

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
JULY 25, 2011

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday, July 25, 2011 at 6:00 pm with the following members present:

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

County Personnel in Attendance:
Interim County Manager Richard D. Morris
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
Chief Deputy Craig Carico

Chairman Ernest Lankford called the meeting to order.

Commissioner Booth delivered the invocation.

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

- "For the Body is Not One Member, But Many"

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Lankford opened the meeting by inviting the citizens in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Lankford entertained a motion to approve or amend the July 25, 2011 Agenda.

Vice Chairman Inman moved to approve the July 25, 2011 Agenda as presented.

Commissioner Jones 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 June 14, 2011 - Budget Work Session
- Minutes of June 15, 2011 – Budget Work Session
- Minutes of July 11, 2011 – Regular Meeting

Tax Administration Report – June 2011

Present Use Value Late Application

Tax Administrator Jake Oakley submitted a Late Application for Elderly and Disabled Exemption for 2011 from Teresa R. Morse at the July 11th meeting with a request for approval at the July 25th meeting.

Request for Exemption – Late Application

Tax Administrator Jake Oakley submitted a Late Application- Request for Exemption from New Life Church at the July 11th meeting with a request for approval at the July 25th meeting.

Write-off of Insolvent EMS, Motor Vehicle, and Personal Property Bills

Tax Administrator Jake Oakley submitted the following Write-Off Amounts for Deceased and Insolvent Motor Vehicle, Personal Property, and EMS Accounts at the July 11th meeting with a request for approval at the July 25th meeting:

- Deceased and Insolvent Motor Vehicle Accounts in the amount of \$4,506.41 (129 accounts)

- Deceased Insolvent Personal Property Accounts in the amount of \$4,080.31 (54 accounts)
- Deceased and Insolvent EMS Accounts in the amount of \$17,125.12 (65 accounts)

Stokes Aging Planning Committee – Proposed Logo

Interim County Manager Rick Morris submitted a proposed Logo for usage by the Stokes Aging Planning Committee at the July 11th meeting with a request for adoption at the July 25th meeting.

Commissioner Booth moved to approve the Consent Agenda as presented.

Commissioner Walker 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.

E911 Communications Update

Interim County Manager Rick Morris presented the following update:

- The draft Acquisition Strategy Plan has been completed and sent to officials in the Town of Walnut Cove and the City of King for review and comment
- Will review and incorporate comments if possible
- Hope to have the draft Acquisition Strategy Plan on the August 8th Agenda for Board discussion
- Upon approval of the Acquisition Strategy Plan by the Board of Commissioners, a RFP will then be developed for the Board's review and approval

Commissioner Walker questioned Interim Manager Morris about possible funding for the E911 upgrade.

Interim Manager Morris responded that there is a possibility that there might be Homeland Security Funding (others have received this type of funding) available and that the county will apply as soon as the application process has been posted and will also continue to seek any and all available funding.

Early College – Sewer System

Interim County Manager Rick Morris presented the following update:

- Sewer permit is ready to be issued which then will enable Planning to issue the needed permits
- Footings should be poured within the next couple of weeks
- Danny Stovall will obtaining bids for electrical, plumbing, etc. for the Board's approval
- Mr. Stovall will most likely need bid approval during the same meeting in order to keep the project going for the projected December completion date

Interim Manager Morris concluded that a meeting has already been scheduled with the "key players" to hopefully obtain any available funding for the sewer project.

Commissioner Booth noted that the Stokes County Soil and Water is no longer under DEHNR, but under the Department of Agriculture and Consumer Services (NCDA&CS).

Commissioner Booth noted that unofficially, the Soil and Water will receive the #319 Grant (\$295,000) and unofficially the coordinator's position will be funded for one additional year. (Rockingham and Caswell Counties will share in the #319 Grant)

Commissioner Jones requested that the Board of Commissioners and the citizens work together to educate the public regarding the New School/F.-Tech additional tax and to stress how fortunate the citizens of Stokes County actually are along with working hard as a community.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Proposed Resolution – Authorize the Negotiation of an Installment Financing Contract or an Amendment to an Installment financing Contract

Interim County Manager Rick Morris presented the following Proposed Resolution prepared by Bond Attorney Don Ubell for the Board's consideration:

Parker Poe Draft 7/15/11

A regular meeting of the Board of Commissioners of the County of Stokes, North Carolina, was duly held on July 25, 2011 at 6:00 p.m. in the Commissioner's Chambers on the 2nd Floor of the Administration Building located at 1014 Main Street, Danbury, North Carolina. Chairman Ernest Lankford presiding.

July 25, 2011

[4]

The following members were present:

The following members were absent:

* * * * *

Commissioner _____ moved that the following resolution, copies of which having been made available to the Board of Commissioners, be adopted:

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT OR AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO

WHEREAS, the County of Stokes, North Carolina (the "*County*") is a validly existing political subdivision of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the "*State*");

WHEREAS, the County has the power, pursuant to the General Statutes of North Carolina to (1) purchase real and personal property, (2) enter into installment financing contracts in order to finance the purchase of real and personal property used, or to be used, for public purposes, and (3) grant a security interest in some or all of the property purchased to secure repayment of the purchase price;

WHEREAS, the Board of Commissioners of the County (the "*Board of Commissioners*") has previously entered into an Installment Financing Contract dated as of June 1, 2009 (the "*Original Contract*") with Branch Banking and Trust Company (the "*Original Bank*") to provide for the acquisition of land to be used for school purposes and the acquisition and installation of portable classroom units (the "*Original Project*") and created a security interest in the Original Project pursuant to a Deed of Trust, Security Agreement and Fixture Filing dated as of June 1, 2009 (the "*Original Deed of Trust*") and a Uniform Commercial Code financing statement filed on June 10, 2009;

WHEREAS, the Board of Commissioners has determined, upon advice from County staff, that the Original Contract can be refinanced and will result in savings to the County;

WHEREAS, the Board of Commissioners has also determined to construct a new elementary school on the land purchased with a portion of the proceeds of the Original Contract (the "*Elementary School*") and to renovate and expand the County's existing Southeastern Stokes Middle School (the "*Middle School*") and together with the Elementary School, the "*New Projects*");

WHEREAS, the Board of Commissioners hereby determines to either:

(a) enter into an amendment to the Original Contract (the "*Amendment*") with the Original Bank to refinance the Original Project and finance the New Projects and, if necessary, extend the Original Deed of Trust (the "*Extension*") to create a security interest in the Middle School,

(b) enter into one or more installment financing contract (the "*New Contract*") with a financial institution to be determined to refinance the Original Project and finance the New Projects and create a security interest in all or a portion of the Original Project and the New Projects under one or more deed of trust, security agreement and fixture filing (the "*New Deed of Trust*"), or

(c) (i) enter into an Amendment with the Original Bank to refinance the Original Project and finance the Elementary School and, if necessary, create a security interest in the Elementary School through an Extension and (ii) enter into a New Contract with a financial institution to be determined to finance the Middle School and create a security interest in the Middle School through a New Deed of Trust;

WHEREAS, the County hereby determines that the Original Project and the New Projects are essential to the County's proper, efficient and economic operation and to the general health and welfare of its inhabitants; that the Original Project and the New Projects have provided or will provide an essential use and permit the County to carry out public functions that it is authorized by law to perform; and that entering into the Amendment, the New Contract, the Extension or the New Deed of Trust are necessary and expedient for the County by virtue of the findings presented herein;

WHEREAS, the County hereby determines that the Amendment and the New Contract would each allow the County to purchase the Original Project and the New Projects and finance or refinance the acquisition of title thereto at a favorable interest rate currently available in the financial marketplace and on terms advantageous to the County;

WHEREAS, the County hereby determines that the estimated cost of refinancing the Original Project and financing the New Projects is an amount not to exceed \$21,500,000 and that such cost of refinancing the Original Project and financing the New Projects exceeds the amount that can be prudently raised from currently available appropriations, un-appropriated fund balances and non-voted bonds that could be issued by the County in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

WHEREAS, although the cost of refinancing the Original Project and financing the New Projects pursuant to the Amendment or the New Contract is expected to exceed the cost of refinancing the Original Project and financing the New Projects pursuant to a bond financing for the same undertaking, the County hereby determines that the cost of refinancing the Original Project and financing the New Projects pursuant to the Amendment, the New Contract, the Extension or the New Deed of Trust and the obligations of the County thereunder are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; and (2) the time required for a general obligation bond election would cause an unnecessary delay which would thereby decrease the financial benefits of the Original Project and the New Projects and (3) no revenues are produced by the Original Project or the New Projects so as to permit a revenue bond financing;

WHEREAS, the County has determined and hereby determines that the estimated cost of refinancing the Original Project and financing the New Projects pursuant to the Amendment or the New Contract reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

WHEREAS, the County anticipates and has put in place a property tax increase to pay installment payments falling due under the Amendment or the New Contract;

WHEREAS, the sums to fall due under the Amendment or the New Contract will be adequate but not excessive for its proposed purpose;

WHEREAS, Parker Poe Adams & Bernstein LLP, as special counsel ("*Special Counsel*"), will render an opinion to the effect that entering into the Amendment or the New Contract and the transactions contemplated thereby are authorized by law;

WHEREAS, no deficiency judgment may be rendered against the County in any action for its breach of the Amendment or the New Contract, and the taxing power of the County is not and may not be pledged in any way directly or indirectly or contingently to secure any moneys due under the Amendment or the New Contract;

WHEREAS, the County is not in default under any of its debt service obligations;

WHEREAS, the County's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the County has conformed with generally accepted accounting principles as applied to governmental units in preparing its Annual Budget ordinance;

WHEREAS, past audit reports of the County indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the County has not been censured by the

North Carolina Local Government Commission (the "LGC"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies;

WHEREAS, a public hearing on the Amendment or the New Contract after publication of a notice with respect to such public hearing has been held and approval of the LGC with respect to entering the Amendment or the New Contract must be received; and

WHEREAS, the County hereby determines that all findings, conclusions and determinations of the County in this Resolution are subject to modification or affirmation after all interested parties have been afforded the opportunity to present their comments at a public hearing regarding the execution and delivery of the Amendment or the New Contract and the refinancing of the Original Project and financing of the New Projects to be refinanced or financed thereby.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, AS FOLLOWS:

Section 1. **Application to LGC.** That the Finance Officer or her designee is hereby directed to file with the LGC an application for its approval of the Amendment or the New Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the County and its financial condition as may be required by the LGC.

Section 2. **Professionals.** That Parker Poe Adams & Bernstein LLP, Charlotte, North Carolina, as Special Counsel, is approved. That DEC Associates, Inc., Charlotte, North Carolina, as financial advisor, is approved.

Section 3. **Public Hearing.** That a public hearing (the "Public Hearing") will be conducted by the Board of Commissioners on August 8, 2011 at 1:00 p.m. in the Commissioners' Chambers on the 2nd Floor of the Administration Building located at 1014 Main Street, Danbury, North Carolina, concerning the Amendment, the New Contract, the Extension and the New Deed of Trust, the proposed refinancing of the Original Project and financing of the New Projects and any other transactions contemplated therein and associated therewith.

Section 4. **Notice of Public Hearing.** That the Clerk to the Board is hereby directed to cause a notice of the Public Hearing, in the form attached hereto as Exhibit A, to be published once in a qualified newspaper of general circulation within the County no fewer than 10 days prior to the Public Hearing.

Section 5. **Repealer.** That all motions, orders, resolutions and parts thereof in conflict herewith are hereby repealed.

Section 6. **Effective Date.** That this Resolution is effective on the date of its adoption.

On motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled "RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT OR AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO" was duly adopted by the following vote:

AYES:

NAYS:

STATE OF NORTH CAROLINA

COUNTY OF STOKES

)
)
)
ss:

I, DARLENE BULLINS, Clerk to the Board of Commissioners of the County of Stokes, North Carolina, **DO HEREBY CERTIFY** that the foregoing is a true and exact copy of a resolution entitled "**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF STOKES, NORTH CAROLINA AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING CONTRACT OR AN AMENDMENT TO AN INSTALLMENT FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO**" adopted by the Board of Commissioners of the County of Stokes, North Carolina at a meeting held on the 25th day of July, 2011.

WITNESS my hand and the corporate seal of the County of Stokes, North Carolina, this the 25th day of July, 2011.

DARLENE BULLINS
Clerk to the Board
County of Stokes, North Carolina

**EXHIBIT A
NOTICE OF PUBLIC HEARING**

At its July 25, 2011 meeting, the Board of Commissioners (the "*Board of Commissioners*") of the County of Stokes, North Carolina (the "*County*") adopted a resolution which:

1. Authorized the County to proceed to pay the capital costs of (a) refinancing the Installment Financing Contract dated as of June 1, 2009 (the "*Original Contract*") between the County and Branch Banking and Trust Company, the proceeds of which were used to finance the acquisition of land to be used for school purposes and the acquisition and installation of portable classroom units (the "*Original Project*") and (b) financing the construction of a new elementary school on the land purchased with a portion of the proceeds of the Original Contract (the "*Elementary School*") and the renovation and expansion of the County's existing Southeastern Stokes Middle School (the "*Middle School*") and together with the Elementary School, the "*New Projects*"). The Board of Commissioners further authorized the County to refinance the Original Project and finance the New Projects pursuant to either: (a) an amendment to the Original Contract (the "*Amendment*"), (b) one or more new installment financing contracts (the "*New Contract*") or (c) a combination thereof, all in an aggregate principal amount not to exceed \$21,500,000 under which the County will make certain installment payments, in order to make the Original Project and the New Projects available to the County;

2. Authorized the County to proceed to provide, (a) in connection with the Amendment, as grantor, an extension to the Deed of Trust, Security Agreement and Fixture Filing dated as of June 1, 2009 (the "*Original Deed of Trust*") to include the real property on which the Middle School will be located or (b) in connection with the New Contract, as grantor, one or more deeds of trust, security agreements and fixture filings (the "*New Deed of Trust*") to include the real property on which all or a portion of the New Projects are located, as set forth below (the "*Mortgaged Property*"). The Mortgaged Property will be mortgaged by the County to create a lien thereon for the benefit of the entity, or its assigns, providing the funds to the County under the Amendment or the New Contract.

The Elementary School will be located at 223 Hobe Kiser Road, King, North Carolina 27021. The Middle School is located at 1044 North Main Street, Walnut Cove, North Carolina 27052. The Mortgaged Property will be subject to the mortgage provided in the Extension or the New Deed of Trust. On payment by the County of all installment payments due under the Amendment or the New Contract, the Extension or the New Deed of Trust and any lien created thereunder will terminate and the County's title to the Mortgaged Property will be unencumbered.

NOTICE IS HEREBY GIVEN, pursuant to Sections 160A-20 of the General Statutes of North Carolina, that on August 8, 2011 at 1:30 p.m. in the Commissioners' Chambers on the 2nd Floor of the Administration Building located at 1014 Main Street, Danbury, North Carolina, a public hearing will be conducted concerning the approval of the execution and delivery of the Amendment, the New Contract and the County's refinancing of the Original Project and financing of the New Projects. All interested parties are invited to present comments at the public hearing regarding the execution and delivery of the Amendment or the New Contract and the Original Project to be refinanced and the New Projects to be financed thereby.

/s/ Darlene Bullins

Clerk to the Board of Commissioners
County of Stokes, North Carolina

Published: _____

Interim Manager Morris noted the following regarding the proposed Resolution:

- Need to approve at tonight's meeting in order to continue with the financing program for the school construction projects
- Moving toward the September LGC meeting approval date
- Concerned interest rates might be going up

Interim County Manager Morris requested the proposed Resolution be moved to tonight's Action Agenda in order to advertise the Public Hearing to be held on Monday, August 8th at 1:30 pm.

Commissioner Booth noted the two loans, which were originally going to close on different dates, will be closed at the same time which will save approximately \$125,000 - \$150,000.

Finance Director Julia Edwards noted that the amount on the proposed Resolution is greater than (\$19,000,000) due to the land for the new elementary school (\$2,500,000) will be refinanced due to the land for the new elementary school and the construction financing must be on the same loan and hopefully will be at a lower interest rate.

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

Impoundment Lot – Proposed Renovations

Interim County Manager Rick Morris presented the following information regarding the proposed renovations plans for the Impoundment Lot for the Board's consideration:

- Sheriff Mike Marshall, Vehicle Maintenance Supervisor Elwood Mabe and Support Services Supervisor Danny Stovall formulated the scope of work need at each location in order to expand the vehicle impoundment lot
- **Option #1 – Current Location:**
 - Estimated Cost:
 - Fence = \$7,855.00
 - Stone = \$2,800.00
 - Total Estimate = \$10,655.00
 - Location has 24/7 access
 - Location has daily County employee traffic
 - Located in a location not visible to County residents
 - Easily patrolled by the Sheriff's Department
 - Scope of Work:
 - Install 284' of 8' tall #9 gauge chain link fence, 284' of 3 strands of barb wire on top of new fencing, add a 16' wide double swing gate and 8 loads of gravel
 - Proposed fencing will be attached to the existing fenced area
 - Estimates for fencing:
 - Fence Builders = \$7,855.00
 - Piedmont Fence = \$7,890.00
 - Nickelston Fence = \$11,000
- **Option #2 – Meadows Property**
 - Estimated Cost:
 - Fence = \$13,095.00
 - PVC Slats = \$9,475.00
 - Stone = \$5,600.00
 - Total Estimate = \$28,170.00
 - Only one quote received from Fence Builders = \$13,095.00, Nickelston Fence and Piedmont Fence received an email requesting a quote
 - Monthly re-occurring costs for outdoor security lights will be approximately \$97.17
 - Scope of Work:
 - Install 310' of new #9 gauge chain link fence, 715' of 3 strands of barb wire, 715' of vinyl fence slats per Zoning Ordinance, two 16' wide double swing gates and 16 loads of gravel
 - Property will have to be re-zoned from RA to M1 per Planning Director David Sudderth
 - Vehicles stored at this location would be visible to County residents even with the PVC slatted fence due to this location being on a knoll
 - Property is currently accessed via coming across NCDOT property and their gate is locked at 5:00 pm
 - Arrangements would have to be made with NCDOT for after-hours access or a new access drive would need to be installed off of Dodgetown Road
 - Cost for a new driveway connection to Dodgetown Road is not included in the estimated cost

- May not need all the stone in option #1 which will lower the cost
- Need to expand in order to protect the items in the impoundment lot
- Must return property placed in the impoundment lot as it was received
- Reiterated the following issues at the old prison camp location:
 - Property must be re-zoned
 - No clean access to property without grading a new entrance which would be costly
 - Could cause issues in the community with old cars being stored on the location
 - Would be easy visible to the highway
 - Not easily monitored by the Sheriff's Department
- Recommend Option #1 due to cost, location, accessibility
- County has funding in Capital Reserve to construct a concrete slab and shelter to store items such 4-wheelers, motorcycles, etc. which could be done once the lot is expanded and the surplus sale is completed
- Sheriff Marshall has offered to fund one half of the cost with the other half being funded from Contingency with the funds being paid back from the surplus sale and impoundment fees
- Need barb wire for security reasons
- Will provide a detailed Budget Amendment at the August 8th meeting if directed by the Board
- Animal Control is dealing with animal issues at the existing impoundment lot and have had no further damage to vehicles since the incidents previously reported to the Board

The Board discussed the item with Interim Manager Rick Morris.

Commissioner Walker requested the County obtain bids on the stone.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 8th Action Agenda.

Surplus Property Sale – Public Auction – Proposed Resolution

Interim County Manager Rick Morris presented the following information regarding the upcoming Surplus Property Sale – Public Auction:

- Public Auction is scheduled for Saturday, August 27, 2011 starting at 10:00 am in the parking lot of the Ronald Reagan Memorial Building Parking Lot
- Burwell and Sons will conduct the Public Auction on behalf of the County

Interim Manager Morris presented a draft Resolution listing the property the County needs to dispose of.

Interim Manager Morris noted that Mr. Stovall would have a detailed Resolution listing all property that needed to be disposed of at the August 8th meeting for the Board's consideration.

The Board of Commissioners had no issues with the Agenda item.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 8th Action Agenda.

Commissioner Walker confirmed with Chief Deputy Craig Carico that the former Sheriff's vehicle "Ruby" was not currently being used by the Sheriff's Department. Interim Manager Morris confirmed it should be on the surplus list for disposition.

Scattered Site Housing Grant – Proposed Documentation for Approval

Interim County Manager Rick Morris presented the following the proposed Resolutions and Ordinance for the Stokes County CDBG Scattered Site Housing Grant: (Project Administrator Yvonne Janssen, Benchmark, CMR, Inc was in attendance for the meeting)

Scattered Site Housing Rehabilitation Loan Subordination Resolution, Stokes County NC

**SCATTERED SITE HOUSING REHABILITATION
LOAN SUBORDINATION RESOLUTION
STOKES COUNTY, NORTH CAROLINA**

WHEREAS, Stokes County is implementing a housing rehabilitation program under the State's Community Development Block Grant Program; and

WHEREAS, Stokes County supports the pursuit of affordable housing solutions for low and moderate income persons by providing housing rehabilitation loans under the this program; and

WHEREAS, recipients of housing rehabilitation loans not exceeding DCA substantial rehabilitation limits (\$40,000 total expenditure or \$38 per square foot) may request subordination of said loans when consistent with the goals and objectives of the CDBG Program; and

WHEREAS, Stokes County supports the subordination of rehabilitation loans when consistent with the goals and objectives of the Community Development Block Grant program; and

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

Section 1. The Planning Director or his designee shall investigate and evaluate subordination requests and report to the Interim County Manager with appropriate recommendation. The report shall be forwarded to the County Attorney for comment.

Section 2. Subordination requests shall be resolved in accordance with applicable program regulations, if any.

Section 3. The CDBG deferred loan may not be subordinated to any other loan other than the first mortgage that existed prior to rehabilitation.

Section 4. Subordination requests not governed by program regulations shall be approved if the following conditions are met.

A. The sum of the outstanding principal balance of the new loan, the County's lien, and all other liens does not exceed 100% of the value of the property as determined by a formal appraisal provided by the property owner. In the absence of a formal appraisal the tax value of the property shall be used in this calculation.

B. The purpose of the new loan is to pay expenses related to one of the following uses:

1. Refinancing for the purpose of obtaining more favorable loan terms. This request must be accompanied by a statement from the lending institution indicating a reduced interest rate and a reduced monthly payment for the retirement of the debt.
2. Refinancing for the purpose of real property improvements. This request must be accompanied by a letter signed by property owner (Grantee) indicating the nature and scope of real property improvements to be performed on the subject property.

Section 5. The Interim County Manager is hereby authorized to approve or deny subordination requests meeting the conditions and limitations of Section 4 without further action by the County Commission.

Adopted this the _____ day of _____, 2011.

Chairman Ernest Lankford

Vice-Chairman J. Leon Inman

Commissioner Jimmy Walker

Commissioner Ronda Jones

Commissioner James D. Booth

Attest:

Clerk to the Board Darlene M. Bullins

Stokes County – Resolution Authorizing the Interim County Manager to Sign Rehabilitation Contracts for the Community Development Block Grant

**STOKES COUNTY
RESOLUTION AUTHORIZING THE INTERIM COUNTY MANAGER TO SIGN
REHABILITATION CONTRACTS
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT**

WHEREAS, Stokes County has received a Community Development Block Grant from the North Carolina Department of Commerce, Division of Community Assistance for the Scattered Site Housing Program; and

WHEREAS, Stokes County must execute rehabilitation contracts during the administration of this project and it is advantageous to the progress of the project to award the contracts as quickly as possible after bidding.

BE IT RESOLVED, that Richard Morris, Interim County Manager, be authorized to sign all rehabilitation contracts and related contracts for the Community Development Block Grant Program on behalf of the Board of Commissioners.

Adopted this the _____ day of _____, 2011

Chairman Ernest Lankford

Vice-Chairman J. Leon Inman

Commissioner Jimmy Walker

Commissioner Ronda Jones

Commissioner James D. Booth

Attest:

Clerk to the Board Darlene M. Bullins

Stokes County – Community Development Block Grant Program Project Budget Ordinance

**STOKES COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROJECT BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Commissioners of Stokes County that, pursuant to Chapter 159-13.2 of the General Statutes of North Carolina, the following Grant Project Budget Ordinance is hereby adopted:

Section 1. The project authorized is the Community Development Block Grant Program described in the work statement contained in the Grant Agreement between this unit and the North Carolina Department of Commerce, Division of Community Assistance. This project is more familiarly known as the Scattered Site Housing Project.

Section 2. The officers of the County are hereby directed to proceed with the Grant Project within the terms of the Grant document(s), the rules and regulations of the Department of Commerce, Division of Community Assistance and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Community Development Block Grant:	<u>\$400,000.00</u>
TOTAL	\$400,000.00

Section 4. The following amounts are appropriated for the project:

C-1 Portion of Grant	
Rehabilitation	\$324,000.00
Administration	<u>\$ 36,000.00</u>
TOTAL C-1	\$ 360,000.00
L-1 Portion of Grant	
Rehabilitation	\$36,000.00
Administration	<u>\$ 4,000.00</u>
TOTAL L-1	\$40,000.00

Section 5. The Finance Officer is hereby directed to maintain within the grant project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement(s) and federal and state regulations.

Section 6. Requests for funds should be made to the grantor agency in an orderly and timely manner as funds are obligated and expenses incurred.

July 25, 2011

[14]

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

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

Section 9. Copies of this Grant Project Budget Ordinance shall be made available to the Finance Officer for direction in carrying out this project.

Section 10. The County Finance Officer is hereby authorized to transfer funds from one line item to another line item without further approval by the Board of Commissioners, subject to the regulations of the North Carolina Department of Commerce, Division of Community Assistance.

Adopted this the _____ day of _____, 2011.

Chairman Ernest Lankford

Vice-Chairman J. Leon Inman

Commissioner Jimmy Walker

Commissioner Ronda Jones

Commissioner James D. Booth

Attest:

Clerk to the Board Darlene M. Bullins

Fair Housing Resolution – Stokes County, NC

**FAIR HOUSING RESOLUTION
STOKES COUNTY, NORTH CAROLINA**

WHEREAS, the Stokes County seeks to protect the health, safety and welfare of its residents; and

WHEREAS, citizens seek safe, sanitary, and habitable dwellings in all areas of the County; and

WHEREAS, the Stokes County finds the denial of equal housing opportunities because of religion, race, color, sex, familial or handicap status, or national origin legally wrong and socially unjust; and

WHEREAS, the denial of equal housing opportunities in housing accommodations is detrimental to public welfare and public order; and

WHEREAS, the Stokes County finds the practice of discrimination against a citizen in housing a denial of his equal rights and his equal opportunity to seek a better living and develop community pride;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Stokes County, North Carolina, that

Section 1. The Stokes County has declared it an official policy that there shall not be discrimination in the terms or conditions for buying or renting housing within the County.

Section 2. All business groups and individual citizens of the County are urged to respect and implement this policy.

Section 3. The Interim County Manager or his designee, of Stokes County is the official authorized by the County to (1) receive and document complaints regarding housing discrimination in the

County; and (2) refer such complaints to the North Carolina Human Relations Commission for investigation, conciliation and resolution.

Adopted this the _____ day of _____, 2011.

Chairman Ernest Lankford

Vice-Chairman J. Leon Inman

Commissioner Jimmy Walker

Commissioner Ronda Jones

Commissioner James D. Booth

Attest:

Clerk to the Board Darlene M. Bullins

Resolution – Stokes County Community Development Block Grant

RESOLUTION

STOKES COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT

WHEREAS, Stokes County has been awarded a Community Development Block Grant funds from the North Carolina Department of Commerce, Division of Community Assistance; and

WHEREAS, Stokes County desires to adopt and maintain current Community Development Program Policies, Procedures, and Plans as listed in Attachment A and individually attached to this Resolution; and

NOW, THEREFORE, BE IT RESOLVED, Stokes County hereby adopts Community Development Program Policies, Procedures, and Plans as herein contained.

Adopted this the _____ day of _____, 2011.

Chairman Ernest Lankford

Vice-Chairman J. Leon Inman

Commissioner Jimmy Walker

Commissioner Ronda Jones

Commissioner James D. Booth

Attest:

Clerk to the Board Darlene M. Bullins

Attachment A – Policies, Procedures, Plans, etc. for the Stokes County CDBG Program

ATTACHMENT A

Policies, Procedures, Plans, etc. for the

Stokes County CDBG Program

1. Fair Housing Complaint Procedure - This procedure states how the County will handle complaints of housing discrimination and what steps that will be undertaken to resolve these complaints.

July 25, 2011

[16]

2. Equal Employment Opportunity and Procurement Plan - This plan certifies that the County will comply with all nondiscrimination laws and regulations in employment, and will take action in the areas of enforcement, education and removal of barriers and impediments that affirmatively further equal access in procurement.
3. Procurement Policy - This policy outlines the three methods of procurement to be used within this project for the award of contracts and for purchases made.
4. Section 3-Local Economic Benefit for Low and Very Low Income Persons Plan - This plan explains the County's strategy for identifying opportunities in employment arising out of a CDBG assisted project and for making these jobs available for low-income residents in the project area. It also states that the project activities will try to utilize local suppliers.
5. Residential Anti-Displacement and Relocation Plan - This plan states how the County will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 and what steps the County will take to replace these units.
6. Citizens Participation Plan - This plan states that the County will provide for and encourage citizen participation and will provide technical assistance to groups and representatives of persons of low and moderate income who request such assistance.
7. Citizens Participation Procedure for Complaints - This plan states the procedures developed by the County to handle complaints received involving the Community Development Block Grant or any HUD-funded programs.
8. Code of Conduct - This policy states that no public official, employee, officer or agent of the County shall participate in the selection, the award or the administration of a contract supported by federal funds if a conflict of interest, real or apparent, is involved.
9. 504 Grievance Procedure - This procedure allows for a process for which citizens can file a grievance concerning 504. Section 504 preceded the American's with Disabilities Act (ADA) and deals with handicapped access to public facilities. It mirrors the more recent requirements adopted under ADA regulations, but is applicable only to public facilities.

Stokes County – Fair Housing Complaint Procedure

STOKES COUNTY FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 and by the North Carolina State Fair Housing Act. In an effort to promote fair housing and to ensure that the rights of housing discrimination victims are protected, Stokes County has developed the following procedures for receiving and resolving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in Stokes County may do so by informing the Interim County Manager, or his designee, of the facts and circumstances of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the Interim County Manager, or his designee, shall acknowledge the complaint within 10 days in writing and inform the North Carolina Human Relation Commission about the complaint.
3. When a housing complaint cannot be resolved at the local level, the Interim County Manager, or his designee, shall offer assistance to the North Carolina Human Relations Commission in the

investigation and reconciliation of all housing discrimination complaints, which are based on events occurring in Stokes County.

4. The County shall publicize in the local paper and on the County's website that the Interim County Manager, or his designee, is the local official to contact with housing discrimination complaints.

Stokes County – Equal Employment Opportunity and Procurement Plan

STOKES COUNTY EQUAL EMPLOYMENT OPPORTUNITY and PROCUREMENT PLAN

Stokes County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are bona fide occupation qualifications for employment.

In furtherance of this policy the County prohibits any retaliatory action of any kind taken by any employee of the County against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously under utilized groups in the work force, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development, and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and Affirmative Action measures is hereby assigned to the County's Human Resource Director and/or other persons designated by the Interim County Manager or the County Commissioners to assist in the implementation of this policy statement.

The County shall develop a self-evaluation mechanism to provide for periodic examination and evaluation. Reports as requested on the progress of Equal Opportunity shall periodically be submitted to the County Commissioners.

The County is committed to this policy and is aware that with its implementation, the County will receive positive benefits through the greater utilization and development of all its human resources.

Stokes County – Procurement Policy for Community Development Block Grant Program

STOKES COUNTY PROCUREMENT POLICY FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

In the procurement of supplies, equipment or services in the Stokes County Community Development Block Grant Program the following policies shall apply:

- 1) Small purchase procedures. These are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property, costing in the aggregate not more than \$25,000. Under this procurement method price or rate quotations shall be obtained from an adequate number of qualified sources. Miscellaneous professional services, office supplies and equipment may be secured by this method.
- 2) In competitive sealed bids, sealed bids shall be publicly solicited and a firm, fixed, price contract shall be awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is lowest in price.
- 3) In competitive negotiations proposals shall be requested from a number of sources and the Request for

Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with 24 CFR Part 85. The general administrative contract, and all other required services related to the program implementation shall be awarded utilizing this method. Under this method special consideration shall be given to experience, technical abilities, and familiarity with the services to be provided. Price shall not be the sole consideration for award of contract.

On all procurements, efforts shall be made to solicit bids from qualified small, female, and minority business firms.

In all cases procurements under this Policy must conform to the requirements for procurement set forth in 24 CFR Part 85.

An adequate record of procurements must be maintained to insure that these policies and the requirements of 24 CFR Part 85 have been followed in their entirety.

Section 3 – Plan Employment Opportunities for Businesses and Lower Income Persons – Stokes County CDBG Program

**SECTION 3 PLAN FOR EMPLOYMENT OPPORTUNITIES
FOR BUSINESSES AND LOWER INCOME PERSONS
STOKES COUNTY CDBG PROGRAM**

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Stokes County has developed and hereby adopts the following Plan:

1. This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance and repair, etc.
2. This Section 3 covered project area for the purpose of this grant program shall include all of Stokes County.
3. When in need of a service, the County will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the North Carolina Department of Commerce, local directories and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source.
4. The County will include this Section 3 clause in all contracts executed under this CDBG Program. Where necessary, any listing from any agency noted in No. 3 above shall be made available to contractors as well as sources of subcontractors and suppliers.
5. The prime contractor selected for major public facility or building construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the project. Should a need exist to hire any additional personnel, the Employment Security Commission shall be notified and referred to the contractor.
6. Each contractor for housing rehabilitation under the program, as applicable, for jobs having contracts in excess of \$100,000 shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Stokes County – Residential Anti-Displacement and Relocation Assistance Plan

STOKES COUNTY RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

In order to comply with the requirements of Section 104(d) of the Housing and Community Development Act of 1974, Stokes County adopts the following plan:

Stokes County will replace all occupied and vacant occupiable very-low or low-income dwellings units demolished or converted to a use other than low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR

570.606 (b)(1).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the County will make public and submit to the DCA the following information in writing:

1. A description of the proposed assisted activity;
2. A general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

The County will provide relocation assistance, as described in 570.606 (b)(2), to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Stokes County – Citizens Participation Plan

STOKES COUNTY CITIZENS PARTICIPATION PLAN

Stokes County provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income that are residents of low and moderate-income neighborhoods and/or slum and blight areas. The County provides citizens with reasonable and timely access to local information and records relating to the grantee's proposed use of funds. This is done through County Board of Commissioners' meetings, which are announced in the local newspaper.

The County provides for public hearings to obtain citizens views and to respond to proposals and questions at all stages of the community development program, including one hearing to receive citizen input as to the housing, community and economic development needs of its citizens, one hearing prior to the submission of any application for

CDBG funding from the North Carolina Division of Community Assistance, and one hearing at the close-out of the grant program. Adequate notice is given for these meetings at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Any published advertisement issued by the County of Stokes Administrative Office includes the State TDD telephone number (1-800-735-2962).

The County of Stokes provides for timely written answers to written complaints and grievances. A response will be made within 10 calendar days. (See attached Complaint Procedure)

The County of Stokes will provide a translator for non-English speaking residents for public hearings when the County is notified that any non-English speaking resident will attend the public hearing. An interpreter will be provided for hearing impaired residents. A minimum of 48 hours notice to the County Clerk is required for interpretation services which may be needed for all County Public Hearings.

Citizen Participation – Procedure for Complaints

CITIZEN PARTICIPATION PROCEDURE FOR COMPLAINTS

Stokes County has developed a procedure to process complaints, which may be received involving the CDBG Project or any other HUD-funded program. There are two basic forms of complaint procedures: 1) verbal complaints which will be dealt with informally by the Administrative Office, and 2) written complaints which will be dealt with formally with a set of procedures including appeals.

All written complaints received by Congressional staff, local elected officials, the County Clerk, and the Administrative Office will be logged in as received by the Administrative Office. Within a ten-day period following the receipt of this complaint, a response will be developed by the Administrative Office, and mailed to the party who wrote the complaint. This response will include property documentation and background of the case in question, the proposed action, and the time frame in which the complaint will be addressed.

In the event this response is unsatisfactory to the person making the complaint, that party will be referred to the North Carolina Division of Community Assistance (DCA), specifically the DCA Representative serving the County.

It is the responsibility of the person making the complaint to furnish documents, provide documentation to support allegations, provide counsel if desired, inform in writing to the Administrative Office if they are represented by a third party, and attend the meeting involving a review of their complaint.

Stokes County – Community Development Code of Conduct

STOKES COUNTY COMMUNITY DEVELOPMENT CODE OF CONDUCT

HATCH ACT

No employee or agent of the County may perform any function during work hours that is considered political activity. This includes: soliciting votes, transporting voters, distributing campaign materials, working on or developing campaign materials, etc.

DISCRIMINATION

No person shall, on the grounds of race, color, religion, national origin, handicap or familial status, Vietnam Era Veteran status or sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or in part with federal funds.

ENGAGEMENT IN PROCUREMENT

No employee, officer or agent of the County shall participate in the selection, award or administration of a contract supported by federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- a) The employee, officer, or agent;
- b) Any member of his immediate family;
- c) His or her partner; or
- d) An organization which employs or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's officers, employees, or agent shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

CONFLICT OF INTEREST

No employee or agent shall influence or attempt to influence the outcome of any case or matter in which he has a direct interest either personally or in the person of any relative by blood or marriage. Employees or agents so involved shall abstain from dealing with such matters; they may provide information at the request of the Board but shall not attempt to influence the decisions of the Board.

Stokes County – Section 504 – Compliance Officer/Grievance Procedure

STOKES COUNTY SECTION 504 COMPLIANCE OFFICER/GRIEVANCE PROCEDURE

Stokes County, North Carolina, hereby designates Richard Morris, Interim County Manager or his designee, to serve as Section 504 Compliance Officer throughout the implementation of the County of Stokes Community Development Block Grant Program.

Citizen may file Section 504 grievances at any point in the program. The County will respond in writing to written citizen grievances. Citizen grievances should be mailed to Richard Morris, Interim County Manager, P.O. Box 20, Danbury, NC 27016. The County will respond to all written grievances within ten (10) calendar days of receipt of the comments.

Should any individual, family, or entity have a grievance concerning any action prohibited under Section 504, a meeting with the compliance officer to discuss the grievance will be scheduled. The meeting date and time will be established within five (5) calendar days of receipt of the request. Upon meeting and discussing the grievance, a reply will be made, in writing, within five (5) calendar days.

If citizen are dissatisfied with the local response, they may write the North Carolina Division of Community Assistance (DCA), 4313 Mail Service Center, Raleigh, NC 27699. DCA will respond only to written comments within ten (10) calendar days of receipt of comment.

Interim County Manager Morris concluded:

- All proposed documents must be approved in order to begin the 2010 Community Development Block Grant
- Policies and documents are normal to the operation of Community Development Projects

- Proposed resolution will authorize the Interim Manager to sign the Rehabilitation Contracts for the CDBGrant
- Policies and documents are identical to the those adopted by the Board for the 2007 CDBGrant
- Benchmark, CMR, as a grant administrative agent to the County, will handle any necessary issues arising out of the adoption of these policies
- County Attorney Edward Powell has approve all forms as to form and legal sufficiency

Project Administrator Yvonne Janssen Benchmark, CMS, confirmed that the information requested for approval was the same as the last CDBGrant except for the dates, manager, and new members of the Board of Commissioners.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 8th Action Agenda.

Proposed Resolution – Single Family Housing Rehabilitation Grant

Interim County Manager Rick Morris presented the following proposed Resolution authorizing the Interim County Manager to sign Rehabilitation Contracts for the Single-Family Rehabilitation Grant:

**STOKES COUNTY
RESOLUTION AUTHORIZING THE INTERIM COUNTY MANAGER TO SIGN
REHABILITATION CONTRACTS
FOR THE SINGLE-FAMILY REHABILITATION GRANT**

WHEREAS, Stokes County has received a Single-Family Rehabilitation Grant from the North Carolina Housing Finance Agency; and

WHEREAS, Stokes County must execute rehabilitation contracts during the administration of this project and it is advantageous to the progress of the project to award the contracts as quickly as possible after bidding.

BE IT RESOLVED, that Richard Morris, Interim County Manager, be authorized to sign all rehabilitation contracts and related contracts for the Single-Family Rehabilitation Grant Program on behalf of the Board of Commissioners.

Adopted this the _____ day of _____, 2011

Chairman Ernest Lankford

Vice-Chairman J. Leon Inman

Commissioner Jimmy Walker

Commissioner Ronda Jones

Commissioner James D. Booth

July 25, 2011

[23]

Attest:

Clerk to the Board Darlene M. Bullins

Interim Manager Morris noted the following:

- NC Housing Finance Agency (NCHFA) has changed the funding process for the SFRGrants in 2010
- Prior to 2010, NCHAF gave awards of \$400,000 to selected counties for each grant cycle
- The new funding process reserves \$200,000 for each selected county with the remaining funding being in a “pool” and is available on a “first-to-come/first to quality basis”
- Only stipulation for getting into the “pool” is that the county must complete the rehabilitation of two (2) units and spend \$120,000 of the original \$200,000
- Under the old process, Benchmark was limited to rehabilitating 7-9 homes with the \$400,000
- Under the new process, Benchmark is rewarded by moving quickly and efficiently
- Have the potential to reserve funding for more homes (possibly 11-14)
- By allowing the Interim Manager to sign off on contracts, there will be no delay by having to wait for the monthly BOCC meetings to get contracts signed
- Benchmark has 3 rehabilitation work contracts ready to start as soon as the proposed Resolution is approved
- Request action be taken at the July 25th meeting in order to proceed with the Grant requirements and be placed in the pool to serve more citizens in Stokes County

Project Administrator Yvonne Janssen Benchmark, CMS, discussed the information presented by Interim Manager Morris with the Board. Ms. Janssen noted that the reason for the change in funding allocation is to prevent counties from holding on to large amount of dollars and returning it at the end of the cycle, not in time for any other county to use the excessive funding.

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

Appointments

Interim County Manager Rick Morris noted the following vacancy:

- CenterPoint Human Services – Board of Directors (1) vacancy
- Member must be from Stokes County and represent an open capacity
- Doris Hill does not wish to be considered for re-appointment

There were no nominations.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 8th Action Agenda.

Job Vacancies

Sheriff's Department

Interim County Manager Rick Morris presented the following information regarding a job vacancy request from Sheriff Mike Marshall:

- On July 18th, the Stokes County Board of Education approved to fund a SRO position to be used countywide in the Stokes County School System
- Stokes County Sheriff's Department is requesting this position remain in the department's budget for the upcoming fiscal year
- Due to the school year beginning in early August, request the item be moved to tonight's Action Agenda in order to place the officer in place before school starts
- Upon approval of the SRO position, an internal candidate will be transferred to the SRO position which will open up a vacant Deputy position
- Sheriff Marshall requests if the SRO position is approved at tonight's meeting, the Deputy position be placed on the August 8th Action Agenda

Commissioner Walker requested approval to allow Chief Deputy Carico to speak to the Board. The Board had no issues with allowing Chief Deputy Carico to speak.

Chief Deputy Carico reiterated the urgency to approve the position at tonight's meeting and the domino effect when an internal candidate is promoted or transferred. Chief Deputy Craig Carico confirmed the need for approval before school starts in order to get an individual ready before school opens on August 10th and that the Board of Education did approve the funding for this position.

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

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 8th Action Agenda (Deputy Sheriff's position).

Senior Services

Interim County Manager Rick Morris presented the following information regarding a job request from Program Director Lynn Martens:

- Request authorization to fill Office Assistant I (part time position)
- Key responsibility is to fulfill the administrative support as a transportation coordinator
- Staff member is critical to ensure the program efficiency as well as the departmental budget includes Home and Community Care Block Grant funding in the amount of \$43,000 for General Transportation and \$30,156 for Medical Transportation Services
- As required by State Services Standards, duties of the coordinator include reviewing trip records to ensure efficiency
- Hourly rate of \$9.38
- No benefits
- Works no more than 1,000 per fiscal year
- Block Grant funding for this position is currently budgeted at \$7,576.00
- Current employee was hired as a full time employee at DSS

The Board had no issues with the Agenda item.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 8th Action Agenda .

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Job Vacancy – EMS

Chairman Lankford entertained a motion regarding the EMS Paramedic Job Vacancy presented at the July 11th meeting.

Commissioner Booth moved to approve the advertising and filling of the EMS Paramedic Job Vacancy. Commissioner Jones seconded and the motion carried unanimously.

Appointments

Chairman Lankford noted the following were nominated at the July 11th meeting:

- Stokes County Adult Care Community Advisory Committee
 - Diann Joyce
 - Tim Flinchum

- Stokes County Nursing Home Community Advisory Committee
 - Hazel Nelson

Chairman Lankford noted that there was one remaining vacancy for the Adult Care Community.

Chairman Lankford entertained a motion to close the nominations.

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

Chairman Lankford polled the Board:

Commissioner Jones:

Adult Care Community Advisory Committee: Diann Joyce and Tim Flinchum

Nursing Home Advisory Committee: Hazel Nelson

Vice Chairman Inman:

Adult Care Community Advisory Committee: Diann Joyce and Tim Flinchum

Nursing Home Advisory Committee: Hazel Nelson

Chairman Lankford:

Adult Care Community Advisory Committee: Diann Joyce and Tim Flinchum

Nursing Home Advisory Committee: Hazel Nelson

Commissioner Walker:

Adult Care Community Advisory Committee: Diann Joyce and Tim Flinchum

Nursing Home Advisory Committee: Hazel Nelson

Commissioner Booth:

Adult Care Community Advisory Committee: Diann Joyce and Tim Flinchum

Nursing Home Advisory Committee: Hazel Nelson

Chairman Lankford noted Diann Joyce and Tim Flinchum were unanimously approved to serve on the Stokes County Adult Care Community Advisory Committee and Hazel Nelson was unanimously approved to serve on the Stokes County Nursing Home Advisory Committee.

Chairman Lankford directed the Clerk to place the one vacancy for the Stokes County Adult Care Community Advisory Committee on the August 8th Action Agenda.

Proposed Resolution – Authorize the Negotiation of an Installment Financing Contract or an Amendment to an Installment financing Contract.

Chairman Lankford entertained a motion regarding the Proposed Resolution – Authorize the
 July 25, 2011 [27]

Negotiation of an Installment Financing Contract or an Amendment to an Installment Financing Contract presented at tonight's meeting.

Commissioner Booth moved to approve the Proposed Resolution – Authorize the Negotiation of an Installment Financing Contract or an Amendment to an Installment Financing Contract. Vice Chairman Inman seconded and the motion carried unanimously.

Proposed Resolution – Single Family Housing Rehabilitation Grant

Chairman Lankford entertained a motion regarding the proposed Resolution for the Single Family Housing Rehabilitation Grant authorizing the Interim County Manager to execute contracts for the SFR Grant presented at tonight's meeting.

Vice Chairman Inman moved to approve the proposed Resolution presented at tonight's meeting for the SFR Grant. Commissioner Jones seconded and the motion carried unanimously.

Job Vacancies

Chairman Lankford entertained a motion regarding the Sheriff's Department SRO Job Vacancy presented at tonight's meeting.

Commissioner Booth moved to approve the advertising and filling of the SRO Job Vacancy presented at tonight's meeting. Commissioner Jones seconded and the motion carried unanimously.

Announcements

Clerk Darlene Bullins noted that there would be a Commissioners' Planning Meeting on Tuesday, August 2, 2011.

Vice Chairman Inman noted one technicality – each Agenda states Interim County Manager Rick Morris, "I would maintain that Rick Morris is the County Manager serving in an interim capacity".

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman