

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF STOKES )  
 )

OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
NOVEMBER 9, 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, November 9, 2009 at 1:30 pm with the following members present:

Chairman J. Leon Inman  
Commissioner Ron Carroll  
Commissioner Ernest Lankford  
Commissioner Stanley Smith

Vice Chairman Jimmy Walker - absent

County Personnel in Attendance:  
County Manager K. Bryan Steen  
Clerk to the Board Darlene Bullins  
Finance Director Julia Edwards  
Support Services Supervisor Danny Stovall  
Tax Administrator Jake Oakley  
Interim Cooperative Extension Director Michael Hylton  
Health Director Josh Swift

Chairman J. Leon Inman called the meeting to order.

Chairman Inman informed the Board that Vice Chairman Walker was absent due to a family outing with his grandson who has recently recovered from open heart surgery.

Commissioner Lankford 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 November 9, 2009 Agenda.

Commissioner Carroll requested to add the following to the Discussion Agenda:

- Environmental Health Specialist – Job vacancy

County Manager Bryan Steen requested to move Consent Agenda Item D – Double Creek Vol. Fire Department – Acknowledgement Letter for Equipment Purchase to the Discussion Agenda, Fire Commission Chairman Clifford Hall will be here later in the meeting to discuss the request.

The Board had no issues with the requests from Commissioner Carroll and Manager Steen.

Commissioner Lankford moved to approve the November 9, 2009 Agenda as amended.  
 Commissioner Smith seconded and the motion carried (4-0) with Vice Chairman Walker absent.

**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 October 26, 2009

**Capital Reserve Fund - Budget Amendment #28**

Finance Director Julia Edwards submitted Budget Amendment #28.

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>Capital Reserve Fund</b>				
201.4190.013	Public Buildings	\$108,552.00	\$(100,000.00)	\$8,552.00
201.9840.000	Transfer to Capital Project	\$00.00	\$100,000.00	\$100,000.00
	<b>Totals</b>	<b>\$108,552.00</b>	<b>\$00.00</b>	<b>\$108,552.00</b>

This budget amendment is justified as follows:  
 To transfer funds from Capital Reserve Fund to Capital Projects Fund for the renovations to Courtroom “C” and District Attorney’s Offices.

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 they will be received this fiscal year.

**Legal Department - Budget Amendment #29**

Finance Director Julia Edwards submitted Budget Amendment #29.

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>Legal</b>				
100.4150.180	Professional Services	\$65,000.00	\$8,000.00	\$73,000.00
<b>Contingency</b>				
100.9910.000	Contingency	\$18,500.00	\$(8,000.00)	\$10,500.00
	<b>Totals</b>	<b>\$83,500.00</b>	<b>\$00.00</b>	<b>\$83,500.00</b>

This budget amendment is justified as follows:  
 To transfer funds from Contingency for legal services.

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 they will be received this fiscal year.

**Solid Waste Department - Budget Amendment #30**

Finance Director Julia Edwards submitted Budget Amendment #30.

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	Maint. & Repairs-Auto	\$149,594.00	\$2,012.00	\$151,606.00
	<b>Totals</b>	\$149,594.00	\$2,012.00	\$151,606.00

This budget amendment is justified as follows:

To appropriate insurance claim funds for wrecked garbage truck.

This will result in a net increase of \$2,012.00 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>
100.3839.850	Insurance Claims	\$56,150.00	\$2,012.00	\$58,162.00
	<b>Totals</b>	\$56,150.00	\$2,012.00	\$58,162.00

**Stokes County Schools - Budget Amendment #31**

Finance Director Julia Edwards submitted Budget Amendment #31.

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>School Capital Project &amp; Capital Reserve Fund</b>			
212.5912.001	School Capital Outlay-ADM	\$00.00	\$230,525.00	\$230,525.00
212.5912.002	School Capital Outlay-Match	\$00.00	\$76,846.00	\$76,846.00
212.5912.004	School Capital Outlay-Lottery	\$00.00	\$71,142.00	\$71,142.00
	<b>Totals</b>	\$00.00	\$378,513.00	\$378,513.00

This budget amendment is justified as follows:

To re-appropriate funds from Public School Capital Outlay Fund – ADM & Lottery Funds for projects that are already approved, but not completed.

This will result in a net increase of \$378,513.00 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>
	<b>School Capital Project &amp; Capital Reserve Fund</b>			
212.3328.000	School Capital Outlay-ADM	\$00.00	\$230,525.00	\$230,525.00
212.3328.001	School Capital Outlay-Lottery	\$00.00	\$71,142.00	\$71,142.00
212.3391.000	Fund Balance	\$508,275.00	\$76,846.00	\$585,121.00
	<b>Totals</b>	\$508,275.00	\$378,513.00	\$866,788.00

**Sheriff's Department - Budget Amendment #32**

Finance Director Julia Edwards submitted Budget Amendment #32.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>Sheriff's Department</b>			
100.4310.351	M & R – Autos	\$66,521.00	\$260.00	\$66,781.00
	Totals	\$66,521.00	\$260.00	\$66,781.00

This budget amendment is justified as follows:

To appropriate funds to purchase a 100 W Remote Siren and Concealment Speaker.

This will result in a net increase of \$260.00 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>
100.3301.413	State Fines/Forfeitures	\$00.00	\$260.00	\$260.00
	Totals	\$00.00	\$260.00	\$260.00

**Walnut Cove Senior Center - Budget Amendment #33**

Finance Director Julia Edwards submitted Budget Amendment #33

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>Walnut Cove Sen. Center</b>			
204.5861.180	Professional Services	\$18,000.00	\$2,653.00	\$20,653.00
	Totals	\$18,000.00	\$2,653.00	\$20,653.00

This budget amendment is justified as follows:

To appropriate funding received for Certification General Purpose Grant amount increase.

This will result in a net increase of \$2,653.00 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>
	<b>Senior Center General</b>			
204.3301.377	Purpose	\$10,000.00	\$2,653.00	\$12,653.00
	Totals	\$10,000.00	\$2,653.00	\$12,653.00

**Proposed Capital Ordinance – Renovations of Courtroom “C” and District Attorney’s Offices**

Finance Director Julia Edwards submitted the following proposed Capital Project Ordinance for renovations for Courtroom “C” and District Attorney’s Offices 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 the renovations to Courtroom C and District Attorney’s offices with related expenditures financed by Capital Reserve and other sources.

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:

Government Center

Construction 400.5918.601 \$ 126,751.00

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

Transfer from Capital Reserve 400.3982.003 \$ 100,000.00
General Contract 400.5918.600 \$ 26,751.00

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 9th day of November, 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 – Exemption for Surveying Services**

Support Services Supervisor Danny Stovall presented the following proposed Resolution For Exemption for Surveying Services for the Board’s approval:

**RESOLUTION  
FOR EXEMPTION  
FROM NCGS 143.64.31 PROVISIONS  
FOR SURVEYING SERVICES**

**WHEREAS**, Stokes County will be soliciting proposals for land surveying services; and

**WHEREAS**, Stokes County believes that it is in the best interest of the County to exempt this project from NCGS 143.64.31 and request that prices be given; and

**WHEREAS**, cost is one of a number of considerations used in the selection of a vendor for this project, qualifications and competence of the vendor will be of paramount consideration in the selection process, and the County does not believe that exempting itself from GS 143.64.31 will have a negative impact on this project, health, safety, or welfare of its citizens;

**NOW THEREFORE, BE IT RESOLVED THAT** Stokes County be exempt from the provisions of NCGS 143.64.31 per NCGS 143-64.32 with the regard to the selection of a firm to complete a survey for its early college campus project.

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 noted that Item D – Double Creek Vol. Fire Department – Acknowledgement Letter for Equipment Purchase has been transferred from the Consent Agenda to today’s Discussion Agenda.

Commissioner Carroll moved to approve the Consent Agenda as amended.

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

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

**Update – Manager and Board of Commissioners**

County Manager Bryan Steen noted the following:

- Broadband Feasibility Study will be presented at the November 23<sup>rd</sup> meeting
- New Pinnacle EMS Station is moving along fairly well

**Cooperative Extension Director Position – Update**

District Extension Director James Cowden acknowledged the appointment of Michael Hylton as the new full time Cooperative Extension Director. Director Cowden noted that Michael has been serving as the Interim Extension Director for the past two years and will be officially starting his new position on November 10<sup>th</sup>.

Director Cowden noted the excellent job Michael has been doing and is very pleased to have Michael on board as the new full time director.

The Board congratulated Michael and noted the excellent job done while serving as Interim Director.

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

**Tax Administration Report – October 2009**

Tax Administrator Jake Oakley presented the following informational data:

Fiscal Year 2009-10	Budget Amt	Collected Amt	Over Budget	Under Budget
County Regular & Motor Vehicles	\$(20,702,277.00)	\$10,865,346.28		\$9,836,930.72
<b>Prior Taxes 1993-2008 Tax Years</b>				
County Regular & Motor Vehicles	\$ 600,000.00	\$ 365,301.75		\$ 234,301.75

**EMS Collections**

Total Collected (10-1-09/10-31-09) \$ 7,894.86  
 Total Collected (07-1-09/06-30-10) \$ 31,797.03  
 Delinquent accounts received from EMS (10 accounts ICC-2000 = \$2,001.95 received on 10-01-09)  
 (16 accounts –ICC-2001 accounts = \$4,739.59 received on 10-26-09 )

<b>Personal Property Discovery Report Audit Dates</b>	<b># of Accts</b>	<b>Total Value</b>	<b>Taxes Due</b>
10-01-09/10-31-09	46	\$914,582.00	\$7,445.56

<b>Business Personal Property Discovery Report Audit Dates</b>	<b># of Accts</b>	<b>Total Value</b>	<b>Taxes Due</b>
10-01-09/10-31-09	1	\$845,836.00	\$6,557.16

<b>Motor Vehicle Release Report Audit Dates</b>	<b>Accounts</b>	<b>Total Value</b>
10-01-09/10-31-09	71	\$2,440.78

<b>Motor Vehicle Refund Report Audit Dates</b>	<b>Accounts</b>	<b>Total Accounts</b>
10-01-09/10-31-09	6	\$270.31
<b>Number billed for October 2009</b>	4955	

<b>Garnishment Totals Month</b>	<b>Total Accounts</b>	<b>Original Levy Amt</b>	<b>Collected Amt</b>
F/Year 2009-10			
(July 1 – June 30)	740	\$160,475.92	\$139,721.22
October 09	305	\$54,801.74	\$40,365.51

Tax Administrator Oakley noted a new report – Monthly Report for Collections from Interstate Credit Collections. Administrator Oakley noted that the report would summarize the collections each month along with the number of new bills referred to Interstate.

Tax Administrator Oakley noted the following:

- o Personal property has been submitted thru 2006
- o Motor Vehicles has been submitted thru 2006
- o EMS bills have been submitted thru 2001, these bills are a little more time consuming since they are not on the tax data base. EMS bills will be submitted as soon as possible thru 2005.

**Monthly Report for October Interstate Credit Collection**

<b>Type of Collection</b>	<b>Number of Bills</b>	<b>Amount Turned Over</b>	<b>Amount Collected</b>
Personal	716	\$ 110,515.36	\$ 110.07
M.Vehicles	5711	\$ 290,849.17	\$ 382.48
EMS	1000	\$ 220,835.09	\$ 728.22
	<b>Month Collected</b>	<b>Amount Collection</b>	
	October-09	\$ 1,220.77	
	Total YTD	\$ 1,220.77	
	Total Bills Collected		24

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

<b>Name</b>	<b>Bill Number</b>	<b>Amount</b>
Kimberly Johnson	02A2002051036	\$11.20
James George	02A2002051037	\$13.60
	02A2002051038	\$16.38
	02A2002051039	\$19.61
William Kerr	09A155925843.04	\$97.03
Tammy Meadows	09A32990.05	\$49.29
Gilberto Barragan	09A155911619.04	\$40.15
Jet Endenburg	09A156004610.06	\$85.96
Tamela Lawson	09A11552.06	\$2.00
Danny Smith	99A1999009988	\$21.89
Donald Martin	99A1999008163	<u>\$9.81</u>
	<b>Total Amount</b>	<b>\$366.92</b>

**Real and Personal Property Refunds Less  
than \$100–October 2009-Per NCGS 105-381 (b)**

<b>Name</b>	<b>Bill Number</b>	<b>Amount</b>
Tamela Lawson	08A11552.06	\$2.00
	07A11552.06	\$2.00
	06A11552.06	<u>\$1.97</u>
	Total Amount	\$5.97

Tax Administrator Oakley presented the following Real and Personal Property Releases (October 2009) which are more than \$100 for the Board’s consideration:

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

<b>Name</b>	<b>Bill Number</b>	<b>Amount</b>	<b>Reason</b>
Otelia Vaden	09A691800022616	\$356.44	APVD Late use – Value Ap
Gaither Sheff	09A690800675943	\$164.92	APVD Late use – Value Ap
Margaret Joyce	09A698600826981	\$544.64	APVD Late use – Value Ap
Mae Ola Lawson	09A598301496034	\$1,271.48	APVD Late use – Value Ap
Bobby Taylor	09A599800126428	\$832.58	APVD Late use – Value Ap
Don Wall/Kay Hoots	09A694402995314	\$498.75	APVD Late use – Value Ap
William & Kate Sands	09A695600426636	\$671.65	APVD Late use – Value Ap
	09A695600523504	\$162.26	APVD Late use – Value Ap
Brandy Hulbert	09A155910164.05	\$113.62	SWMH Double Listed
Leann Gallimore	09A597307691132	\$2,634.73	APVD Late use – value Ap
Mary Helen Borman	09A599700099694	470.82	APVD Late use – value Ap
Rose Wall Ivester	09A691201066105	<u>\$317.40</u>	APVD Elderly Exemption AP
	<b>Total Amount</b>	<b>\$8,039.29</b>	

Chairman Inman directed the Clerk to place the Releases more than \$100 on the November 23<sup>rd</sup> Consent Agenda. Tax Administrator Oakley recommends approval.

Tax Administrator Oakley presented the following Real and Personal Property Refunds (October 2009) which are more than \$100 for the Board’s consideration:



**Real and Personal Property Refunds More than \$100–October 2009-Per NCGS 105-381 (b)**

<b>Name</b>	<b>Bill Number</b>	<b>Amount</b>	<b>Reason</b>
Shirley Greenwood	09A691900744215	\$800.99	APVD Late Use-Value AP
Billy Priddy and Eva Priddy	09A699900140688	\$523.36	APVD Late Use-Value AP
Clarice Morefield Coy Morefield	09A693800109306	\$517.37	APVD Late Use-Value AP
<b>Total Amount</b>		<b>\$1,844.72</b>	

Chairman Inman directed the Clerk to place the Refunds more than \$100 on the November 23<sup>rd</sup> Consent Agenda. Tax Administrator Oakley recommends approval.

Tax Administrator Oakley presented the following Late Applications for Elderly Exemption, Disabled Exemption and Disabled Veterans for 2009 for the Board’s consideration:

<b>Name</b>	<b>Parcel Number</b>	<b>Acreage</b>	<b>Assigned Value</b>
Winford Wilhite	6913-03-33-4540	Tract	\$68,000.00
Kenneth R Morton	6958-00-91-5060	Tract	\$68,800.00
Frankie S Flinchum	6964-00-69-9302	Tract	\$139,400.00

Tax Administrator Oakley recommends approval of the submitted Late Applications for Elderly Exemption, Disabled Exemption, and Disabled Veteran for 2009.

Chairman Inman directed the Clerk to place the Late Applications on the November 23<sup>rd</sup> Consent Agenda.

Tax Administrator Oakley presented the following Present-Use Value Application for the Board’s consideration:

<b>Name</b>	<b>Parcel #</b>	<b>Acres</b>	<b>Reason</b>
Terry M. Joyce	598703012001	11.65	Agriculture Has never applied for Agriculture Use Value App.

Tax Administrator Oakley recommends approval of the submitted Present –Use Value Late Application.

Chairman Inman directed the Clerk to place the Present-Use Value Application on the November 23<sup>rd</sup> Consent Agenda.

**Appeal of Failure to List Penalties – Discovery of Personal Property**

Tax Administrator Jake Oakley presented the following Appeals of Failure to List Penalties:

- **John Wesley Flinchum, Jr.** in the amount of \$250.38 which is a component of Bill Number 09A16705.07.1 (\$806.78)
  - This bill covers a 1995 Double Wide Manufactured Home for the years 2005-06
  - Mr. Flinchum is requesting the release of the penalties based upon the fact that he was unaware that Discovery Bills had not been processed and listed on his account during the time he was discussing payment arrangements for delinquent taxes earlier this year
- **Paul Rumley** in the amount of \$145.86 which is a component for Bill Number 09A73259.07.1 (\$875.16)
  - This bill covers a 1997 Double Wide Manufactured Home for the years of 2007-09

- Mr. Rumley is requesting the release of penalties, which he feels are unfair
- Balance of \$14.58 remains on the account from the Discovery Bill – Mr. Rumley was sent a statement of account on July 20, 2009 reflecting the amount of the Bill as \$860.58 (\$875.16 less the discounted amount of \$14.58). Due to tax billing software that reflects the discounted amount of the current fiscal year during July-August discount period, the bill did not reflect any statement concerning discounts and Mr. Rumley paid the amount that he understood he owed (\$860.58) after the August discount period. Since the bill was paid after the discount period, the system automatically added the discount (\$14.58) back onto the tax bill.

Tax Administrator Oakley noted the following regarding Discovery Billings and the appeals:

- Reference NCGS 105-321(k) which states the following:  
(k) Power to Compromise. – After a tax receipt computed and prepared as required by subsections (g) and (h) of this section has been delivered and charged to the tax collector as prescribed in subsection (j), above, the board of county commissioners, upon the petition of the taxpayer, may compromise, settle, or adjust the county's claim for taxes arising therefrom. The board of commissioners may, by resolution, delegate the authority granted by this subsection to the board of equalization and review, including any board created by resolution pursuant to G.S. 105-322(a) and any special board established by local act.
- Citizens have the right to appeal the penalties
- Both taxpayers have agreed to pay the taxes on personal property, but feel the penalties are unfair
- Reiterated that the Board of Commissioners has the right to compromise, settle, or adjust any portion of these tax bills
- At one time in this County, all double wide mobile homes were treated as leasehold properties and were billed yearly as real property which caused a lot of misunderstandings. In 2003, the state mandated that all counties tax and bill leasehold property as personal property.

Tax Administrator Oakley stated that the Tax Administration recommends the following:

- Deny release of penalties for John Wesley Flinchum, Jr. in the amount of \$250.38
- Deny release of penalties for Paul Rumley in the amount of \$145.86
- Approve the release balance for Paul Rumley in the amount of \$14.58

The Board discussed the Appeals on Failure to List Penalties with Tax Administrator Oakley.

Chairman Inman directed the Clerk to place the Failure to List Penalties Appeals on the November 23<sup>rd</sup> Consent Agenda.

Tax Administrator Oakley noted that Public Utilities tax bills (approximately \$2,351,926) have been billed by the County, Norfolk Southern Railroad has already paid their \$42,000 with the remaining usually being paid the last day of the calendar year or before January 5<sup>th</sup>.

Tax Administrator Oakley noted that the City of King has placed a special assessment (\$5) for each vehicle – November being the first billing cycle for this new \$5 tax.

Tax Administrator Oakley noted that the Tax Department staff has been discussing sending out a total listing (real and personal) to every taxpayer each revaluation year in order to stay accurate with the County's listings. This procedure had been done previously by the County, but was stopped by a previous Tax Administrator.

The Board discussed the total listing recommended by Tax Administrator Oakley.

Tax Administrator Oakley noted he would inform the Board before proceeding with the total listing mailing.

### **Proposed Agreement – Collection of Ad Valorem Taxes – City of King**

Tax Administrator Jake Oakley submitted a proposed agreement for the Collection of Ad Valorem Taxes for the City of King.

Tax Administrator Oakley noted the following:

- City of King is requesting that the Stokes County Tax Administration start billing and collecting real and personal property taxes covering property located within the city limits of the municipality of King
- Inter-local Agreement would be effective with fiscal year 2010-11
- There will be no additional expense to the Tax Office from the implementation of this procedure other than staff time
- One bill will be created covering each individual levied tax/fee for both the County and City, which is currently being done for the Towns of Walnut Cove and Danbury
- Reimbursement rate will be 1% based upon our specific collections as it is for the Towns of Danbury and Walnut Cove – possible \$17,000 revenue for the County
- Revenue from collection is sufficient to cover county staff time cost with most people probably needing to talk to the Tax Administrator
- Tax bills are already being sent for the collection of motor vehicles for the City of King, adding real and personal property takes some minor software code changes
- The City of King would like to change the termination clause to 180 days instead of 30 days written notice
- The City of King will present the proposed agreement to their City Council during the month of December
- City of King does not send out any tax bills under \$5, Tax Administrator Oakley recommends the City of King change their write offs to \$1.00 (County currently has a one dollar write off)
- The tax bill will be a combination bill of county and city taxes as required by General Statutes, this could affect the taxpayers in the City of King
- Would like to have software changed to accommodate the city's request before the first of the year

The Board discussed the proposed agreement with Tax Administrator Oakley.

Chairman Inman directed the Clerk to place the item on the November 23<sup>rd</sup> Action Agenda.

### **Engineering Fees – Proposed Community College**

Support Services Supervisor Danny Stovall presented the following information from Robbins Architecture, PA regarding the Stokes County Early College Campus:

(Mr. Gary Robbins and Mr. Duran Creed were in attendance for the meeting)

- Services are for design and engineering services for a modular campus for 248 students
- Design Fees – Civil Engineer and Surveying
  - Boundary Survey - approximately 45.93 acres – Fee: \$9,800.00
  - Topography Survey – approximately 28.55 acres – Fee: \$11,200.00
  - Site Plans - Civil – Fee: \$10,000.00
  - Well Water System Design for 600 students – Fee: \$8,900.00
  - Conventional Subsurface Sewer System- Fee: \$13,500.00
  - Construction Stake Out – Fee: \$8,400.00
  - Construction Supervision and Inspections – Fee: \$8,000.00
  - NCDENR on Site Water Protection System – Fee: \$14,000.00

- Plumbing & Electrical Engineering – Fee: \$7,000.00
- Architectural Design & Coordination – Fee: 42,000.00
- Total Fee: Civil Engineer, P, M & E & Architectural \$118,800.00 which does not include NCDENR on Site Water Protection System
- Items not included
  - Phase I-Environmental Survey for Site (by Stokes County)
  - Watershed Control BMB Devices
  - Governmental Review, Application, Inspection or Permit Fees
  - Coordination or engineering for any additional modular units
  - Specifications for the modular units
  - Printing/reproduction of plans and specifications for permitting, review or bid purpose
  - Advertisement for Bid (by Stokes County)
  - Soil Testing
  - Changes to the scope of work after approval of preliminary design
  - Fire alarm system design, data, phone, intercom cabling and devices
  - HVAC or HVAC control system designs, economic analysis or alternative systems or equipment
- Provided an estimated cost \$1,063,860.62 for the County POD in comparison with the cost of Pinnacle POD Fees which were \$1,020,210.62

The Board discussed the following with Mr. Robbins, Mr. Creed, and Mr. Stovall:

- Doing topography survey on the complete 28.55 acres or just where the POD will be placed
- County staff could possibly do the boundary survey
- Parking lot could be gravel instead of pavement
- Cost for well water system design for 600 students, advantages for designing the system for the current need of 200 students or for the future (600 students)- minimal savings now if only designed for 200 students, more cost efficient to design for the future needs
- Options related to cost savings which could be incorporated into the bid packages
- Savings if the County can possibly send out bid packages
- Savings if Stokes County Environmental Health Department can approve a subsurface sewer system
- If NCDENR is involved, it sometimes takes 60-90 days before someone comes out to review the plans
- Commissioners needing additional time to review Mr. Robbins' proposal
- Need approval from the Board of Commissioners as soon as possible to move forward with the project

Mr. Robbins stated that Robbins Architectural wants to work with Stokes County and can work with Stokes County regarding fees. Mr. Robbins stated that this is a doable project that can be completed in time for students to start classes in August 2010.

Commissioner Carroll stated that this is a very high priority project for him and he wanted it done right, not for one POD, done for a community college campus.

Chairman Inman noted that the Board would be discussing the item and would let Robbins Architectural knows as quickly as possible.

### **Double Creek Vol. Fire Department – Acknowledgement Letter for Equipment Purchase**

County Manager Bryan Steen, who requested the item be moved from today's Consent Agenda, presented the following information:

- Double Creek Volunteer Fire Department requests the Board of Commissioners re-approve the Acknowledgement Letter for the purchase of a fire truck

- L. G. Tilley came to the Board on behalf of Double Creek Fire Department in December 2008 to request approval to purchase a new fire truck, the Board approved the request at the same meeting
- An Acknowledgement Letter regarding financing of this purchase was approved in February 2009 by the Board
- Double Creek Volunteer Fire Department requested the Board re-approve the Acknowledgement Letter in May 2009 due to the letter had to be dated after the department's required Public Hearing which was held in March 2009
- Double Creek Volunteer Fire Department is now requesting re-approval of the Acknowledgement Letter due to the Public Hearing notice in March did not include the correct amount, it did not include the amount that Double Creek is refinancing in conjunction with the financing for the new truck
- Refinancing is being done to get a better interest rate
- Original financing for truck alone was \$150,000
- Financing for new truck and refinancing two other trucks brings the total to \$476,736.62
- Board of Commissioners had approved the purchase of the truck with financing being done for \$150,000
- Refinancing a 2002 truck which will extend the financing time approximately eight years (originally scheduled to be paid off in fiscal year 2015/20016)
- Refinancing the 2006 truck which will extend the financing time approximately five years (originally scheduled to be paid off in fiscal year 2018/2019)
- New combined financing is projected to be paid off in approximately 14 years

Finance Director Edwards stated that refinancing the two trucks will decrease the department's budget by approximately \$10,284.97, but will pay approximately \$17,000 more due to refinancing.

Fire Commission Chairman Clifford Hall noted the following:

- Fire Commission tries to provide the fire departments with the equipment needed to provide fire service to their service area within the service district funding
- Fire Commission concerned with the number of departments wanting paid staff, which will probably increase in next year's budget
- Fire Commission does not have any authority over individual fire department's financial affairs such as refinancing
- Fire Commission's decisions are based on the availability of funding
- Double Creek can get a better interest rate by combining the old debts with the new debt
- Fire Commission tries to keep equipment purchases on a schedule if possible, purchase of equipment depends on the availability of funding each year
- Doesn't feel this request will affect the Fire Commission within the next 5 years, but will have some affect in the last 4-5 years of the loan
- Without refinancing, it could possibly add approximately \$10,000 to the Double Creek budget next year

The Board discussed the request with Fire Commission Chairman Clifford Hall and County Manager Steen.

Commissioner Carroll questioned Chairman Hall if this request would impair his ability to do his job as a Fire Commissioner over the next few years in terms of looking out for the entire county.

Chairman Hall noted that funding must be there to cover each department's debt, which all depends on the availability of funding. Chairman Hall also stated that the action taken by Double Creek to refinance would help the Fire Commission over the next five years.

Commissioner Smith requested additional information regarding ISO rating.

Chairman Hall noted that the Fire Commission is currently trying to get water points established within the county in order to decrease the ISO ratings which will lower homeowners' insurance premiums.

Manager Steen submitted the following Acknowledgement Letter for the Board's consideration.

United Financial of North Carolina, Inc  
58 Wilkie Way  
Fletcher, NC 28732

Re: Lease Purchase Agreement between United Financial of North Carolina, Inc. and  
Double Creek Volunteer Fire Department, Inc.

Dear Sirs:

I am Chairman of the Board of Commissioners of Stokes County.

This letter is to advise you that: Double Creek Volunteer Fire Department, Inc. is a qualified Volunteer Fire Department, assigned to protect a specific Fire District within Stokes County.

In addition, a special ad valorem (Fire Tax) is assessed on the real property owners of this district. Said Tax is to be used exclusively to provide equipment, facilities, and training as is necessary to provide fire protection for said district. Said Funds may also be used to upgrade equipment as the need arises. This tax is collected by the County and disbursed by the Finance Office to the Fire Department on a regular basis by the County Finance Officer.

The Double Creek Volunteer Fire Department, Inc. is operated and managed by the Board of Directors of the Fire Department and the Officers of said Department. The Department is currently meeting the requirements of their Fire Service Contract.

The Double Creek Volunteer Fire Department has made the Board of Commissioners aware of their intention to acquire a new capital asset through a Lease Purchase transaction with your firm. Please be advised that the County has no objections to this transaction and such approval does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt.

If I can be of any further assistance, please let me know.

Sincerely yours,

J. Leon Inman  
Chairman

Chairman Inman expressed the Board's appreciation to Fire Commission Chairman Hall for taking his time to attend today's meeting.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on today's Action Agenda.

**Environmental Health – Job Vacancy**

Health Director Josh Swift requested the Board allow the Health Department to fill the recent Environmental Health Specialist position which became vacant the first of November.

Health Director Swift noted the following:

- Will probably take several months to hire someone
- Could take several months to qualify the individual, normally can't hire a qualified individual
- Currently do not have a backlog for septic tanks permits due to having had full staff
- Afraid if the position is not recruited, when building picks up in the Spring, there could be a backlog
- Position also has the responsibility to certify restaurants, child care facility, etc.
- Department has been trying to cross train employees within the department to better serve the citizens of Stokes County
- A recent manpower study done in April 2009 by Department of Health and Natural Resources (DEHNR) indicates that the department needs 4 Environmental Health Specialists along with a working supervisor
- Currently, the department has 3 Environmental Health Specialists positions along with a working supervisor
- Revenues for the department are right on target
- Department has finally gotten the chance to check schools' concession stands and other issues due to being fully staffed

The Board discussed the vacancy with Director Swift.

Commissioner Carroll, Board of Health member, echoed Director Swift's concerns with the history of filling the position, training the individual, and stated the department could possibly get a December graduate.

Commissioner Lankford requested the agenda item be placed on the November 23<sup>rd</sup> Discussion Agenda due to absence of Vice Chairman Walker.

Chairman Inman directed the Clerk to place the item on the November 23<sup>rd</sup> Discussion Agenda with option to move to the Action Agenda.

Health Director Swift updated the Board regarding the H1N1 vaccines, department is getting limited supplies and trying to get the vaccines out to the "targeted" groups.

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

### **Board of Education - Request for Payment – Engineering Fees for School Projects**

County Manager Bryan Steen briefed the Board regarding the following request for payment received from Chairperson Bill Hart, Stokes County Board of Education:

(Presented at the November 9<sup>th</sup> meeting)

<b>Service</b>	<b>Project</b>	<b>Fee</b>
Pre-Design	Nancy Reynolds	\$20,670.00
Schematic Design	New Elementary School	\$44,625.00
Schematic Design	Southeastern Middle School	\$7,223.42
	Total	\$72,518.42

Following invoiced service, per Chairperson Hart, will be combined into the New Elementary School Project, therefore; no request for payment will be needed:

<b>Service</b>	<b>Project</b>	<b>Fee</b>
Professional Services	Stokes County Master Plan	\$118,634.00

Chairman Inman entertained a motion.

Commissioner Smith moved to pay the \$20,670.00 (from funding designated for the Nancy Reynolds Project) for the Pre-Design work done on the Nancy Reynolds Renovation Project.

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

**Exempt Employees- Compensatory Leave Time – Further Discussion**

Manager Bryan Steen presented the following requested proposed draft personnel policy regarding exempt employees' accrued compensatory time at the November 9th meeting for the Board's consideration: (Attorney Edward Powell has no issues with the proposed policy)

**Comp-Time Use Policy for Exempt Employees Hired Prior to August 24, 2009**

Exempt Employees hired prior to 08-24-2009 served the county during a period of time that policy allowed them to accumulate and record compensatory time / comp-time.

Exempt Employees in this category will use recorded comp-time utilizing the same request and approval process established for annual / sick / holiday leave until the balance is exhausted and such recorded comp-time will be utilized before use of annual or sick leave.

In the event of voluntary or involuntary termination as an employee of Stokes County, exempt personnel shall not be eligible for monetary reimbursement for recorded or unrecorded comp-time.

**Criminal Record Check – Amendment to Current Policy**

Manager Bryan Steen presented the following amendment to the current personnel policy regarding Criminal Record Check at the November 9<sup>th</sup> meeting for the Board's consideration:

(Attorney Edward Powell has no issues with the proposed policy)

Accordingly, candidates who have been requested to interview for a county position shall be required to submit a certified copy of a criminal record check from all counties in which they have lived for the previous five years. Criminal record check shall be submitted two business days prior to the scheduled interview date or before any offer of employment.

Chairman Inman entertained a motion to accept the proposed Comp Time Use Policy for Exempt Employees Hired Prior to August 24, 2009 and the amendment to the county's current Criminal Record Check recommended by County Manager Steen.

Commissioner Lankford moved to approve the proposed Comp Time Use Policy for Exempt Employees Hired Prior to August 24, 2009 and the amendment to the county's current Criminal Record Check recommended by County Manager Steen.

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



**Double Creek Vol. Fire Department – Acknowledgement Letter for Equipment Purchase**

Chairman Inman entertained a motion regarding the request from Double Creek Vol. Fire Department.

Commissioner Lankford moved to approve the Acknowledgement Letter from Double Creek Fire Department regarding equipment purchase. Commissioner Carroll seconded and the motion carried (4-0) with Vice Chairman Walker absent.

**Closed Session**

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

- 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 and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318-11(a)(5).

Commissioner Lankford moved to enter closed session for the following:

- 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 and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318-11(a)(5).

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

The Board returned to the open session of the November 9<sup>th</sup> meeting.

**Engineering Fees – Proposed Community College**

Chairman Inman directed the Clerk to place the Engineering Fees – Proposed Community College discussed at today’s meeting on the November 23<sup>rd</sup> Discussion Agenda.

The Board discussed Mr. Stovall proceeding with the survey.

**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 (4-0) with Vice Chairman Walker absent.

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

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