

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
JANUARY 10, 2011

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, January 10, 2011 at 1:30 pm with the following members present:

Chairman Ernest Lankford
Vice Chairman J. Leon Inman
Commissioner Jimmy Walker
Commissioner Ronda Jones

Commissioner James D. Booth - absent

County Personnel in Attendance:
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
County Attorney Edward Powell
Support Services Supervisor Danny Stovall
Tax Administrator Jake Oakley

Chairman Ernest Lankford called the meeting to order.

Chairman Lankford presented the following "Thought for the Day":

- "Be strong and do not give up for your work will be rewarded"

Vice Chairman Inman delivered the invocation.

Chairman Lankford noted that Commissioner James Booth is out of town and was planning to return today for the meeting but is unable to do so because of the inclement weather.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Lankford 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 Lankford entertained a motion to approve or amend the January 10, 2011 Agenda.

Vice Chairman Inman moved to approve the January 10, 2011 Agenda as submitted.

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

PUBLIC HEARING – Resolution of Intent to Sell, Lease, or Convey Stokes Reynolds Memorial Hospital, Inc.

Chairman Lankford called to order the Public Hearing regarding the Resolution of Intent to Sell, Lease, or Convey Stokes Reynolds Memorial Hospital, Inc.

There were no public comments. Chairman Lankford closed the Public Hearing.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

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

Minutes

- Minutes of December 21, 2010
- Minutes of December 28, 2010

Administration - Budget Amendment #41

Finance Director Julia Edwards submitted Budget Amendment #41.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Administration				
100.4120.260	Departmental Supplies	\$1,960.00	\$750.00	\$2,710.00
100.4120.340	Printing	<u>\$1,700.00</u>	<u>\$500.00</u>	<u>\$2,200.00</u>
	Totals	\$3,660.00	\$1,250.00	\$4,910.00
Capital Reserve Fund				
201.4120.000	Administration	\$26,250.00	\$(1,250.00)	\$25,000.00
201.9180.000	Transfer to General Fund	<u>\$118,600.00</u>	<u>\$1,250.00</u>	<u>\$119,850.00</u>
	Totals	\$144,850.00	\$00.00	\$144,850.00

This budget amendment is justified as follows:

To transfer funds from Capital Reserve Fund to General Fund for the printing of new Personnel Handbooks.

This will result in a net increase of \$1,250.00 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
100.3982.960	Transfer from Capital Reserve Fund	<u>\$118,600.00</u>	<u>\$1,250.00</u>	<u>\$119,850.00</u>
	Totals	\$118,600.00	\$1,250.00	\$119,850.00

Natural Resources - Budget Amendment #42

Finance Director Julia Edwards submitted Budget Amendment #42.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Natural Resources				
100.4960.511	Equipment	<u>\$300.00</u>	<u>\$79.00</u>	<u>\$379.00</u>
	Totals	\$300.00	\$79.00	\$379.00

This budget amendment is justified as follows:

To appropriate funds from the Dan River #319 Grant to purchase a GPS 60 handheld unit, carrying case, and SD 2 GB Memory Card.

This will result in a net increase of \$79.00 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
100.3301.420	Dan River #319 Grant	\$41,450.00	\$79.00	\$41,529.00
	Totals	\$41,450.00	\$79.00	\$41,529.00

Vice Chairman Inman moved to approve the Consent Agent as submitted.

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

Chairman Lankford opened the floor for updates from the Board.

Commissioner Walker confirmed that there would be another Public Hearing regarding the hospital that citizens could speak at since the weather could have kept them from the meeting today.

Vice Chairman Inman noted the upcoming Legislative Goals Meeting scheduled for January 20th and 21st and expressed his appreciation to the Board for giving him the opportunity to serve as the Board's Voting Delegate.

Commissioner Jones noted the upcoming Economic Development Business Extravaganza scheduled for January 20th at Camp Hanes.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Tax Administration Report – December 2010

Administrator Jake Oakley presented the following informational data for the December report:

Fiscal Year 2010-11	Budget Amt	Collected Amt	Over Budget	Under Budget
County Regular & Motor Vehicles	\$(20,744,514.00)	\$14,219,878.29		\$6,524,635.71
Prior Taxes 93-09 Tax Years				
County Regular & Motor Vehicles	\$ 700,000.00	\$427,113.24		\$272,886.76
EMS Collections				
Total Collected (12-01-10/12-31-10)	\$8,770.29			
Total Collected (07-01-10/06-30-11)	\$67,515.60			
Delinquent accounts received from EMS (none)				

Personal Property Discovery Report Audit Dates	# of Accts	Total Value	Taxes Due
12-01-10/12-31-10	13	\$30,648.00	\$243.15
07-01-10/06-30-11	351	\$4,066,885.00	\$34,780.96

Business Personal Property Discovery Report Audit Dates	# of Accts	Total Value	Taxes Due
12-01-10/12-31-10	0	\$00.00	\$00.00
07-01-10/06-30-11	1	\$2,162.00	\$23.31

Motor Vehicle Release Report Audit Dates	Accounts	Total Value
12-01-10/12-31-10	48	\$1,886.51

Motor Vehicle Refund Report Audit Dates	Accounts	Total Value
12-01-10/12-31-10	7	\$186.54
Number billed for Dec. 2010	4228	

Garnishment Totals			
Month	Total Accounts	Original Levy Amt	Collected Amt
12-01-10/12-31-10	200	\$34,379.04	\$24,163.35
F/Year 2010-11 (July 1 – June 30)	1063	\$238,530.44	\$175,238.62

Interstate Collection Report (December 2010)	Collection	Total Collected
Cumulative total Collected (Dec. 2010)	NC Debt Setoff	\$28,936.00
Cumulative total Collected (to date)	Motor Vehicles	\$43,980.44
Cumulative total Collected (to date)	Property Taxes	\$11,410.73
Cumulative total Collected (to date)	EMS	<u>\$28,625.96</u>
Cumulative total Collected (to date)	All Categories	\$84,017.13

Tax Administrator Jake Oakley submitted the following Real and Personal Property Releases (December 2010) which are less than \$100 for the Board's review:

**Releases (Real and Personal Property)
Less than \$100–December 2010–Per NCGS 105-381 (b)**

Name	Bill Number	Amount
James D. Ashburn(Cove Lounge)	09A155894961.07	\$24.75
James D. Ashburn(Cove Lounge)	10A155894961.07	\$24.75
Dasilva, LLC	09A156020420.07	\$14.85
Dasilva, LLC	10A156020420.07	\$10.35
Billy Edwards	10A3703.09.1	<u>\$2.20</u>
	Total Amount	\$76.90

Tax Administrator Jake Oakley noted that budgeted tax revenue was approximately 90% collected to date and the Tax Administration is seeing an increase in taxpayers requesting payment arrangements due to the economy along with an increase in elderly exemptions and deferments. Administrator Oakley noted the Tax Administration is willing to work with all taxpayers who are having difficulties paying their taxes.

Tax Administrator Jake Oakley presented the following Real and Personal Property Release (December 2010) which is more than \$100 for the Board's consideration:

**Releases (Real and Personal Property)
More than \$100–December 2010–Per NCGS 105-381 (b)**

Name	Bill Number	Amount	
Mark Durrett	10A698300726605	<u>\$960.09</u>	House not complete on 01-01-2010
	Total Amount	\$960.09	

Tax Administrator Jake Oakley submitted the following proposed hearing dates for the 2011 Board of Equalization and Review:

- April 4, 2011 – Monday – 2:00-5:00 pm
- May 2, 2011 – Monday – 5:00-8:00 pm

Tax Administrator Jake Oakley presented the following documents for the Board's review and consideration:

- 2011 Department of Revenue Cost Index and Depreciation Schedules (Business Personal Property)
- 2011 Pricing Guidelines for Personal Property
- 2011 Single Wide Mobile Home Pricing Guidelines (Schedules developed from Marshall and Swift)

Tax Administrator Jake Oakley presented the following update regarding trends potentially impacting the 2013 Revaluation:

- Midpoint of the four year 2009-2012 Revaluation Cycle
- On an annualized basis, the number of qualified sales recorded in the Register of Deeds is running at approximately half of the number of qualified sales recorded per year during the last Revaluation cycle
- Based upon a review of the qualified real property sales covering the period of January 1, 2009 to December 31, 2010, our data indicates a median Sales Ratio of 99.4%
- Sales Ratio is a figure that represents the relationship between assigned market values and the sales price of those specific properties
- Based upon a potential continuance of the above trends, the Tax Administration projects that the 2013 Revaluation will give an average overall zero value increase
- The Tax Office feels that the Board needs to be aware of developing trends that could impact future financial planning for the County by the Board

The Board discussed the information with Tax Administrator Oakley.

Commissioner Walker confirmed with Tax Administrator Oakley that citizens could call the office to set up a time to talk about setting up payment arrangements.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the following on the January 24th Consent Agenda:

- Real and Personal Releases more than \$100.00
- Personal Property Schedule of Values and Depreciation Schedules (2011 Pricing Guides)
- 2011 Board of Equalization and Review Dates

YVEDDI Transportation Contract

Support Services Supervisor Danny Stovall noted the following additional information regarding the requested transportation rate increase submitted by YVEDDI that was presented to the Board at the December 28th meeting:

- Medicaid and Work First are mandated programs
- Medicaid is an uncapped funding source – County will be reimbursed on the amount spent (reported at the last meeting that Medicaid was a capped funding source)
- Work First is a capped fund – 100% County dollars- transportation is provided by a different vendor – not YVEDDI
- Taking the mileage for November’s Medicaid transportation and using the new proposed YVEDDI rate, there would have been an \$4,544.02 additional cost
- Taking the mileage for November’s Senior Meal Program transportation and using the new proposed YVEDDI rate, there would have been an \$491.66 additional cost
- YVEDDI is utilizing 8-9 vans daily to provide Medicaid transportation
- YVEDDI is utilizing 2 vans for the Senior Meal transportation
- YVEDDI has offered to pick-up the Senior Meal transportation costs after the County’s budgeted funds have been exhausted using their State ETAP Funds
- If the county started providing Senior Meal Transportation, it would take two vans (estimated cost \$72,706 plus 3% sales tax and radio equipment) along with an estimated \$117.39 daily cost
- Alleghany County currently runs a transportation program:
 - Current rate = \$10.20 per hour plus \$.32 per mile
 - Office staff- 3 full time employees (Director, Dispatcher and Billing Clerk) which are county funded with benefits
 - Two full time drivers and 16 part time drivers (average wage \$9.20)
 - Vehicle Fleet- 12 (4 each 12 passenger handicap vans, 5 each wheel chair lift vans and 3 each standard mini vans)
 - County’s upfront equipment costs based on Alleghany County’s fleet: Total estimated equipment cost = \$432,371.00 – could be more since Stokes County is larger than Alleghany County
- YVEDDI is trying to arrange medical trips going to the same area as often as possible
- It would take at least 4-5 months to start up a County transportation program
- Need to set up a committee to see if a transportation program is feasible and to make sure all issues are addressed such as making sure services are billable
- If the County starts a transportation program, the County would need to set up a capital account in order to have funding available to purchase new vans when needed

Chairman Lankford questioned Mr. Stovall if the County agrees to YVEDDI’s proposed rate increase which is to be effective 02-1-11, would there be enough funding without additional county funds to get through the remainder of the fiscal year. Mr. Stovall noted to his understanding that Medicaid transportation (which is uncapped) will be reimbursed 65/federal and 35/state for the funding spent as long as it meets the necessary criteria and the Senior Meal Program will be picked-up by YVEDDI’s ETAP Funds once the County’s budgeted funds have been exhausted as long as there are available ETAP Funds.

The Board discussed the amount of time and funding needed to start up a transportation program.

Chairman Lankford noted the need to look at other options for the upcoming 2011-12 fiscal

year.

Vice Chairman Inman noted with no additional county funding needed, he was inclined to continue with YVEDDI for the remainder of this fiscal year and look at bidding out these services for fiscal year 2011-12 and investigating any other available options.

Commissioner Walker questioned if there were any other possible vendors available.

Mr. Stovall noted that he had not been contacted by anyone else regarding transportation services.

Mr. Stovall recommended the County continue with YVEDDI using ETAP funding for the Senior Meal Program after the County's budgeted funding is exhausted and start investigating the cost of starting a county transportation program to see if the program is feasible and cost effective for Stokes County.

Chairman Lankford directed Mr. Stovall to form a committee to start looking at other options and a possible county transportation program before the 2011-12 budget process.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 24th Action Agenda.

2010-11 Fiscal Year Audit Contract

Finance Director Julia Edwards submitted the following information regarding the renewal of the 2010-11 fiscal year audit contract with Martin Starnes and Associates:

- Contract price being requested for Fiscal Year 2010-11 = \$46,500.00
- Martin Starnes and Associates have been performing the County's audit for the past five years
- Fiscal Year 2010-11 has another GASB 34 requirement that will change the way the county reports Fund Balance
- Services received from Martin and Starnes have been professional, been in a timely manner, and very cost efficient
- History of audit cost with Martin Starnes and Associates:
 - F/Y 2005-06 = \$40,500
 - F/Y 2006-07 = \$42,000
 - F/Y 2007-08 = \$43,600
 - F/Y 2008-09 = \$45,000 (GASB 34 was implemented for Stokes)
 - F/Y 2009-10 = \$45,000
 - F/Y 2010-11 = \$46,500 Requested
- Martin and Starnes is very willing to answer questions during the year without additional costs
- Recommending the county contract with Martin and Starnes for the upcoming 2010-2011 Fiscal Year Audit

The Board discussed the proposed increase submitted by Martin and Starnes with Finance Director Edwards.

Chairman Lankford stated that due to the current economy, he doesn't see justification for an increase. Chairman Lankford noted possibly bidding out the audit services this year.

Commissioner Walker confirmed with Finance Director Edwards that there would be

additional requirements this year and questioned how the proposed cost is comparable to counties our size and to surrounding counties. Finance Director Edwards noted that she did not have that information available, but could provide it at the next meeting.

Vice Chairman Inman agreed with Chairman Lankford that if Martin and Starnes could not do the audit this year without an increase, the County should consider bidding out the services.

Commissioner Jones agreed with Chairman Lankford regarding the need to possibly bid out the services if there were going to be additional costs this year. Commissioner Jones noted that as long as the County has been using Martin and Starnes, the changes shouldn't be too difficult.

Finance Director Edwards noted that she would pass on the concerns of the Board to Martin and Starnes.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 24th Discussion Agenda.

Personnel Policies Handbook – Proposed Revision

Personnel Officer Darlene Bullins noted that Finance Director Julia Edwards has requested the following three sections of the Personnel Handbook be changed due to the Automatic Attendance Software Program which is scheduled to be operable 02-1-11:

- Section 4 – Workweek – The workweek needs to be changed to begin at 12:01 am Saturday and ending 12:00 am Saturday due to the Attendance Software
- Section 10 – Time and Attendance Record – The change is due to timesheets being electronic instead of paper
- Section 5 – Pay Periods – The payday needs to be changed to Tuesday instead of Friday. When the County went to direct deposit in 2003, the Finance Department lost two days of processing time. The bank requires payroll information two days before the pay date for direct deposit and staff is continuing to obtain compensatory time.

The Board discussed the proposed changes with Finance Director Edwards.

The Board's only concern with the requested changes was with moving the pay date from Friday to the next Tuesday.

Chairman Lankford noted this would be a very big change for employees who have always been paid on Fridays especially for those who do not participate in direct deposit, but expressed the Board's appreciation regarding employees obtaining compensatory time.

Vice Chairman Inman agreed with Chairman Lankford.

Commissioner Jones had no issues with the proposed changes.

Commissioner Walker stated that he had no issues at the moment with changing the pay date and if problems did arise, it could always be revisited.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 24th Action Agenda.

Appointments – Region I Advisory Council

Clerk Darlene Bullins represented the following information regarding the vacancy:

- One vacant position – Jim Carlin’s term has expired
- Mr. Carlin wishes to be considered for the re-appointment
- Will follow the county’s guidelines for appointments

Commissioner Jones nominated Jim Carlin for re-appointment to the Region I Advisory Council.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 24th Action Agenda.

Appointments – Firemen’s Relief Fund – Board of Directors

Clerk Darlene Bullins presented the following recommendations from each fire department for re-appointments/appointments to the Firemen’s Relief Fund – Board of Directors:

Department	Recommendations
Danbury Vol. Fire Department	Norman Scott
Double Creek Vol. Fire Department	Tom Tilley
Francisco Vol. Fire Department	Atherton Jessup
Lawsonville Vol. Fire Department	Ronnie Mabe
Northeast Stokes Vol. Fire Department	Gary Wilkins
Pinnacle Vol. Fire Department	Travis Sink
Sauratown Vol. Fire Department	Randall Smith
South Stokes Vol. Fire Department	Bobby Boles
Stokes Rockingham Vol. Fire Department	Libby Paris
Walnut Cove Vol. Fire Department	James Teague

Vice Chairman Inman nominated the following to serve on the Firemen’s Relief Fund – Board of Directors for each department:

Department	Recommendations
Danbury Vol. Fire Department	Norman Scott
Double Creek Vol. Fire Department	Tom Tilley
Francisco Vol. Fire Department	Atherton Jessup
Lawsonville Vol. Fire Department	Ronnie Mabe
Northeast Stokes Vol. Fire Department	Gary Wilkins
Pinnacle Vol. Fire Department	Travis Sink
Sauratown Vol. Fire Department	Randall Smith
South Stokes Vol. Fire Department	Bobby Boles
Stokes Rockingham Vol. Fire Department	Libby Paris
Walnut Cove Vol. Fire Department	James Teague

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 24th Action Agenda.

Job Vacancies

Chairman Lankford presented the following job vacancies for the Board to consider:

- Sheriff's Department – Patrol Sergeant (vacant: January 18th)
- District Resource Center- Office Assistant III (vacant: February 1st)

Chairman Lankford opened the floor for discussion.

The Board had no issues with the job vacancies.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the January 24th Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Economic Development Partners – Funding Request

Chairman Lankford entertained a motion.

Commissioner Walker moved to appropriate \$2,000 from Economic Development Special Funding to the King Chamber of Commerce as recommended unanimously by the EDC.

Commissioner Jones seconded the motion.

Chairman Lankford noted that is very vital to the Chamber, but Stokes County has already made approximately \$1,000 in contributions to the Chamber and did not know if the EDC was aware of this information.

The motion carried (4-0) with Commissioner Booth absent.

State Employees' Credit Union – Annual Lease Agreement

Chairman Lankford entertained a motion.

Commissioner Walker moved to approve the annual one year renewal option (1-1-2011/12-31-2011) with the State Employees' Credit Union (rent fee) for the ATM located in the upper parking lot of the Government Center Complex. Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

Job Vacancies

Chairman Lankford entertained a motion.

Vice Chairman Inman moved to approve the following vacancies be filled:

- Assistant Fire Marshal
- Emergency Management Planner I
- Health Director

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

CLOSED SESSION

Chairman Lankford entertained a motion to enter Closed Session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6).

Vice Chairman Inman moved to enter Closed Session for the following:

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6).

Commissioner Jones seconded and the motion carried (4-0) with Commissioner Booth absent.

The Board reconvened to the regular session of the January 10th meeting.

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman