

STATE OF NORTH CAROLINA)
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COUNTY OF STOKES)
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OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
AUGUST 24, 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, August 24, 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
Support Services Supervisor Danny Stovall

Chairman J. Leon Inman called the meeting to order.

Commissioner Ron Carroll 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 August 24, 2009 Agenda. Commissioner Lankford moved to approve the August 24, 2009 Agenda as presented. 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 August 4, 2009 - Planning
- Minutes of August 10, 2009

Health Department - Budget Amendment #7

Finance Director Julia Edwards submitted Budget Amendment #7.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Health Department				
100.5100.261	Office Supplies	\$15,840.00	\$14,770.00	\$30,610.00
	Totals	\$15,840.00	\$14,770.00	\$30,610.00

This budget amendment is justified as follows:

The Health Department’s WIC Program was awarded one-time funding to promote the New WIC Food Package which involves educating WIC participants on new food recipes and how to shop for WIC foods. Food demonstrations will be done and models/educational materials will be purchased.

This will result in a net increase of \$14,770.00 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.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3301.232	WIC Client Services	\$98,000.00	\$14,770.00	\$112,770.00
	Totals	\$98,000.00	\$14,770.00	\$112,770.00

Finance – Budget Amendment #8

Chairman Inman requested to move Budget Amendment #8 to the Action Agenda for

discussion. The Board unanimously agreed to move Budget Amendment #8 to today's Action Agenda.

Emergency Medical Services – Budget Amendment #9

Commissioner Lankford requested to move Budget Amendment #9 to the Action Agenda for discussion. The Board unanimously agreed to move Budget Amendment #9 to today's Action Agenda.

Health Department – Budget Amendment #10

Finance Director Julia Edwards submitted Budget Amendment #10.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Health Department				
100.5100.000	Salaries & Wages	\$982,712.00	\$(2,000.00)	\$980,712.00
100.5100.320	Telephone	<u>\$18,959.00</u>	<u>\$2,000.00</u>	<u>\$20,959.00</u>
	Totals	\$1,001,671.00	\$00.00	\$1,001,671.00

This budget amendment is justified as follows:
To transfer funds from lapsed salaries for cell phones for the Baby Love Program.

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

Tax Administration Report – July 2009

Tax Administrator Jake Oakley presented the following Real and Personal Property Refunds (July 2009) which are more than \$100 for the Board's consideration at the August 10th meeting with a request for action at the August 24th meeting: (Tax Administrator Jake Oakley recommended approval of the Refunds)

Real and Personal Property Refunds More than \$100–July 09-Per NCGS 105-381 (b)

Name	Bill Number	Amount	Reason
Thomas Day	08A155892486.08	\$ 105.86	SWMH Double Listed

	07A696900402564	\$ 111.31	SWMH Double Listed
	06A696900402564	\$ 101.42	SWMH Double Listed
	05A2005006550	\$ 137.12	SWMH Double Listed
Ryan Dixon	08A155901883.08	\$ 112.36	SWMH Double Listed
	07A155901883.08	\$ 117.88	SWMH Double Listed
	06A155901883.08	\$ 125.93	SWMH Double Listed
	05A2005006924	\$ 145.25	SWMH Double Listed
	04A2004006910	\$ 161.54	SWMH Double Listed
Joyce Evans	05A200500803	\$ 101.27	SWMH Double Listed
	Total Amount	\$ 1,219.94	

Tax Administrator Jake Oakley presented the following Real and Personal Property Releases (July 2009) which are more than \$100 for the Board's consideration at the August 10th meeting with a request for action at the August 24th meeting: (Tax Administrator Jake Oakley recommended approval of the Releases)

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

Viola Baird	09A694700166262	\$ 123.03	Lots billed at incorrect unit price
Rebecca Bouton	09A690302772538	\$ 385.70	System error- inactive parcel billed
Tommy Watson Construction	09A598220910403	\$ 231.42	System error- inactive parcel billed
Donald Ray Stewart	09A691404634448	\$ 1,863.33	System error- inactive parcel billed
Ryan Dixon	09A155901883.08	\$ 103.29	SWMH was double listed
Roger Taylor	09A155916260.07	\$ 104.38	SWMH rep. in 03-06
	07A155916260.07	\$ 119.68	SWMH rep. in 03-06
Billy Byrd	09A155892732.09	\$ 286.62	DWMH was double listed
Joshua Bullins	09A156010636.01	\$ 126.54	SWMH was double listed
Benjamin Martinez	09A155889370.07.01	\$ 206.47	SWMH in Forsyth County
	Total Amount	\$ 3,550.46	

Tax Administrator Jake Oakley presented the following Present-Use Value Applications for the Board's consideration at the August 10th meeting with a request for action at the August 24th meeting: (Tax Administrator Jake Oakley recommended approval of the Present-Use Value Applications)

Name	Parcel #	Acres	Reason
Jerry & Yvonne Rutledge	692200575657	29.58	Forestry
	692300625022	11.06	Forestry
			Mr. & Mrs. Rutledge have jointly owned the parcels for many years, but have never applied for Forestry Use Value

Jerry & Yvonne Rutledge	692300831126	28.15	Forestry	These individuals have jointly owned the 3 parcels
Mickey Wagoner	693303019632	60.00	Forestry	about seven years, but have never applied for Forestry
	692300649659	15.00	Forestry	Use Value
Robert W Stewart	694304632420	33.87	Agriculture	Mr. Stewart has owned this land for over ten years. The land is being farmed.
Ronald & Frances Young	604000577803	24.58	Forestry	The land has been in the family for many years.

Tax Administrator Jake Oakley presented the following late application for Elderly Exemption and Disabled Veteran for 2009 for the Board’s consideration at the August 10th meeting with a request for action at the August 24th meeting: (Tax Administrator Jake Oakley recommended approval of the Late Application for Elderly Exemption and Disabled Veteran for 2009)

- Mary F. Watts
 - Account – 155928193
 - Parcel: 6901-05-28-0332
 - One acre of land and dwelling located in Pinnacle
 - Assigned tax value of \$140,800

Proposed Capital Project Ordinance – Nancy Reynolds School Project

Finance Director Julia Edwards presented the following proposed Capital Project Ordinance for the Nancy Reynolds School Construction Project for the Board’s approval:

Capital Project Ordinance

BE IT ORDAINED by the Governing Body of the County of Stokes, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized is for the construction of the Nancy Reynolds School and other related expenditures not to exceed the appropriated amount financed by a Certificate of Participation or Private Placement.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Nancy Reynolds School Project		
Site Development	400.5914.650	\$ 632,783.00
Construction	400.5914.600	\$3,640,925.00
Professional Services	400.5914.601	\$2,953,268.00
Plumbing Contract	400.5914.620	\$ 250,000.00
Electrical Contract	400.5914.630	\$ 489,004.00
HVAC Contract	400.5914.640	\$ 576,255.00
Equipment	400.5914.690	<u>\$ 756,417.00</u>
	Total	\$9,298,652.00

Section 4. The following revenues are anticipated to be available to complete this project:

Proceeds from financing	400.3831.002	\$9,285,652.00
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Section 5. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Director for direction in carrying out this project

Adopted this 24th day of August, 2009

J. Leon Inman-Chairman

Jimmy Walker-Vice Chairman

Ron Carroll-Commissioner

Ernest Lankford-Commissioner

Stanley Smith- Commissioner

Darlene M. Bullins-Clerk to the Board

Proposed Resolution – Rank of Eagle Scout – Shane Michael Maneval

Clerk to the Board Darlene Bullins presented the following proposed Resolution for
Shane Michael Maneval, who has achieved the Rank of Eagle Scout for the Board’s approval:

**RESOLUTION IN RECOGNITION OF SHANE MICHAEL MANEVAL
FOR ACHIEVING THE RANK OF EAGLE SCOUT**

WHEREAS, the Boy Scouts of America was founded on February 8, 1910, and has been at the forefront of instilling timeless values in our youth; and

WHEREAS, the Boy Scouts of America is committed to helping millions of youth succeed by providing the support, friendship, and mentoring necessary for character building, citizenship training, and personal fitness; and

WHEREAS, one of the major objectives in the Scouting Program is to develop citizenship through community involvement, and in addition to working for citizenship merit badges, Scouts are encouraged to participate in community service projects; and

WHEREAS, the highest advancement rank in Scouting is the coveted Rank of Eagle Scout, in which a Boy Scout must fulfill requirements in the areas of leadership, service and outdoor skills; and

WHEREAS, only approximately five percent of all Boy Scouts earn the Eagle Scout Rank; and

WHEREAS, Shane Michael Maneval has distinguished himself by achieving the Rank of Eagle Scout by forming a team to build a bike trail and two bridges at the Second Chance Ranch in Danbury; and

NOW, THEREFORE BE IT RESOLVED, the Stokes County Board of Commissioners does hereby honor and congratulate Shane Michael Maneval on his successful completion of Eagle Scout Rank.

BE IT FURTHER RESOLVED, that the Stokes County Board of Commissioners commends Shane Michael Maneval for obtaining this level of achievement and encourages him to continue his dedicated service to the community.

Adopted this 24th day of August, 2009.

J. Leon Inman- Chairman

Jimmy Walker – Vice Chairman

Ron Carroll - Commissioner

Ernest Lankford - Commissioner

Stanley Smith – Commissioner

Attest:

Darlene M. Bullins – Clerk to the Board

Proposed Resolution – Rank of Eagle Scout – Caleb Lane Gray

Clerk to the Board Darlene Bullins presented the following proposed Resolution for

Caleb Lane Gray, who has achieved the Rank of Eagle Scout for the Board’s approval:

**RESOLUTION IN RECOGNITION OF CALEB LANE GRAY
FOR ACHIEVING THE RANK OF EAGLE SCOUT**

WHEREAS, the Boy Scouts of America was founded on February 8, 1910, and has been at the forefront of instilling timeless values in our youth; and

WHEREAS, the Boy Scouts of America is committed to helping millions of youth succeed by providing the support, friendship, and mentoring necessary for character building, citizenship training, and personal fitness; and

WHEREAS, one of the major objectives in the Scouting Program is to develop citizenship through community involvement, and in addition to working for citizenship merit badges, Scouts are encouraged to participate in community service projects; and

WHEREAS, the highest advancement rank in Scouting is the coveted Rank of Eagle Scout, in which a Boy Scout must fulfill requirements in the areas of leadership, service and outdoor skills; and

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WHEREAS, only approximately five percent of all Boy Scouts earn the Eagle Scout Rank; and

WHEREAS, Caleb Lane Gray has distinguished himself by achieving the Rank of Eagle Scout by forming a team to build an obstacle course at the Second Chance Ranch in Danbury; and

NOW, THEREFORE BE IT RESOLVED, the Stokes County Board of Commissioners does hereby honor and congratulate Caleb Lane Gray on his successful completion of Eagle Scout Rank.

BE IT FURTHER RESOLVED, that the Stokes County Board of Commissioners commends Caleb Lane Gray for obtaining this level of achievement and encourages him to continue his dedicated service to the community.

Adopted this 24th day of August, 2009.

J. Leon Inman- Chairman

Jimmy Walker – Vice Chairman

Ron Carroll - Commissioner

Ernest Lankford - Commissioner

Stanley Smith – Commissioner

Attest:

Darlene M. Bullins – Clerk to the Board

Proposed Resolution – Authorization of Sale of County Issued Service Side Arm

Support Services Supervisor Danny Stovall presented the following proposed Resolution which authorizes the sale of one Beretta 90TWO, 40-caliber pistol to retiring Capital Alvin W. Tuttle for the Board’s approval:

**Resolution authorizing sale of County issued service side arm:
(North Carolina General Statute 20-187.2.A)**

WHEREAS, Captain Alvin W. Tuttle is retiring from the Stokes County Sheriff’s Department on August 31, 2009; and

WHEREAS, Captain Alvin W. Tuttle has been a dedicated law enforcement officer to the citizens of Stokes County from August 18, 1989 through August 31, 2009, and

WHEREAS, North Carolina General Statute 20-187.2 (a), permits Stokes County to donate the badge worn at no cost, and to the sell service issued side arm to retiring law enforcement officers, at a price determined by the Board of Commissioners; and

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

1. The Sheriff of Stokes County is authorized to present to Captain Alvin W. Tuttle his Stokes County Sheriff’s Department issued badge at no cost.

2. The Sheriff of Stokes County is also authorized to sell a Beretta 90TWO, 40-caliber pistol, serial number TY04872 at a set price of \$1.00 to Captain Alvin W. Tuttle after securing a permit as required by North Carolina General Statute 14-402 or 14-409.

Adopted this the 24th day of August 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

Tuition Reimbursement

Clerk to the Board Darlene Bullins requested the Board's approval to reimburse Lisa Holt-LPN (Health Department) \$250 for tuition costs, Ms. Holt has completed all the county's requirements for tuition reimbursement.

The Board unanimously agreed that future tuition aid reimbursements be approved by the County Manager instead of submission to the Board of Commissioners for approval and also requested the Manager to revise the personnel policy to reflect that. Commissioner Lankford requested that the Board be updated when an employee receives tuition aid reimbursement.

Vice Chairman Walker moved to approve the Consent Agenda as amended.

Commissioner Lankford seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

County Manager Bryan Steen noted the following:

- Economic Development Commission will be working with the Danbury Library to establish a visitor/information center during the Library's regular hours of operation
- Economic Development has received a \$15,000 Workforce Development Grant which will be used to develop websites for local businesses. ED Director will be starting

with 6 pilot sites this fall using FTCC and high school students to develop the websites

Danbury Water System - Update

County Manager Bryan Steen presented the following update:

- Grant was awarded approximately 10 months ago to make improvements to the Danbury Water System
- First Step – Drill a new well and add a storage tank, then proceed to repair or replace water lines, service lines, automatic timers, meters, valves, etc.
- There were deed restrictions on the lot (approved by the Board for purchase) intended for placement of a new well and storage tank, (approximately 110 property owners)
- The property which had an artesian well also had restrictions (septic tanks too close to the well)
- Recently drilled two different locations for wells that were not successful
- Currently looking for other locations that are suitable for a well and storage tank

Vice Chairman Walker expressed concerns with the well being located near the Administrative Building and questioned Golder & Associates' involvement with the drill sites. Manager Steen noted that the County used information from the previous Golder Study, no additional payment has been made to Golder for the use of the Study.

Commissioner Smith noted the need to find property close to the property owners who are and have been experiencing the low water pressure.

Board of Commissioners - Update

Vice Chairman Walker reminded fellow Commissioners to donate to the World War II -Flight of Honor.

Commissioner Lankford noted that the widening of Highway #8&89 to the Virginia Line has been set at priority #9 and Highway #311 through Walnut Cove has been set at priority #7 on the TIP.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Fire Commission – Request – Northeast Stokes Vol. Fire Department

Fire Commission Chairman Clifford Hall presented the following information regarding August 24, 2009

a request from Northeast Stokes Volunteer Fire Department: (Joe James, Representative for Northeast Stokes Volunteer Fire Department, was in attendance for the meeting)

- Fire Commission held a special meeting to hear the request from Northeast Stokes Volunteer Fire Department
- Request for funding for repairs to the tank and springs on Pumper/Tanker #736
- Request for funding for repairs to the springs on Pumper #436
- Northeast Stokes does not have the funds to repair the vehicles
- Was not aware of these problems at budget time
- Stokes County is currently trying to get a ISO reduction and these two vehicles are very vital to accomplishing the ISO reduction
- Repairs estimated at \$25,000
- Fire Commission voted to request the County assist Northeast Stokes with the funding for the requested repairs from the Fire District Fund Balance, loan, etc.
- If a loan was pursued by Northeast Stokes, there could possibly be a high interest rate due to the amount owed by the Department
- Currently, no other department has this type of urgency

Joe James noted the following:

- The same tank problems were experienced by Danbury Vol. Fire Department, which received funding from the Fire District Fund Balance
- The 1986 truck was the first truck after the forming of the Fire Service District (24 years old)
- Both trucks are mechanically sound
- Desperately need funding for the repairs on these trucks
- Department has no extra funding for these expenses
- One vehicle is scheduled to be taken for repairs to the springs on 08-25-09
- Northeast Stokes is willing borrow the funding if backed by the Board

The Board discussed the request with Fire Commission Chairman Hall and Mr. James.

Finance Director Julia Edwards noted that as of 06-30-09, there was a \$71,057 Fire District Fund Balance, with \$36,307 appropriated in the 2009-10 budget, leaving \$34,307 Fund Balance.

Commissioner Lankford noted with the Fire Commission's recommendation, the Board should consider appropriating \$25,000.

Commissioner Carroll agreed with Commissioner Lankford.

Commissioner Smith suggested possibly borrowing a vehicle from another department and have Northeast look into the possibility of borrowing the funding with the Board's approval and

backing.

Mr. James noted the urgency of the matter with one truck already scheduled for spring repairs to be started on 08-25-09 (approximately \$600-\$1,000 cost) if approved by the Board at tonight's meeting.

Chairman Inman, with consensus of the Board, directed Mr. James to continue with the scheduled spring repairs and directed the Clerk to place the item and the appropriate budget amendment for funding from the Fire Service District on the September 14th Action Agenda.

Courtroom "C" and District Attorney's Office Renovation Project

Support Services Supervisor Danny Stovall discussed the following information regarding the renovations to Courtroom "C" and the District Attorney's Office:

- Robbins Architecture has completed separate plans for proposed renovations to the lower and upper level of the Government Center
- Funding Source - \$100,000.00 currently budgeted in Capital Reserve for the Courtroom "C" renovation project
- Approximately \$26,751 remains from third floor renovation project
- Possibly some work can be done by county staff such as painting, building judges' bench, etc.
- District Attorney's renovation project could start anytime
- Courtroom "C" renovation project would need to be worked around the court schedule – possibly an opening in late November or early December
- No funding has been allocated for the District Attorney's renovation project
- Estimate for the District Attorney's renovation project (approximately \$45,000 for turnkey project) was done last Spring

Mr. Stovall presented the Board with the following project specifications:

Government Center Lower Level Courtroom C

- Security doors – add (3) existing doors and (2) new double doors to card system. I've discussed this with the following Sheriff's Department personnel, Al Tuttle, Kenny Norman, Craig Carico and Mike Marshall. All are in agreement that the proposed measures will secure this area.

- Scope of work - construct offices, attorney/client meeting rooms, Judge's chambers along with the adding open space into Courtroom C, new entrance into Courtroom C from side corridor and Judge's bench area.
- Demo/remove - block/brick walls, sheetrock walls, sink and cap plumbing, ceiling grid, light fixtures, etc.
- Judge Southern and Judge Massey have reviewed plans and both are ok with plans as drawn.

Court Personnel Offices

- Convert existing space that was utilized by the Sheriff's department into (3) offices to be used by Court personnel.

Veteran's Office

- Convert open space outside Courtroom C into an office and waiting area.
- Entrance to this area will be off main lobby utilizing existing doorway.
- Veterans Officer Larry Hunsucker is ok with plans for new office space.

Domestic Violence

- Convert existing office space along with another office into (2) offices and waiting area.
- Domestic Violence staff is please with proposed space.

Government Center Upper Level

District Attorney's Office Space

- Convert open space into a conference room, reception/waiting areas, offices along with file storage rooms.
- Demo has already been completed.
- District Attorney Ricky Bowman and staff have reviewed plans and are ok for us to move forward.
- Possibly could have minor wall change during construction – this can be made without any additional cost to the County.

Furnishings/Cabling

- Furniture will need to be purchased for some the offices, courtroom, Judge's chamber and DA's conference room.
- Data/telephone cabling will need to be installed into all locations.

Mr. Stovall requested guidance from the Board pertaining to which project should be completed first.

The Board discussed the proposed renovation projects with Mr. Stovall.

Commissioner Smith noted the following:

- District Attorney's office is used 5 days a week
- Could have another District Attorney in Stokes County to serve the citizens if space was available

- Courtroom “C” at one time was only used 4-5 times a month
- District Attorney’s renovation project should be started first and then see what is needed for Courtroom “C” project

Commissioner Lankford noted funding was already appropriated for the Courtroom “C” Project and should start with that project.

Commissioner Carroll suggested starting with the District Attorney’s renovation project (higher priority), use the \$26,751 and if additional funding is needed, appropriate the needed funding from the \$100,000.00 and then appropriate the remaining needed funding for the Courtroom “C” renovation project from other resources. Commissioner Carroll noted possibly reducing the funding allocated for paving.

Vice Chairman Walker noted the need to get these projects completed and agreed with Commissioner Carroll regarding the high priority of the District Attorney’s renovation project.

Chairman Inman requested Mr. Stovall obtain new bids for the Courtroom “C” renovation project for the September 14th meeting.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the September 14th Action Agenda.

Designation of Voting Delegate for NCACC Annual Conference

Chairman Inman noted the need to designate a voting delegate for the NCACC Annual Conference scheduled for August 17th – August 20th and would be honored to represent the County as the voting delegate during the conference.

The Board discussed the voting delegate for the conference and agreed to place the item on today’s Action Agenda.

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

Chairman Inman noted that the Board of Education has recommended Becky Boles to

serve on the JCPC. There have been no other applications received for the appointment.

Commissioner Lankford nominated Becky Boles to serve on the JCPC.

Ms. Boles can be considered at the September 14th meeting.

Stokes County Medical Director

Emergency Medical Director Monty Stevens presented the following information regarding the appointment of the Stokes County Medical Director:

- Committee was formed to interview candidates
 - EMS Director Monty Stevens
 - Assistant EMS Director Greg Collins
 - Training Officer Brian Booe
 - EMS Shift Supervisor Doug Bullins
 - EMS Shift Supervisor Chuck Hartgrove
 - EMS Shift Supervisor Brandon Gentry
 - Vice President of Nursing Pam Tillman –Stokes Reynolds Memorial Hospital
 - All candidates were then interviewed by Dr. Sam Newsome, Interim Medical Director
- Candidates interviewed:
 - Dr. Darrell Nelson
 - Dr. Jason Edsall
 - Dr. Tripp Winslow
- Committee along with Dr. Newsome chose Dr. Tripp Winslow
- Dr. Winslow withdrew from the appointment process
- Dr. Darrell Nelson was the next choice
- Dr. Nelson is willing to serve and is looking forward to working with Stokes EMS again, Dr. Nelson started with Stokes County as a paramedic
- Feels any one of the three candidates would be a great asset to the County's EMS Program
- Would like to move the process along as quickly as possible due to new protocols, new medication, and new equipment

The Board discussed the Medical Director's appointment with Director Stevens.

The Board had no issues with Director Stevens' recommendation.

Chairman Inman directed the Clerk to place the item on the September 14th Action

Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Interstate Collection Agency – Further Discussion

Tax Administrator Oakley discussed the following brief overview regarding the use of Interstate Collection Agency: (Item was presented and discussed at the August 10th meeting)

- There will be a notice posted in the local newspaper and on Stokes County’s website indicating the County’s new procedure to be enacted concerning delinquent accounts being given to a collection agency.
- This notice will give taxpayers a thirty (30) day initial waiting period prior to any accounts being forwarded to a collection agency.
- Following Interstate Collections’ initial notification, there is a thirty-five (35) day window for payment prior to debt information being forwarded to a credit bureau.
- No accounts, seven (7) years or older, will be forwarded to the credit bureau.
- No accounts totaling ten (10) dollars or less will be sent to Interstate Collections (additional explanation provided if needed during Board meeting).
- All tax bills and EMS bills, ten (10) years old or less, can be collected. All other bills (i.e. water bills) can only be pursued for three (3) years.
- All motor vehicle bills (1999-2008) will be sent in phases.
- All personal property bills (1999-2008) will be sent in phases.
- All EMS accounts (1999-2005) will be sent in phases. Will return to the Board if need to proceed with 2006 and above.
- There will no real property delinquent accounts turned over to the collection agency.
- All phases consist of one year billing cycles.
- First bills to be delivered as soon as approved by Board (1999 accounts).
- Following the delivery of delinquent bills by Interstate Collection Agency to the Department of Revenue for the purpose of “debt setoff” attachment to taxpayers’ refunds, the accrual of interest between the time of attachment and the receipt by the Tax Office of remittance will need to be forfeited by release
- Reiterated that delinquent accounts were mailed a notice(in addition to the original notice and second notice) in 2007 and 2008

- Can stop at anytime and review any or all calls made

The Board further discussed the use of Interstate Collection Agency with Tax Administrator Oakley.

Vice Chairman Walker reiterated the need to promote “user friendly” even if the County chooses to proceed with using a collection agency.

Tax Administrator Oakley reiterated that the Tax Department is willing to work with anyone who desires to set up payments on delinquent accounts.

Commissioner Lankford confirmed with Director Stevens that delinquent EMS Bills (1999-2003) had been turned over to the Tax Department.

Chairman Inman entertained a motion.

Commissioner Lankford moved to allow Tax Administrator Oakley to proceed with contracting with Interstate Collection Agency for collection of delinquent accounts. Commissioner Smith seconded and the motion carried unanimously.

Proposed Lock Box Automated Payment System

Finance Director Julia Edwards and Tax Administrator Jake Oakley noted the following information regarding the Proposals for Lock Box Automated Payment Services which was presented at the August 10th meeting:

- County received proposals for Lock Box Automated Payment Services until July 17, 2009 – the following submitted a proposal:
 - NewBridge Bank - \$19,500.00 – estimated cost (Current bank relationship)
 - First Citizens - \$28,882.50 – estimated cost (cost for account with Bank \$192.00 yearly)
 - RBC - \$23,445.00 – estimated cost (cost for account with Bank \$5,382.00 yearly)
 - SunTrust – \$32,199.84 - estimated cost (cost for account with Bank \$8,400.60 yearly)

Budget Amendment #11

Finance Director Julia Edwards presented Budget Amendment #11 to transfer funds from Contingency to Tax Administration for the cost of the Lockbox Services for the remainder of 2009-10 fiscal year:

Account Number	Account Description	Budgeted Amount	Increase (Decrease)	As Amended
	Tax Administration			
100.4140.440	Misc. Contractual Serv.	\$60,120.00	\$19,500.00	\$79,620.00
	Contingency			
100.9910.000	Contingency	<u>\$200,000.00</u>	<u>\$(19,500.00)</u>	<u>\$180,500.00</u>
	Totals	\$260,120.00	\$00.00	\$260,120.00

This budget amendment is justified as follows:
To transfer funds from Contingency to Tax Administration for the cost of Lockbox Services for the fiscal year.

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

Chairman Inman entertained a motion.

Commissioner Lankford moved to approve the proposal from NewBridge Bank for Lockbox Services and Budget Amendment #11. Commissioner Carroll seconded and the motion carried unanimously.

Purchasing Contracts
Proposed Bids – Fiscal Year 2009-10 Vehicles Financing

Chairman Inman noted the following proposals and proposed Resolution presented by Support Services Supervisor Danny Stovall at the August 10th meeting for vehicle purchases:

Bank	Rate	Bank Fees	1st Payment Due 09-2010
RBC Bank	2.83%	\$ 100.00	\$ 203,316.25
BB&T	3.28%	\$ -	\$ 205,215.69
SunTrust	3.468%	\$ 750.00	
New Bridge	4.875%	1,463.00	

Chairman Inman entertained a motion.

Commissioner Lankford moved to approve RBC Bank for financing 2009-10 vehicle purchases at an interest rate of 2.83% and the submitted Resolution Authorizing the Execution and Delivery of an Installment Financing Contract in the Amount of \$390,000.00 with RBC Bank.

Commissioner Carroll seconded and the motion carried unanimously.

(a copy of the executed Resolution will be retained by the Clerk to the Board and the Support Services Supervisor)

Proposed Resolution – E911- Computer Software – Sole Source

Chairman Inman noted the following proposed Resolution for E911 Computer Software – Sole Source submitted by Support Services Supervisor Danny Stovall at the August 10th meeting:

RESOLUTION

**EXEMPTION FROM GENERAL STATUTES
FOR FISCAL YEAR 09-10 CAD SOFTWARE/INTERFACE PURCHASES**

WHEREAS, North Carolina General Statutes 143-131 and 143-129 require public bidding for the purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money over a stated dollar amount and further provided that no contract may be awarded therefore, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless provisions of these statutes are complied with;

WHEREAS, North Carolina General Statute 143-129 contains the following exception;

(e) (6) Exceptions – The requirements of this Article do not apply to:

Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

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

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

The purchase of Police/Fire software and CAD interface modules be made exempt from the provisions of North Carolina General Statute bidding requirements per 143-129(e)(6) for the following reasons:

- Stokes County’s E911 system currently utilizes software from Priority Dispatch and Spillman Technologies;

- Software and interface modules to be purchased will be provided by existing vendors;
- Software compatibility, standardization and vendor performance are major concerns and shall be taken into consideration for these purchases;

Adopted the 24th day of August 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.

Commissioner Smith moved to approve the submitted Resolution for CAD Software/Interface Purchases - Sole Source. Commissioner Lankford seconded and the motion carried unanimously.

Job Vacancies

County Manager Bryan Steen recommended the following vacancies at the August 10th meeting for the Board’s consideration:

Position	Department	Status	Additional Information
Administrative Assist.	Public Building/Utilities	Vacant 04-17-2009	Approved in budget to be filled 10-01-09
Maintenance Parks	Public Building	Vacant 01-19-2009	Approved in budget to be filled 10-01-09 Another vacancy could possibly occur in late fall
Social Worker III- Temp	DSS	Vacant 06-26-2009	Temporary position approved in the budget through February 2010- fill asap due to workload
Telecommunicator	E911	Vacant 06-11-2009	Currently vacant

Manager Steen noted that Emergency Communications has two vacancies and Public Works

Director Delehant has received official notification of one retirement 11-01-09 (Custodian) and one resignation (Sanitation Truck Driver) effective two weeks from today.

Emergency Management Planner I

County Manager Bryan Steen noted that Health Director Josh Swift has requested the approval to hire a qualified Emergency Management Planner I at the salary of \$35,000.00, which exceeds the County’s current salary plan.

Chairman Inman entertained a motion.

Commissioner Carroll moved the County Manager be authorized to fill the four positions spelled out in his memo dated August 3rd and the Health Director be empowered to employ the Emergency Management Planner I under the conditions presented at the last meeting:

Administrative Assist.	Public Building/Utilities
Maintenance Parks	Public Building
Social Worker III- Temp	DSS
Telecommunicator	E911

Emergency Management Planner – Starting Salary = \$35,000.00

Vice Chairman Walker seconded the motion. Vice Chairman Walker requested clarification regarding the number of telecommunicator positions requested by Manager Steen. Commissioner Carroll clarified that his motion approves only one telecommunicator as requested by Manager Steen’s memo.

The motion carried unanimously.

Personnel

Chairman Inman entertained a motion regarding the following proposed personnel policies and Art Council’s job reclassification submitted by Manager Steen at the August 10th meeting:

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.

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

Exempt Employees – Timesheet Maintenance - Proposed Policy

Section 2 – Exempt Employees

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

Arts Council Director – Revision of Job Classification

- Title – Director of Arts and Cultural Services
- Addition – May serve as the Executive Director of the Stokes County Arts Council

Commissioner Lankford moved to approve the personnel policies (Holiday/Compensatory Time Policy and Exempt Employees –Timesheet Maintenance) along with the title change (Director of Arts and Cultural Services) of the Arts Council Director. Vice Chairman Walker seconded the motion.

County Manager Steen requested an effective date.

Commissioner Lankford amended his motion to include 08-24-2009 as the effective date.

Vice Chairman Walker amended his second to the motion.

Commissioner Carroll stated that he had no problem approving the personnel policy changes, but saw no point in changing the Arts Council’s job title.

County Manager Steen noted an error in the policy regarding exempt employees maintaining a timesheet. Policy should read as follows: Employees classified as exempt will not maintain a timesheet unless reporting the use of sick, annual, or holiday leave. (holiday had not been included)

The Board discussed the change requested by Manager Steen.

Commissioner Lankford amended his amendment to the original motion to include the revision requested by Manager Steen. Vice Chairman Walker amended his second to the amendment to the original motion. The amended motion approves the personnel policies (Holiday/Compensatory Time Policy and Exempt Employees –Timesheet Maintenance) along with the title change (Director of Arts and Cultural Services) of the Arts Council Director, effective date of August 24, 2009 and the insertion of the word “holiday” in the Exempt Employee/Timesheet Maintenance. The amended motion carried (4-1) with Commissioner Carroll voting against the motion.

Finance - Budget Amendment #8

Chairman Inman presented Budget Amendment #8 which was moved from today’s Consent Agenda .

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	EMS			
100.4370.510	Equipment	\$190,000.00	\$62,000.00	\$252,000.00
	Finance			
100.4130.510	Equipment	\$00.00	\$39,660.00	\$39,660.00
	Fire Marshal			
100.4340.511	Equipment-Non Capitalized	\$00.00	\$1,500.00	\$1,500.00

	Public Buildings			
100.4190.590	Improvements	\$00.00	\$150,000.00	\$150,000.00
	Transfers			
100.9820.991	Transfer to School Capital Outlay Fund	\$00.00	\$300,000.00	\$300,000.00
100.9820.992	Transfer to Dedicated Fund – Debt Service	\$00.00	\$1,000,000.00	\$1,000,000.00
	Special Appropriation			
100.4520.492	YVEDDI	\$00.00	\$50,000.00	\$50,000.00
	Contingency			
100.9910.200	Hold Harmless	\$1,450,000.00	\$(1,450,000.00)	\$00.00
100.9910.400	Capital Outlay	<u>\$153,160.00</u>	<u>\$(153,160.00)</u>	<u>\$00.00</u>
	Totals	\$1,793,160.00	\$00.00	\$1,793,160.00

This budget amendment is justified as follows:

To transfer funds from Contingency for Capital Outlay, Schools, and Debt Service and un-appropriate Fund Balance per the seven (7) items listed in the 2009-10 Budget Ordinance funded by Hold Harmless.

This will result in a net increase of \$00.00 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 the will be received in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	General Fund			
100.3991.000	Fund Balance	\$304,015.00	\$(300,000.00)	\$4,015.00
100.3327.100	Hold Harmless	<u>\$1,603,160.00</u>	<u>\$300,000.00</u>	<u>\$1,903,160.00</u>
	Totals	\$1,907,175.00	\$00.00	\$1,907,175.00

The Board discussed Budget Amendment #8 with Finance Director Julia Edwards.

Commissioner Carroll questioned the urgency with including the up to \$300,000.00 Transfer to School Capital Outlay Fund until official notification was received from the Board of Education indicating exactly what amount was transferred to the School’s Capital Outlay Fund. Commissioner Carroll suggested waiting on voting until Mr. Stovall presents his proposed bids for the Courtroom “C” renovation project at the next meeting. Funding amounts in Budget Amendment #8 could be changed if additional funding is needed for the project. Finance Director Edwards noted that she would contact school administration regarding the Transfer to School Capital Outlay Fund.

Chairman Inman entertained a motion to table Budget Amendment #8.

Commissioner Carroll moved to table Budget Amendment #8 until the next meeting.

Commissioner Lankford seconded and the motion carried unanimously.

Finance - Budget Amendment #9

Chairman Inman presented Budget Amendment #9 which was moved from today's

Consent Agenda .

	Capital Projects Fund			
	EMS Station			
400.5912.602	Construction	<u>\$35,700.00</u>	<u>\$341,313.00</u>	<u>\$377,013.00</u>
		\$35,700.00	\$341,313.00	\$377,013.00
	General Fund			
100.9820.961	Capital Projects Fund	<u>\$00.00</u>	<u>\$341,313.00</u>	<u>\$341,313.00</u>
	Totals	\$00.00	\$341,313.00	\$341,313.00

This budget amendment is justified as follows:

To transfer funds approved by the Local Government Commission to redirect financing of paving to the EMS Construction Project.

This will result in a net increase of \$341,313.00 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 the will be received in this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	General Fund			
100.3991.000	Fund Balance	<u>\$304,015.00</u>	<u>\$341,313.00</u>	<u>\$645,328.00</u>
	Totals	\$304,015.00	\$341,313.00	\$645,328.00
	Capital Projects Fund			
	Transfer from General Fund			
400.3982.002	EMS Station	<u>\$35,700.00</u>	<u>\$341,313.00</u>	<u>\$377,013.00</u>
	Totals	\$35,700.00	\$341,313.00	\$377,013.00

The Board discussed Budget Amendment #9 with Finance Director Julia Edwards.

Commissioner Lankford requested clarification regarding the transfer of \$341,313.00 from

Fund Balance.

Finance Director Edwards noted that due to the funds not being expensed during Fiscal Year 2008-09, the funding from the financing reverted to General Fund Balance. This amendment reverts the funds from General Fund Balance to the Capital Projects Fund for the EMS Station Project.

Chairman Inman entertained a motion.

Commissioner Lankford moved to approved Budget Amendment #9. Commissioner Smith seconded and the motion carried unanimously.

Designation of Voting Delegate for NCACC Annual Conference

Chairman Inman entertained a motion.

Commissioner Lankford moved to approve Chairman Leon Inman as the voting delegate for the 102nd Annual Conference of the North Carolina Association of County Commissioners. 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 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 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 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 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 Smith seconded and the motion carried unanimously.

The Board returned to the open session of the August 24th meeting.

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

J. Leon Inman
Chairman