Angie Hutchens, Interstate Credit Collections, was also in attendance for the meeting)

- Collection of vehicle taxes will be taken over by the State in July 2011
- Taxes 10 years and older are not enforceable by the Tax Department
- Instead of the Board approving to write off delinquent accounts each year, turn the delinquent accounts over to Interstate Credit Collections prior to September 1<sup>st</sup> of each year
- Only delinquent accounts for vehicles and personal property would be turned over to Interstate Credit, delinquent real property accounts will remain with the Tax Department
- Would love to have motor vehicles “cleaned up” before the transfer in 2011
- Delinquent accounts from 1999-2008 for motor vehicles total approximately \$617,020
- Delinquent accounts from 1999-2008 for personal property total approximately \$175,823
- Those delinquent accounts from 1999-2008 will no longer be enforceable by the Tax Department after September 1, 2009 (ten year statute of limitations)
- 600 delinquent EMS accounts from 1999 are being turned over to the Tax Department within the next few days, which will become unenforceable unless the County approves for the delinquent accounts to be turned over to Interstate Credit
- The only other option for collection of delinquent accounts for personal property would be to seize personal property that is not a lien on real property, but the County is responsible for that seized property and must have a secure location to keep the seized property
- Very difficult to collect older taxes, do not have the staff to run a collection agency, need to concentrate on foreclosures, garnishments, and attachments
- County will be able to utilize Interstate’s services which are not available to the County such as turning unpaid balances over to the credit bureau
- If approved, the Tax Department would be committed to work with the Board of Commissioners to establish a timeline as to when to turn a delinquent account over to Interstate
- Turning over the large number of delinquent accounts would enable staff to also concentrate on delinquent personal property accounts which can be attached as a lien on real property and continue to work closely with citizens who are unable to pay, making arrangements with citizens to ease the burden by setting up monthly payments
- If the Board directed the county to proceed with Interstate Credit, an ad could be placed in the local newspaper to inform citizens the intent to turn over unpaid bills to Interstate Credit Collection, this would give the citizen ample time to make necessary arrangements to pay the unpaid bills
- Will allow the County to increase the use of Debt Setoff, Interstate Credit has the staff and experience to head up the Debt Setoff
- Since the collection of vehicle taxes is being transferred to the State in 2011, all vehicle taxes could be turned over now, this would help to “clean up” the bills before the transfer
- In 2007 and 2008, all delinquent motor vehicle and personal property taxpayers were mailed a notice regarding their delinquent account, a majority were returned undeliverable, this is a huge cost for the County
- Reiterated that transferring the accounts to Interstate Credit would eliminate the Board having to write off excessive amounts of unpaid accounts

Project Manager Angie Hutchens presented the following information regarding Interstate

Credit Collections:

- Interstate Credit Collections has been in business over 100 years
- Awarded the 2009 Ethics Award by the Better Business Bureau
- Check for most current address and telephone number
- Have state-of-the-art collection technology systems
- Report delinquent accounts to all three major credit-reporting agencies – Equifax, Experian, and TransUnion
- Currently working with other counties
- All collector calls are recorded and may be reviewed by Stokes County personnel at anytime, can only call taxpayers once a day
- Pay only for the services when accounts are collected (25% of collected amount)
- Letter is mailed directly when the account is turned over
- Work actively six months on getting the bill paid
- Citizens have 35 days to pay before being turned over to the credit bureau, unpaid account stays on the citizens' credit file for seven years
- Credit file follows a person even if they move out of state
- Can collect EMS bills, water bills, health department bills, etc.
- Getting the bill paid without threats is the main objective

The Board discussed continuation of customer friendly, ten year old bills, turning bills over before ten years, seizure of personal property, the older the bill the less likelihood of collection, and the need for further discussion regarding the matter.

Commissioner Lankford expressed the need to continuously improve the collection percentage each year which would eliminate 10 year old bills.

Commissioner Carroll noted he would support turning the bills over after 5 years instead of 10 years.

Tax Administrator Oakley noted that a lot these bills were inherited and the Tax Department is continuously looking at all avenues for increasing the collection percentage of property taxes.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on August 10<sup>th</sup> Discussion Agenda.

**Proposed Resolution – Nancy Reynolds Renovation Project**

Finance Director Julia Edwards presented the following proposed Resolution - Nancy Reynolds Renovation Project: (prepared by the Bond Attorney)

Extract of Minutes of a regular meeting of the Board of Commissioner of the County of Stokes, North Carolina held in the Commissioners' Chambers, New Government Center, Danbury, North Carolina 27016, on August , 2009.

\* \* \*

The following members were present:

The following members were absent:



Also present:

\* \* \*

Commissioner \_\_\_\_\_ moved for consideration of the following resolution (the “*Resolution*”), a copy of which was available to the Board and which was read by title:

**RESOLUTION OF THE COUNTY OF STOKES, NORTH CAROLINA DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION, DEMOLITION AND EQUIPPING OF THE NANCY REYNOLDS ELEMENTARY SCHOOL PROJECT FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE EXECUTED AND DELIVERED IN CALENDAR YEAR 2009 OR 2010.**

**WHEREAS**, the Board of Commissioners of the County of Stokes, North Carolina (“*County*”) has determined that it is in the best interests of the County to finance the acquisition, demolition, construction, and equipping of Nancy Reynolds Elementary School Facility (the “*Project*”);

**WHEREAS**, the County presently intends, at one time or from time to time, to finance all or a portion of the costs of the Project with proceeds of tax-exempt obligations and reasonably expects to execute and deliver its tax-exempt obligations (the “*Obligations*”) to finance, or to reimburse itself for, all or a portion of the costs of the Project; and

**WHEREAS**, the County desires to proceed with the Project and will incur and pay certain expenditures in connection with the Project prior to the date of execution and delivery of the Obligations (the “*Original Expenditures*”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Stokes, North Carolina as follows:

Section 1. **Official Declaration of Intent.** The County presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the County on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The County reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the Project and the maximum principal amount of Obligations expected to be executed and delivered by County to pay for all or a portion of the costs of the Project to be reimbursed is \$9,285,000.

Section 2. **Compliance with Regulations.** The County adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County’s intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. **Itemization of Capital Expenditures.** The Finance Officer of the County, with advice from special counsel, is hereby authorized, directed and designated to act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Project during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Obligations.

Section 4. **Effective Date.** This Resolution is effective immediately on the date of its adoption.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the foregoing resolution entitled “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, DECLARING THE INTENT OF THE COUNTY OF STOKES, NORTH CAROLINA TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH THE ACQUISITION, CONSTRUCTION, DEMOLITION AND EQUIPPING OF THE NANCY REYNOLDS ELEMENTARY SCHOOL PROJECT FROM THE PROCEEDS OF CERTAIN TAX-**



The Board discussed proceeding with the QSCB and QZAB applications.

Commissioner Lankford reiterated the information from the financial advisor which clearly states that a tax increase would be needed to cover the debt service for these bonds unless revenues inside the Dedicated Capital Fund improve in the future.

Commissioner Carroll noted the following:

- Pressing school needs that must be addressed
- Bonds would be a three year window to address some of the needs
- Reiterated his statement made at Germanton Elementary School 1½ ago, that the County cannot address the school needs in this County without increasing taxes – the only issue is the timing
- Support continuing with the application, if awarded, the County would not have to accept the funding
- Economical picture could change and the lottery funding should increase
- Responsible thing to do is to direct the School System to proceed with the bond applications
- Proceeds only have to be spent within the three years of issue date, the economic situation could improve

Commissioner Smith agreed with Commissioner Carroll that the County should direct the School System to proceed with the bond applications in order to try to address as many of the school needs as possible in the County.

Chairman Inman stated that he had confirmed with the Association today that there is currently no market for the bonds and is very concerned with having to increase taxes with the current economy.

The Board discussed proceeding with the bond applications.

Finance Director Julia Edwards noted the following information discussed at the Finance Directors' conference last week:

- No current market for the bonds
- When awarded, the County must still have to go through the LGC debt process, LGC must approve the debt
- Suggest counties apply for the bonds in hopes the economy will improve

Chairman Inman entertained a motion to table the Agenda item or move the item to tonight's Action Agenda.

Commissioner Lankford moved to table the Agenda item based on the information received from the financial planner. Vice Chairman Walker seconded the motion.

The Board continued discussion regarding the Agenda item.

Commissioner Smith reiterated the need to direct the School System to proceed with the bond applications which incurs no debt unless the County accepts the financial funding.

Vice Chairman Walker suggested that maybe it was time to regroup and examine all the schools needs given the current economical situation and decide what is the best plan of action.

Commissioner Carroll noted that the Board of Education had given the Board of Commissioners a priority list of projects and the Board of Commissioners funded the top Priority – Nancy Elementary School.

Chairman Inman called the question.

The motion carried (3-2) with Commissioners Carroll and Smith voting against the motion.

## **Personnel**

County Manager Bryan presented the following proposed personnel policies:

### **Holiday and Compensatory Time – Proposed Policy**

#### **Article VII. Overtime Provisions (page 9 and 10)**

##### **Section 1 – Non Exempt Employees**

Employees will be required to use compensatory time as soon as possible after accumulation at the direction of the Department Head and will be required to use Compensatory time before the use of any other leave time.

Delete: Employees are encouraged to use accrued compensatory time within sixty (60) days of the date it is earned.

##### **Section 2 – Exempt Employees**

Employees classified as exempt will not maintain a timesheet unless reporting the use of sick or annual leave.

#### **Article V. Employee Benefits (Page 2)**

##### **Section 1 - Holidays**

If the Department Head or County Manager determines that it is necessary for an employee to work on a holiday, compensatory hours shall be awarded for the hours worked. Employees who are subject to work holidays because the department continues to operate as usual shall receive an accrual of holiday hours which may be taken at a later date (with the approval of the Department Head).

These departments are: Sheriff's Department, Emergency Communications, Jail, and EMS .

Accumulated holiday hours are compensable if the employee terminates.

##### **Revision:**

If the Department Head or County Manager determines that it is necessary for an employee to work on a holiday, compensatory hours shall be awarded for the hours worked. Employees who are subject to work holidays because the department continues to operate as usual shall receive an accrual of holiday hours which will be taken at the direction of the Department Head and prior to the use of all other leave time. These departments are: Sheriff's Department, Emergency Communications, Jail, and EMS . Accumulated holiday hours are compensable if the employee terminates.

This will also be added to Article V. - Section 2- Annual Leave (Vacation), Section 3- Sick Leave and Personal Leave, and Article VII. Overtime Provisions (page 9 and 10)

Insert: Employees will be required to use accrued Holiday Time before using any other type of leave

County Manager Steen noted the following:

- With the revised holiday policy, the County cannot force the employee to use previous accrued holiday time, the employee can only be made to use holiday time accrued after the adoption of the new policy
- County has consulted with the Institute of Government
- Proposed policies includes language which allows the department head to direct the use of holiday and comp. time

- Will communicate with Department Heads that holiday time and comp. time needs to be used as quickly as possible

### **Exempt Employees – Timesheet Maintenance - Proposed Policy**

County Manager Steen noted the following:

- Reiterated that exempt employees will no longer maintain a timesheet unless reporting the use of sick or annual leave and will no longer accrue comp. time
- This will also be added to Article V –
- Exempt employees who leave do not get paid for comp. time only non-exempt employees
- The County is currently trying to decrease the non-exempt employees' comp. time balances in order to decrease the County's financial liability if the non-exempt employee chose to quit or retire

The Board discussed the proposed policies with County Manager Steen.

Commissioner Smith confirmed with Manager Steen that this revision is not out of the

ordinary and similar to other counties' policies.

Commissioner Lankford noted the need to further review the proposed policies.

### **Arts Council Director – Revision of Job Classification**

County Manager Bryan Steen, as requested by the Board, submitted the following title change for the Arts Council Director: (a current job description was included in the Board's agenda packet for review)

- Director of Arts and Cultural Services

Manager Steen noted that the current job description has always included that the Arts Council Director works under the supervision of the County Manager and the only addition is: "May serve as the Executive Director of the Stokes County Arts Council". Manager Steen noted that due to current grants and obligations, he would still need to be able to serve as the Executive Director of the Stokes County Arts Council.

The Board discussed the new job title with Manager Steen.

Vice Chairman Walker expressed concerns with the job description wording which in several places refers to Arts Council and noted the need to further review the job description.

Manager Steen suggested having Arts Council Director Eddy McGee at the next meeting.

Commissioner Carroll noted the following after reviewing the current job description:

- The position needs to be able to serve as the Executive Director of the Arts Council
- The position has been titled "Arts Council Director" for the past 25+ years with no issues
- The job description includes that the employee reports to the manager
- The County knows that the employee in the position is a county employee and the Arts Council as well

Commissioner Carroll concluded after reviewing the description, leave the position title as the “Arts Council Director”.

Chairman Inman, with full consent of the Board, directed the Clerk to place the proposed personnel policies and the job classification on the August 10<sup>th</sup> Discussion Agenda.

### **Appointments**

#### **Stokes County Juvenile Crime Prevention Council (JCPC)**

Clerk to the Board Darlene Bullins noted that the County had not received any applications for the JCPC appointment (Board of Commissioners appointment – not mandated to fill the vacancy due to the JCPC already has 4 BOCC appointees).

There were no nominations.

Commissioner Carroll suggested the possibility of a member from the Board of Education and requested Board of Education Chairman Bill Hart who was in attendance for the meeting, discuss this with the Board of Education.

Chairman Inman suggested Commissioner Smith who serves as a BOCC representative on the JCPC find out if the JCPC needs this appointment filled.

#### **Board of Health – Registered Nurse Appointment**

Chairman Inman noted the following had been nominated at the July 13<sup>th</sup> meeting for the the Registered Nurse appointment on the Stokes County Board of Health:

- Doris Petree, RN
- Jane Shelton Lewis, RN
- Whitney Hawkins, RN-BSN

Clerk Darlene Bullins submitted the following who had made application to serve on the Board of Health as the Registered Nurse position:

- Paula Carpra
- Angie Cullen

Chairman Inman entertained a motion.

Commissioner Lankford moved to appoint Doris Petree who has been instrumental in the High School Allied Health Science Program. Commissioner Carroll seconded and the motion carried unanimously.

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

#### **Tax Administration**

Tax Administrator Jake Oakley submitted the following delinquent tax reports at the July 13<sup>th</sup> meeting for the Board’s consideration with a request for action at the July 27<sup>th</sup> meeting:

**Write-Off of Motor Vehicle Delinquent Bills – Decease and 1+years**

<b>Year</b>	<b># of Accounts</b>	<b>Amount Due</b>
1998-2008	171	\$5,817.66

**Write-Off Motor Vehicle Delinquent Bills – 10+years**

<b>Year</b>	<b># of Accounts</b>	<b>Amount Due</b>
1997	890	\$21,348.23

**Write-Off EMS Delinquent Bills – 10+ years**

<b>Year</b>	<b># of Accounts</b>	<b>Amount Due</b>
Insolvents	41	\$11,621.07

<b>Year</b>	<b># of Accounts</b>	<b>Amount Due</b>
1996-1997	629	\$84,196.54
1998	490	\$69,285.55

**Write-Off of Personal Property Tax Bills – 10+ years**

<b>Year</b>	<b># of Accounts</b>	<b>Amount Due</b>
1993	45	\$ 7,014.42
1994	28	\$ 2,480.75
1995	117	12,731.61
1996	72	\$ 4,927.60
1997	64	\$ 4,362.09
1998	156	\$ 2,014.89
	<b>Total</b>	<b>\$43,531.36</b>

The Board continued discussion regarding the request to write off the delinquent tax accounts presented by Tax Administrator Oakley.

Commissioner Carroll confirmed with Tax Administrator Oakley that these delinquent bills could not be transferred to the Interstate Credit Collections. Tax Administrator Oakley noted that these submitted bills cannot be enforceable.

Chairman Inman entertained a motion.

Vice Chairman Walker moved to write off the following:

- Write-Off of Motor Vehicle Delinquent Bills – Decease and 1+years

- Write-Off of Motor Vehicle Delinquent Bills – Decease and 1+years
- Write-Off EMS Delinquent Bills – 10+ years
- Write-Off of Personal Property Tax Bills – 10+ years

Commissioner Lankford seconded and the motion carried unanimously.

**Proposed Resolution – Authorization of Sale for Surplus Property**

Support Services Supervisor Danny Stovall presented the following proposed Resolution at the July 13<sup>th</sup> meeting with a request for action at the July 27<sup>th</sup> meeting:

**Resolution authorizing sale of personal property worth less than \$30,000.00**

**(G.S. 160A-266; 267)**

**WHEREAS**, The County of Stokes owns five (5) vehicle security screens that have become surplus; 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 following items to Stokes County Humane Society:  
  
(5) Metal vehicle security screens
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 \_\_\_\_ day of \_\_\_\_\_ 2009.

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

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

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

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

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

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

Chairman Inman entertained a motion.

Vice Chairman Walker moved to authorize the sale of surplus property (5 vehicle security screens) and the proposed Resolution submitted by Mr. Danny Stovall. Commissioner Smith seconded and the motion carried unanimously.

**Closed Session**

Chairman Inman entertained a motion to enter into closed session for the following:



- To consider and take action with respect to the position to be taken by the county in negotiating the price or other materials, terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318-11(a)(5).
- To discuss matters relating to the location or expansion of industries or other businesses in the County pursuant to G.S. 143-318.11(a)(4).
- 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(a) (6).

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

- To consider and take action with respect to the position to be taken by the county in negotiating the price or other materials, terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318-11(a)(5).
- To discuss matters relating to the location or expansion of industries or other businesses in the County pursuant to G.S. 143-318.11(a)(4).
- 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 (a)(6) .

Vice Chairman Walker seconded and the motion carried unanimously.

The Board returned to the open session of the July 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. 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