

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Lankford entertained a motion to approve or amend the February 28, 2011 Agenda.

Commissioner Booth moved to approve the February 28, 2011 Agenda as presented.

Vice Chairman Inman seconded and the motion carried unanimously.

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 February 8, 2011
- Minutes of February 11, 2011
- Minutes of February 14, 2011

Sewer Fund - Budget Amendment #56

Finance Director Julia Edwards submitted Budget Amendment #56.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Sewer Fund				
501.7140.350	Maint. & Repair –Equipment	\$00.00	\$4,427.00	\$4,427.00
Totals		\$00.00	\$4,427.00	\$4,427.00

This budget amendment is justified as follows:

To appropriate funds from insurance claim due to lightning damage at the hospital sewer pump station.

This will result in a net increase of \$4,427.00 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
501.3839.000	Misc. Revenue	\$00.00	\$4,427.00	\$4,427.00
	Totals	\$00.00	\$4,427.00	\$4,427.00

Tax Administration Report – January 2011

Real and Personal Release more than \$100.00

Tax Administrator Jake Oakley submitted the following Real and Personal Property Release (January 2011) which is more than \$100 at the February 14th meeting with a request for approval at the February 28th meeting:

**Releases (Real and Personal Property)
More than \$100–January 2011-Per NCGS 105-381 (b)**

Name	Bill Number	Amount	
Pipemasters Inc.	10A155923849.07	<u>\$346.43</u>	Listed in Error Business closed 2009
	Total Amount	\$346.43	

Real and Personal Refund more than \$100.00

Tax Administrator Jake Oakley submitted the following Real and Personal Property Refund (January 2011) which is more than \$100 at the February 14th meeting with a request for approval at the February 28th meeting:

**Refunds (Real and Personal Property)
More than \$100–January 2011-Per NCGS 105-381 (b)**

Name	Bill Number	Amount	
Ola Linville	09A35183.01	\$107.35	SWMH Double Listed
	08A35183.01	\$128.34	SWMH Double Listed
	07A698700506985	\$122.26	SWMH Double Listed
	06A698700506985	<u>\$143.72</u>	SWMH Double Listed
	Total Amount	\$501.67	

Present Use Value Late Applications

Tax Administrator Jake Oakley submitted the following Present Use Value Late Applications (January 2011) at the February 14th meeting with a request for approval at the February 28th meeting:

Tax Payer	Parcel #	Acreage
John Parsons	696210453097	1.77 ac
Marilyn Parsons		
John Parsons	696212853116	0.87 ac
Marilyn Parsons		

Reason: Two small parcels joining two large farms owned by Mr. and Mrs. Parsons, who already classified under Present-Use Tax Deferred Assessment

Tax Payer	Parcel #	Acreage
Brenda Hutchinson	696319619221	9.10 ac
William Hutchinson		
Brenda Hutchinson	636319720045	11 ac
William Hutchinson		
Brenda Hutchinson	696319612390	1 ac
William Hutchinson		
Brenda Hutchinson	696319612359	1 ac
William Hutchinson		

Reason: Application was dated 01-31-11, but postmarked 02-03-11

Tax Payer	Parcel #	Acreage
Donnie Farmer	697700557012	17.33 ac
Donnie Farmer	697700640427	10.70 ac

Reason: Mr. Farmer has owned one of these parcels since 1971

Tax Payer	Parcel #	Acreage
Anderson Cromer	690401395564	15.13 ac
Anderson Cromer	690500077910	69.33 ac
Anderson Cromer	690401297513	16.28 ac

Reason: Mr. Cromer has owned the land since 2001

Stokes County Road Atlas

Tax Administrator Jake Oakley submitted the following prices for the new Stokes County

Road Atlas which has just been completed by the GIS/Mapping Department at the February 14th meeting with a request for approval at the February 28th meeting:

- Black/White = \$6.00
- Color = \$18.00

Order to Advertise 2010 Tax Liens

Tax Administrator Jake Oakley request the Board of Commissioners order the Tax Office to advertise the following unpaid taxes for the current fiscal year (2010-2011):

- Number of bills = 5,250
- Principal due = \$1,859,382.68

Commissioner Booth moved to approve the Consent Agenda as presented. Commissioner Jones seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

Chairman Lankford opened the floor for comments.

Commissioner Booth noted that he had contacted the NCDOT Regional Office and spoke to the safety department regarding the Clyde Amos Road. Commissioner Booth stated that NCDOT safety representatives have agreed to look at the road again regarding the unsafe conditions when turning into the road from Highway #89; the road is due to be paved in the near future.

Chairman Lankford noted that not all of the property owners have signed the right of way agreement with NCDOT which stops the paving of the road.

Vice Chairman Inman noted that he had revisited the road and understands what Commissioner Booth is speaking about.

Vice Chairman Inman noted that the NCACC Board of Directors met last week and the main topic was budget. Vice Chairman Inman noted that there was a lot of concern

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from every member on the Board of Directors that state cuts are going to be pushed down to the counties such as the Governor's recommendations to put the cost of school bus purchases and workers' compensation cost which would be devastating to the counties. Vice Chairman Inman noted that he felt this would be a very quick budget year for the state.

Commissioner Jones noted that Senate Bill #13 basically has been resolved to an extent due to the funding that was being considered to cut would stunt economic growth.

Commissioner Walker noted that the lottery fund application requests recently approved by the Board have been approved by the State and expressed appreciation to Finance Director Edwards for expediting the process.

The Board welcomed new Interim County Manager Rick Morris.

Interim Manager Morris stated that he was glad to be back and looked forward to working with the Board.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Fiscal Year 2011-12 Criminal Justice Partnership Program Annual Plan

Interim County Manager Rick Morris presented the Fiscal year 2011-12 Criminal Justice Partnership Program Annual Plan.

Interim Manager Morris noted the following:

- The plan outlines the upcoming year's goals, objectives, and activities for Stokes County District Resource Center Program for local sentenced offenders
- Annual plan must be submitted by March 31st of each year
- Board approval of the plan allows the County to accept the annual CJPP grant award, but acceptance of the state grant does not obligate the County to any local funding or match requirements
- Funding will be used to continue the Pretrial Release Program and District Resource Center which includes the Community Service Work Program
- Community Work Program provides many man hours of free labor to the County thus saving county funding
- Proposed plan is basically the same as last year
- Could possibly obtain approximately \$1,200 dollars more than last year

Chairman Lankford opened the floor for discussion.

Vice Chairman Inman noted that he had found this to be an outstanding program which assist the county's maintenance staff.

Commissioner Booth noted that \$84,429 dollars of county funding is estimated for Fiscal Year 2011-12 budget for this department.

Commissioner Walker noted the large amount of tax dollars being saved by the Pretrial Release Program which releases inmates on probation who are under the supervision of DRC and feels this is a very cost effective program.

Commissioner Walker confirmed with Interim Manager Morris that approval would be only for the plan and not for county funding at this time.

Chairman Lankford also expressed concerns with the \$84,429 dollars of county funding which would be evaluated at budget time.

Commissioner Jones noted the number of different programs that participate with the Pretrial Release Program and the District Resource Center and requested Interim Manager Morris to see if the toxicology could be done in North Carolina instead of California thus putting dollars into North Carolina instead of California. Interim Manager Morris noted he thought the low rates were the determining factor, but would be glad to look into the situation.

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

Stokes County Historical Society – Education Program – Moratock Park

Interim Manager Rick Morris presented the following information regarding a request from President Patty Dunlap, Stokes County Historical Society:

- Stokes County Historical Society is planning a tour of historic sites in Stokes County for nine fourth grade classes (195 students)

- Schools involved:
 - Pinnacle Elementary
 - Walnut Cove Elementary
 - Mount Olive Elementary
- Tour will include the following visits:
 - Stokes County Historical Museum
 - Historic Davis Chapel Church
 - Moratock Iron Furnace (if approved)
 - Lunch at Moratock Park
- Phillip Harrison, an expert on historic ante-bellum iron furnaces, will be assisting with the educational tours
- Mr. Harrison is willing to set up his portable iron furnace to conduct demonstrations on Friday, April 15th
- Mr. Harrison set up the same furnace for the Stokes Stomp in 2010
- Would request permission to have the educational programs on April 12th, April 13th, April 14th, and April 15th at Moratock Park and to allow Mr. Harrison to set up his portable iron furnace to conduct demonstrations for the students

Commissioner Jones commended the Historic Society for providing history about Stokes County to the students.

The Board agreed with Commissioner Jones and had no issues with the request.

Commissioner Walker suggested placing the item on the March 14th Consent Agenda.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the March 14th Consent Agenda.

Arts Council – Renovation Project – Lease Agreement

Interim Manager Rick Morris presented the following information regarding a request from Executive Director Eddy McGee, Stokes County Arts Council, to lease the former Art Market:

- Stokes County Arts Council is requesting Stokes County Government enter into a lease agreement with the Arts Council for the former Art Market located at 500 N Main Street, Danbury
- Arts Council is seeking this lease in order to begin the process of renovating the facility as a multi-use center for the arts

The Board discussed the proposed lease agreement.

Commissioner Booth confirmed with Interim Manager Morris that the Arts Council is

proposing to pay Stokes County annual rent of \$1.00 (one dollar) and the term of the lease will be for an initial term of (5) years with the term automatically extended for five (5) additional five year terms (25 years), unless sooner terminated by written mutual consent of both parties.

Commissioner Booth also confirmed with Interim Manager Morris that the Arts Council would be obtaining grants to cover all costs for renovations (no county funding) and the County would not be responsible the county responsibilities listed in the proposed lease agreement until after all renovation is completed.

Vice Chairman Inman noted that under item 5 of the proposed lease agreement, the Arts Council shall lease and accepts the property in its "as is" condition.

Commissioner Walker questioned whether the proposed \$1.00 dollar annual rent should be reviewed after a certain period of time, in case the facility becomes very profitable and also noted that unless there is written mutual consent by the County and the Arts Council, no changes can be made to the lease agreement.

Interim Manager Morris noted that the five year intervals could be used as a program review.

Vice Chairman Inman noted that this project is an opportunity to drive economic development and renovating the structure would hopefully bring visitors to Stokes County.

Chairman Lankford suggested wordage be inserted that either party can terminate the lease agreement with a 90 or 180 day written notice after the first five (5) year term.

Commissioner Walker noted that he had spoken to Director McGee who stated that the proposed conditions of the lease are what is needed to obtain the necessary funding for the renovation project.

Interim Manager Morris noted that Director McGee had given him the same information as given to Commissioner Walker regarding the conditions of the proposed lease.

Commissioner Jones feels that inserting wordage regarding a 90 or 180 day termination clause might make funding agents feel apprehensive in giving funding to the County for this project. Commissioner Jones noted the possibility of the Arts Council eventually purchasing the facility.

Commissioner Booth agreed with Commissioner Jones regarding the purchase of the facility due to the County agreeing to provide continued maintenance for the structure, roof, HVAC, etc. along with providing liability insurance for the facility.

The Board continued discussion regarding adding a termination clause.

The Board unanimously agreed to consider approval of the proposed lease as it is at the March 14th meeting.

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

2011 Volunteer Reception

Clerk Darlene Bullins presented the following possible dates for the annual 2011

Volunteer Reception recommended by the Volunteer Reception Committee:

- April 28th
- May 5th
- May 10th
- May 12th

Clerk Bullins noted the following information:

- Reception would start at either 4:00 pm or 4:30 pm
- Location is being considered
- Committee has some issues with using the outside shelter at Hanging Rock State Park due to possible rain, cool weather conditions, and steps
- Trying to schedule a date other than a regular Board meeting date in order for the Board to be able to attend the entire reception, in the past, the Board normally has to leave before the reception is over in order to get to the BOCC meeting on time

- Board would like to have time to personally thank those who have given countless hours of volunteer time to Stokes County and its citizens

The Board discussed the possible dates submitted by the Clerk.

The Board unanimously agreed to have the 2011 Volunteer Reception on May 10th.

Job Vacancy

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

- Social Services – Income Maintenance Caseworker II

Interim Manager Rick Morris presented the following information regarding the request:

- DSS Director Kristy Preston is requesting permission to fill an Income Maintenance Caseworker II position (Adult Medicaid)
- Position will be vacant on March 3, 2011
- Recently a worker from Adult Medicaid was transferred to the Food and Nutrition Unit due to the significant increase in the workload that the Food and Nutrition Unit has experienced
- With the transfer, the three remaining caseworkers saw their caseloads increase by approximately 100 cases to a total of approximately 400 for each worker
- With the new vacancy, two workers will remain in Adult Medicaid which will increase their caseload to approximately 600 each
- There is simply no way two workers can effectively manage 600 cases
- It takes around 3 months to fill a position and additional six months to train a new worker
- Carrying high caseloads usually cause more errors and can create penalties
- Recommend advertising and filling the position as soon as possible

Chairman Lankford opened the floor for discussion.

Commissioner Walker stated he is willing to go with the manager's recommendation, the position is currently funded in the F/Y 2010-11 budget and due to the demand is very much needed.

Chairman Lankford suggested possibly looking at contract services until possibly after the Fiscal Year 2011-12 Budget is adopted since contract services have been used in the past for this type of position. Interim Manager Morris stated that he would be happy to discuss the suggestion with DSS Director Preston.

Chairman Lankford noted that all vacancies need to be looked at individually.

Commissioner Walker noted at the recent DSS Board meeting, Director Preston stressed the importance of filling the position as soon as possible.

Vice Chairman Inman reiterated the need to have trained, qualified personnel whose job is to determine eligibility for services.

Commissioner Jones, who was at the recent DSS meeting, reiterated Commissioner Walker's comments regarding the importance of filling the position as soon as possible.

Commissioner Booth noted that a request from DSS Director Preston to use lapsed salaries for contracting individuals to assist the Income Maintenance staff in taking and processing applications is on tonight's Action Agenda.

Commissioner Walker reiterated Director Preston's comments in the request which states that there is simply no way that two workers can effectively manage 600 cases.

Commissioner Booth agreed with Chairman Lankford that all vacancies must be looked at individually to see if the vacancy needs to be filled, some departments due to the current economy might be able to postpone filling a vacancy until a later date.

Commissioner Walker noted that the Board needs to be consistent and evaluate each vacancy the same way.

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

Stokes County Animal Control Advisory Council – Request to Seek Funding

Interim Manager Rick Morris presented the following information regarding a request from the Stokes County Animal Control Advisory Council:

- Animal Control Advisory Council and the staff of the Stokes County Animal Shelter is seeking permission from the Board to raise funding on behalf of the Stokes County

Animal Shelter to build an approximately 22'x25' euthanasia room that would be an enclosed addition to the existing shelter

- Habitat for Humanity has confirmed the ability to share their resources to provide donated time, crews, and materials to do the actual construction, depending upon the funding raised
- Council is planning a Golf Tournament on April 30th at Hemlock Golf Course in Walnut Cove
- The separate enclosed euthanasia room will be state mandated in the near future
- Council is requesting to proceed with the fund raising and permission to make the addition to the existing shelter
- All work and materials will be donated
- A licensed contractor who has worked in the past with Habitat for the Humanity Program has agreed to do the work for free and supply a lot of the materials needed for the renovations; a portion of the back area of the shelter will be enclosed
- Recommend the Board approve the fundraiser and bring the proposed project back to the Board for approval once funding has been obtained

Chairman Lankford opened the floor for discussion.

Vice Chairman Inman noted that he had spoken to Animal Control Advisory Council member, Bob Sullivan, who stated that there would be no request for county funding.

Vice Chairman Inman commended the Council for identifying a potential situation (State will mandate a separate euthanasia room in the near future) and for bringing a solution to the Board that requires no county funding.

Commissioner Jones also commended the Council for their efforts.

The Board discussed approving the fundraiser and requested the proposed project be placed on a future Agenda once funding is obtained.

Commissioner Walker suggested moving the request to tonight's Action Agenda due to the item being time sensitive.

The Board unanimously commended the Animal Control Advisory Council's efforts for bringing a solution to the Board that requires no county funding.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on tonight's Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Social Services – Salary Request to Use Lapsed Salaries

Chairman Lankford entertained a motion regarding the use of lapsed salaries which was presented at the February 14th meeting along with the following required Budget Amendment #57:

Social Services – Budget Amendment #57

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Social Services			
100.5130.000	Salaries and Wages	\$1,736,413.00	\$(10,000.00)	\$1,726,413.00
100.5130.030	Salaries and Wages-Contract	\$58,692.00	\$10,000.00	\$68,692.00
	Totals	\$1,795,105.00	\$00.00	\$1,795,105.00

This budget amendment is justified as follows:

To appropriate additional funding for a contract position to help in the Income Maintenance Unit.

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.

Commissioner Walker moved to approve the request from DSS Director Preston to use lapsed salaries to contract personnel to assist the Income Maintenance staff in taking and processing applications along with Budget Amendment # 57. Commissioner Jones seconded and the motion carried unanimously.

Personnel Policy – Change of Pay Date – Further Discussion

Interim Manager Rick Morris noted the following regarding the change of the pay date:

- Have had additional discussion with Finance Director Edwards
- There are possibly other options that can be used instead of changing the pay date such as changing the pay period ending date
- Have just started reviewing the new A&E System

- Feels once the system is up and running, it can be a very valuable tool for the department heads/supervisors to manage their employees
- Will run both the current payroll system and the new A&E system until everyone is fully trained on the new system and everything is working properly
- Plan to do this very quickly and will have refresher training sessions for department heads within the next two weeks
- Should possibly look at using the system to sign in and out for lunch periods

Chairman Lankford entertained a motion.

Commissioner Booth moved to revert the pay day back to Friday instead of Tuesday.

Vice Chairman Inman seconded the motion.

Commissioner Walker confirmed with Interim Manager Morris and Finance Director Edwards that this is a good step to take at this time.

Finance Director Edwards commented this will be a better documented system, but there still may be a need for some compensatory time which could vary depending on the amount of payroll changes.

Commissioner Booth noted that the county's new policy requires the employee to use accrued compensatory time before using any other type of leave which can decrease or even eliminate an employee from having a balance of unused compensatory time.

Commissioner Booth commended Interim Manager Morris for his positive comments regarding the implementation of the system, but did express some concerns with the amount of time that supervisors are indicating that they are spending on the new system and the cost of the system.

The motion carried unanimously.

Interim Manager Morris noted that he would keep the Board updated on the progress of the new system.

Policy Fire Service District and Fire Commission and Use of Service District Funds

Chairman Lankford entertained a motion:

Vice Chairman Inman moved to approve the Policy Fire Service District and Fire Commission and Use of Service District Funds Policy as presented at the February 14th meeting. Commissioner Booth seconded and the motion carried unanimously.

Appointments – Economic Development

Chairman Lankford noted that the following were nominated at the February 14th meeting to serve a two year term on the Economic Development Commission:

- Bruce Younts
- Jane Priddy-Charleville
- Commissioner J. Leon Inman

Chairman Lankford opened the floor for any further nominations.

Chairman Lankford entertained a motion to close the nominations.

Commissioner Jones moved to close the nominations. Commissioner Booth seconded and the motion carried unanimously.

Chairman Lankford polled the Board:

Commissioner Booth: Bruce Younts, Jane Priddy-Charleville, Commissioner J. Leon Inman
Commissioner Walker: Bruce Younts, Jane Priddy-Charleville, Commissioner J. Leon Inman
Vice Chairman Inman: Bruce Younts, Jane Priddy-Charleville, Commissioner J. Leon Inman
Commissioner Jones: Bruce Younts, Jane Priddy-Charleville, Commissioner J. Leon Inman
Chairman Lankford: Bruce Younts, Jane Priddy-Charleville, Commissioner J. Leon Inman

Chairman Lankford noted that Bruce Younts, Jane Priddy-Charleville, Commissioner J. Leon Inman were re-appointed to serve on the Economic Development Commission.

Job Vacancies

Chairman Lankford entertained a motion regarding the job vacancies presented at the February 14th meeting.

The Board discussed looking at each vacancy individually.

Commissioner Booth moved to approve to advertise and fill the following vacancies:

- Sheriff's Department – Deputy Sheriff (vacant: February 7th)
- Sheriff's Department (Jail) - Jailer (vacant: February 4th)
- Solid Waste – Solid Waste Truck Driver (vacant: January 31st)
- EMS – Intermediate (vacant: January 20th)

Commissioner Jones seconded the motion.

Commissioner Walker commented that the Board needs to be very consistent when approving vacancies and there needs to be a level playing field for every department.

Chairman Lankford commented that he felt that each vacancy must be looked at individually especially from now to June 30th.

Commissioner Jones and Commissioner Booth agreed with Chairman Lankford regarding looking at each vacancy individually.

Commissioner Jones stated that she felt that was the intention of the entire Board to look at each vacancy individually.

The motion carried unanimously.

Stokes County Animal Control Advisory Council – Request to Seek Funding

Chairman Lankford entertained a motion.

Commissioner Walker moved to approve the fundraiser project requested at tonight's meeting from the Stokes County Animal Control Advisory Council. Vice Chairman Inman seconded and the motion carried unanimously.

Adjournment

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

Commissioner Booth moved to adjourn the meeting. Commissioner Walker seconded and the motion carried unanimously.

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman