

STATE OF NORTH CAROLINA)
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COUNTY OF STOKES)
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OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
AUGUST 8, 2011

The Board of Commissioners of the County of Stokes, State of North Carolina, met for regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday, August 8, 2011 at 1:30 pm with the following members present:

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

County Personnel in Attendance:
Interim County Manager Richard D. Morris
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
DSS Director Kristy Preston
Sheriff Mike Marshall
Tax Administrator Jake Oakley

Chairman Ernest Lankford called the meeting to order.

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

- "Caution, the yellow school buses will be back on the roads this Wednesday with our precious cargo, our children, stay aware"

Vice Chairman Inman delivered the invocation.

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 August 8, 2011 Agenda.

Commissioner Booth moved to approve the August 8, 2011 Agenda as presented.

Commissioner Jones seconded and the motion carried unanimously.

PUBLIC HEARING – Authorization for Negotiation of an Installment Financing Contract for School Construction/Renovation Projects

Chairman Lankford called to order the Public Hearing for Authorization for Negotiation of an Installment Financing Contract for School Construction/Renovation Projects.

There were no public comments.

Chairman Lankford closed the Public Hearing.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

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

Minutes

- Minutes of June 21, 2011 – Budget Work Session
- Minutes of June 22, 2011 – Budget Work Session
- Minutes of July 25, 2011 – Regular Meeting
- Minutes of August 2, 2011 – Planning Meeting

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

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Update – Manager and Board of Commissioners

Chairman Lankford opened the floor for updates from the Board and Interim County Manager.

Interim Manager Rick Morris presented the following update:

Upcoming Bicycle Event:

- County received a request last Wednesday after the Agenda was delivered from Randy Billings, on behalf of Cycle North Carolina, to reserve the shelter and paved parking area at Moratock Park
- Public Works Director Mark Delephant and myself conducted a telephone conference call with Mr. Billings today
- Cycle North Carolina will be sponsoring a bicycle ride from the “mountains to the coast”
- Cycle North Carolina would like to reserve the shelter and parking area for approximately 4-6 hours on Sunday, October 2, 2011 for a rest stop for approximately 1,000 to 1,200 cyclists during mid morning to early afternoon
- They do not want to interfere with visitors coming to the park
- Some of the riders will stop at the new general store on Moore’s Spring Road
- Approximately one half of the cyclists are from North Carolina and the other half are from 20 other states
- Riders will be coming from the previous stop at Pilot Mountain (48th mile of the ride)
- Park will remain open to the public during this event
- Event is supported by North Carolina Division of Tourism
- Event will have minimal cost for the County if any at all
 - Cycle of North Carolina provides restroom facilities and trash removal
 - Will separate recycles and take trash with them
 - Bike mechanic tent will be onsite during rest stop
 - Park will be restored to its original condition immediately upon departure of all riders
 - Separate coordination will be made with the Sheriff’s Department and other county services
 - Public Works Director Mark Delephant plans to be onsite during the event
- Event planners will encourage participation from local residents to meet the visiting cyclists
- Certificate of Insurance will be provided to the County by Cycle of North Carolina
- This is not an annual event, the route is changed every year, could possibly return in 3-4 years
- Cycle of North Carolina needs to know as soon as possible in order to schedule the stop into the ride
- Recommend the County participate in the event, could possibly bring visitors back to Stokes County – tourism
- Request consensus of the Board to proceed with the request
- If approved, will have Economic Development Director Alan Wood engage from an Economic Development standpoint
- This would be the “Tour de France of Stokes County “

Chairman Lankford opened the floor for discussion.

Commissioner Jones noted the following:

- In favor of the idea – great opportunity for the County
- Requested signage before the event along the route in order to inform citizens what will be occurring

Vice Chairman Inman noted the following:

- Confirmed with Interim Manager Morris that the starting point would be in Elkin
- Suggested possibly getting the route in the newspaper to make more public awareness

Commissioner Walker noted the following:

- Confirmed with Interim Manager Morris that this would not exceed the Mass Gathering Ordinance - would not be 1500 in attendance
- Good exposure for the County
- Agree with Vice Chairman Inman to get the word out to make sure as many as possible know about the event and the route
- Feels the County needs to try to make sure the word is getting out to as many citizens as possible
- Requested and received approval from the Board to allow Sheriff Mike Marshall to speak regarding the event

Sheriff Mike Marshall noted the following:

- Feels there would be no issues in the park with the event being in October

Commissioner Booth noted the following:

- Agreed with the Sheriff that it is a good time to have the event
- Feels Cycle North Carolina will make sure the media is informed of the event
- Agree it will be good for the County

Chairman Lankford, with full consensus of the Board, directed Interim Manager Morris to notify Cycle North Carolina the Board's approval for the event at the Moratock Park.

EMS Paramedic Competition

Interim Manager Rick Morris noted that the County will have an EMS Paramedic Team in the final competition on Sunday, October 2, 2011 in Greensboro, NC.

Filming Event at Old Prison Camp Location

Interim Manager Rick Morris provided the Board with the following information regarding a request from a film production company to use the old prison camp location:

- Received a request last Thursday from a film production company to use the old prison camp location this coming weekend – jail type venue
- Have let other companies film at the old prison camp location
- Arts Council Director Eddy McGee has been working with the production company regarding the request
- At this time, Director McGee is waiting for insurance information along with information regarding what type of film
- Director McGee spoke with the Piedmont Film Commission today which had no negative comments regarding the film production company
- Would recommend the approval contingent upon the following conditions:
 - Synopsis of the film
 - Insurance certificate
 - Production company being a reliable company
 - Approval from the Piedmont Film Commission
- Director McGee has agreed to be on site to oversee the filming
- Feels there will be no risk to the County
- Film Production Company representative flew in from Arkansas to meet with Director McGee last Friday to look over the location
- Request consensus of the Board to proceed with the request once all required items are satisfied

Chairman Lankford opened the floor with discussion.

Commissioner Booth noted the following:

- No problem as long as the conditions required by Arts Council Director McGee and Interim Manager Morris are met

Commissioner Walker noted the following:

- Confirmed the Interim Manager's recommendation is to proceed with allowing the film production company to use the location once the conditions are met
- Suggested an agreement in order to make sure if there is any damage, it will be taken care of by the film production company

Interim Manager Morris confirmed that an agreement would be completed between the County and the film production company.

Chairman Lankford noted the following:

- Agreed with Commissioner Walker the need to have a contract executed between the County and the production company

Vice Chairman Inman noted the following:

- Have no issues with the request
- Feels that with Interim Manager Morris and Director McGee overseeing the request, there would be no issues
- Feels it would be a good positive exposure for the county

Commissioner Jones noted the following:

- No problem with the request as long as Director McGee and Interim Manager Morris are satisfied that all requirements have been met
- Suggested possibly looking into a policy to charge for using the location, other places charge fees

Interim Manager Morris agreed that the County should possibly look into some type of compensation for the use of the location and staff time and would start looking into some type of fee/policy for the Board's consideration after this event.

Chairman Lankford, with consensus of the Board, directed Interim Manager Morris to allow the use of the old prison camp contingent that all requirements are met.

Reduction in Utilities Funding

Interim Manager Rick Morris notified the Board that the County had just received notification from the NC Department of Revenue that the County's budgeted funding from utilities is being reduced by approximately \$127,000 over what was budgeted in the Fiscal Year 2011-12 Budget. Interim Manager Morris noted that the County would be challenging this decision and will keep the Board updated.

School Construction – Financing Bids

Interim Manager Morris noted that the financing bids for the school construction projects were due today by 12:00 noon. Interim Manager Morris noted that staff would be placing a proposed Resolution on the August 22nd Agenda that would need to be discussed and approved in order to meet the LGC deadline.

Commissioner Booth confirmed with Finance Director Edwards that both loans are on schedule to be financed at the same time in order to save approximately \$125,000.

Chairman Lankford reiterated that the proposed Resolution would need to be on the August 22nd Discussion Agenda and then moved to the Action Agenda.

NC Community Extension Association - Update

District President Lori Hedgecock and Acting Extension Director Bryan Cave presented the Board with an update.

President Hedgecock noted the following:

- Appreciated the opportunity to come before the Board today
- 100th Anniversary for NC Community Extension Association will be 2013, but there are several statewide events scheduled before 2013
- 100th Anniversary Book has been created highlighting the 100 years of Extension volunteering in North Carolina
- Earliest record found in Stokes County reflects back to 1934
- At one time, there were over 500 members
- Numbers have decreased over the years, but feels that extension services are a very good asset to the citizens of Stokes County

President Hedgecock presented the Board with a copy of the 100th anniversary edition, "Ordinary Women Extraordinary Service to Family, Community, North Carolina".

Acting Director Cave expressed appreciation to the Board for their continued support.

Chairman Lankford expressed the Board appreciation for the presentation and 100th Anniversary edition.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Tax Administration Report – July 2011

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

Fiscal Year 2011-12	Budget Amt	Collected Amt	Over Budget	Under Budget
County Regular & Motor Vehicles	\$(20,825,493.00)	\$672,074.94		\$20,153,418.06
<u>Prior Taxes</u>				
<u>1993-2010 Tax Years</u>				
County Regular & Motor Vehicles	\$600,000.00	\$120,115.75		\$479,884.25

EMS Collections

Total Collected	
(07-01-11/07-31-11)	\$9,726.75
Total Collected	
(07-01-11/06-30-12)	\$9,726.75
Delinquent accounts received from EMS (none)	

Personal Property Discovery Report	# of	Total	Taxes
Audit Dates	Accts	Value	Due
07-01-11/07-31-11	30	\$283,907.00	\$2,351.16
07-01-11/06-30-12	30	\$283,907.00	\$2,351.16
Business Personal Property Discovery Report	# of	Total	Taxes
Audit Dates	Accts	Value	Due
07-01-11/07-31-11	0	\$00.00	\$00.00
07-01-11/06-30-12	0	\$00.00	\$00.00

Motor Vehicle Release Report	Accounts	Total Value
Audit Dates		
07-01-11/07-31-11	51	\$1,646.61

Motor Vehicle Refund Report	Accounts	Total Value
Audit Dates		
07-01-11/07-31-11	13	\$259.89
Number billed for July 2011	4920	

Garnishment Totals			
Month	Total Accounts	Original Levy Amt	Collected Amt
F/Year 2011-12			
(July 1 – June 30)	162	\$48,109.97	\$33,524.63

Interstate Collection Report	Collection	Total Collected
Total Collected for July 2011		
Cumulative Total Collected	NC Debt Setoff	\$72,694.44
Cumulative Total Collected (to date)	Motor Vehicles	\$64,153.37
Cumulative Total Collected (to date)	Property Taxes	\$15,563.88
Cumulative Total Collected (to date)	EMS	<u>\$62,558.34</u>
Cumulative Total Collected (to date)	All Categories	<u>\$142,275.59</u>

Tax Administrator Jake Oakley presented the following Real and Personal Property Releases (July 2011) which are less than \$100 for the Board's consideration:

Releases (Real and Personal Property)
Less than \$100--July 2011-Per NCGS 105-381 (b)

Nommsen Family Trust	11A598700996253	\$66.27
Mattie Bray	11A155904224.09	\$6.00
Kate M Lankford	11A604000283528	\$86.01
Patty Joyce	11A598700984643	\$64.86
Teresa K Morse	11A156031153.01	\$81.90
Charles C Smith	11A64059.02	\$18.43
Bullins/Smith Const Inc	11A25504.04	\$25.52
Stephanie Motley	11A155917688.02	\$15.20
George Ross	11A19716.05	\$11.22
Tyson Philyaw	11A63689.09	\$13.34
Bradley Gregory	11A155894311.04	<u>\$1.73</u>
Total Amount		\$390.48

Tax Administrator Jake Oakley presented the following Real and Personal Property Releases (July 2011) which are more than \$100 for the Board's consideration:

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

Edgar Hutchens, Sr c/o Jean Howard	11A694600943988	\$129.72	Correction of Appraisal
	10A694600943988	\$122.36	Correction of Appraisal
	09A694600943988	\$122.36	Correction of Appraisal
	08A694600943988	\$117.71	Correction of Appraisal
	07A694600943988	\$117.71	Correction of Appraisal
	06A694600943988	\$115.94	Correction of Appraisal
Gary Wise	11A156010589.09	\$102.97	SWMH Repossessed 10/08
	10A156010589.09	\$107.48	SWMH Repossessed 10/08
	09A156010589.09	<u>\$106.41</u>	SWMH Repossessed 10/08
Total Amount		1,042.66	

Tax Administrator Jake Oakley submitted the following Late Applications for Elderly and Disabled Exemption for 2011 for the Board's consideration:

Tax Payer	Parcel #	Tax Value
Timothy J Williams	6915-00-67-5807	\$112,000
Shirley C. Wall/ Peggy H. Wall	6955-03-04-3131	\$105,600
Lillian S. Johnson	6902-13-03-1372	\$97,100

Tax Administrator Oakley noted the Tax Office recommends approval for the following Late Applications for Elderly and Disabled Exemptions for 2011:

- Timothy J. Williams
- Shirley C. Wall and Peggy H. Wall
- Lillian S. Johnson

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the following on the August 22, 2011 Consent Agenda:

- Real and Personal Releases more than \$100.00
- Late Applications for Elderly and Disabled Exemption for 2011

The Board discussed the information provided by Interim Manager Morris regarding the reduction in utilities funding.

Tax Administrator Jake Oakley noted the following:

- During the budget process, Tax Administration tries to get as much information as possible from the Department of Revenue regarding the utilities funding
- During this past budget process and up to the recent announcement, utilities looked strong and no reason to expect any decrease
- Duke Power showed a revenue and cost increase, but somehow Stokes County's portion didn't show an increase which resulted in the decrease
- Have spoken several times to try to determine understand exactly what caused the decrease
- Basically only answer received was that it was too hard to understand
- Have lost \$18 million in values which decrease the funding by approximately \$127,000
- This decrease also effects municipalities, but surprising, Walnut Cove's portion stayed the same
- Don't understand what is looked at to determine the value
- Interim Manager has also emailed, but has received no explanation
- Had an increase last year (\$50 million in value)
- Other counties have received increases this year while Stokes County received a decrease with Duke Power and utilities values up this year
- Feels the County should receive an explanation that can be understood
- Officials in Raleigh need to make these determinations earlier in the year in order for counties to be able to allocate revenues correctly
- Not sure if the County can appeal the determination

Commissioner Walker suggested contacting state representatives.

Interim Manager Morris noted that he had wanted to try to get some answers before talking to state representatives.

Interim Manager Morris suggested the Tax Administrator and himself take a trip to Raleigh if understandable answers are not given.

Acquisition Strategy for E911 Mandatory Upgrade

Interim County Manager Rick Morris presented the following information regarding the Acquisition Strategy for E911 Mandatory Upgrade:

ACQUISITION STRATEGY FOR STOKES COUNTY COMMUNICATIONS UPGRADE

Statement of Need – On January 1, 2013 all public safety and business/industrial land mobile radio systems operating in the 150 – 512 MHz radio bands must cease operating using 25 KHz efficiency technology and begin using at least 12.5KHz efficiency technology. This deadline is the result of an FCC effort that began almost two decades ago to ensure more efficient use of the spectrum and greater spectrum access for public safety and non-public safety users. Migration to 12.5 KHz efficiency technology (referred to as “narrow banding”) will allow the creation of additional channel capacity within the same radio spectrum, which will support more users. After January 1, 2013 licenses not operating at 12.5 KHz efficiency will be in violation of the FCC’s rules and will be subject to Federal enforcement action, which may include admonishment, monetary fines, or loss of license.

Stokes County Stakeholders – County stakeholders who are impacted by this mandated technology upgrade are the Stokes County Sheriff’s Dept, EMS, Fire Marshall, Public Works and Animal Control. Others impacted include all Stokes County Fire Departments, King Police, Fire and Public Works Departments, Walnut Cove Police, Fire and Public Works Departments and the Stokes County 911 Center (consoles and mobile command post). For the purpose of this acquisition strategy the use of the word “County” includes all of the stakeholders named in this paragraph.

Request for Information (RFI) – As part of the Acquisition process, an RFI was issued to industry as a means of gathering information on communications equipment and how to best meet the FCC mandate. The RFI was followed by an industry day where local government officials met in Danbury, N.C. with industry representatives to receive presentations and ask questions. Based on the industry day and previous discussions in the County’s Communications Working Group a consensus was reached that the VIPER system is the best technical solution to meet the user’s needs within the county. The VIPER System will provide the best interoperability within the State of North Carolina and is the system most likely to qualify for grant funding because of its interoperability and other capabilities. There are at least two vendors available who can provide the VIPER equipment, which will support a competitive solicitation.

Requirements – Stokes County stakeholders have provided the quantities of equipment needed for each of their departments to meet the mandate. In addition to radios there is also a requirement for “911” Center consoles, both primary and secondary, which must be replaced. This solicitation will also include equipment for the upgrade of paging equipment, which is required by some of the county’s users. The largest quantities of radios in the county are located in the fire departments. The radio requirement for fire departments assumes one mobile radio for each truck and seven (7)

portable radios per county fire department. A summary of the estimated equipment quantities and cost is attached. All users of equipment being procured in this solicitation require the capability of adding additional channels to the current infrastructure to ensure adequate capacity and flexibility during all possible emergency scenarios. All equipment procured must meet the multi-channel requirement.

Funding - All County stakeholders who are required to meet the FCC mandate are responsible for funding their part of the required equipment. Any grant funding that might satisfy all or part of the requirement will be aggressively pursued. Figure 1 below describes a FEMA grant that will be pursued for the equipment required by the fire departments and Emergency Medical Services (EMS). Fire departments and EMS in other counties have had success using this grant. A portion of the required funding for the mandate has been budgeted by the County during the past two years and if required, additional funding will be secured through financing.

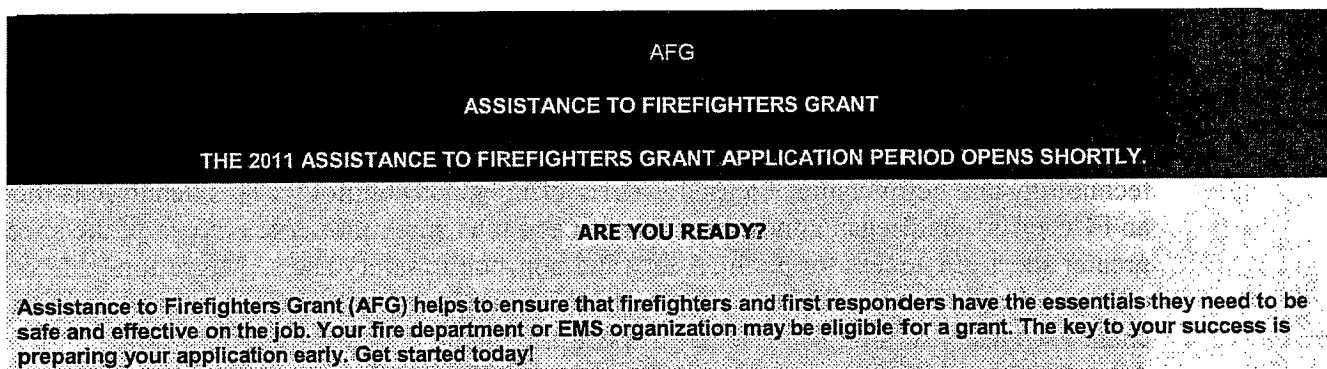


Figure 1

Solicitation Approach & Strategy - With the concurrence of all County stakeholders it is envisioned that the County Administration in Danbury would take the lead in procuring the required equipment to meet the FCC mandate. This would allow a large single procurement to take advantage of pricing based on a large economic order quantity. The non-county government entities can then reimburse the County Administration for the cost of their individual equipment. This solicitation will be based on “best value” and not necessarily the lowest cost / price. In addition to the price of radios and “911” Center consoles, the cost of maintenance support will be considered. An additional consideration will be the costs related to tower infrastructure and associated equipment changes and upgrades. As stated earlier, this solicitation includes several categories of equipment. The largest category is radio systems. Also included are consoles and paging equipment. For the purpose of this solicitation, it has been decided to breakout the equipment categories into two separate Requests for Proposal (RFP). One RFP will be for radios and associated equipment. The second RFP will be for consoles and paging equipment. Both RFPs will be issued concurrently to potential vendors to ensure maximum full and open competition. The County reserves the right make a split buy, where multiple vendors might be selected to satisfy the requirements of this solicitation.

Current County Owned Equipment – As part of the transition to the VIPER system there will potentially be a significant amount of excess radio / communications equipment. The County will request that the winning bidder provide recommendations and assistance in recovering the maximum value possible to the County from the disposition of the current equipment, which will become excess at the time of this upgrade.

Source Selection Process - Proposals will be accepted per guidance issued in the RFPs. The county, at its discretion, may issue draft RFPs to industry for comment before issuing the final RFPs. Only proposals from Responsible bidders that are Responsive to the RFP requirements will be accepted. A set of evaluation criteria will be jointly developed by the Communications Working Group to support selection of the "best value" proposal received by the county. A source selection panel will be assembled that contains representatives from each of the major stakeholders acquiring the equipment (county departments, municipalities and fire departments).

Path Forward - Following approval of this strategy by the Board of County Commissioners (BOCC), the Communications Working Group will develop two RFPs, which will be approved by all key stakeholders. The RFPs will then go to the BOCC for approval before release to vendors for bids.

	Number Mobiles Needed \$4,000	Number of Portables Needed \$2,500	Cost of Mobiles	Cost of Portables	Total Radio Per Agency
Stokes County Sheriff's Office	47	42	\$188,000	\$105,000	\$293,000
Stokes County EMS	8		\$32,000		\$32,000
Stokes County Fire Marshal	5	5	\$20,000	\$12,500	\$32,500
Stokes County Fire & Rescue	90	79	\$360,000	\$197,500	\$557,500
Stokes County Public Works, Animal Control, Planning/Zoning					
County Garage	7	24	\$28,000	\$60,000	\$88,000
King Police Department	18	25	\$72,000	\$62,500	\$134,500
King Fire Department	1	3	\$4,000	\$7,500	\$11,500
City of King - City Departments	0	12		\$30,000	\$30,000
Walnut Cove Police Department	8	11	\$32,000	\$27,500	\$59,500
Walnut Cove Fire Department	8	11	\$32,000	\$27,500	\$59,500
Walnut Cove Public Works	3	2	\$12,000	\$5,000	\$17,000
911 Center Consoles Primary Site	2	4	\$8,000	\$10,000	\$518,000
Mobile Command Post (Count)	2	2	\$8,000	\$5,000	\$13,000
Total	199	220	\$880,000	\$617,500	\$1,846,000

911 Center Consoles Primary Site
4 positions = \$500,000 included in cost

Stokes County
City of King
Town of Walnut Cove

City of King Costs includes the
following:
\$34,000.00 reprogramming FD Radios

Interim Manager Morris noted the following:

- Have been working with staff, officials from City of King and Town of Walnut Cove, and the Fire and Rescue Association to develop the Acquisition Strategies for the Board's consideration
- Estimated total includes equipment quantities and cost
- Upon approval from the Board, two RFPs will be developed for approval from all key stakeholders before coming to the Board for consideration
 - One RFP will be for radios and associated equipment
 - One RFP will be for consoles and paging equipment
 - Both RFPs will be issued concurrently to potential vendors to ensure maximum full and open competition
 - Best value proposal will be selected from a Communications Working Group
- All quantities will be confirmed before the final RFPs
- County Administration will take the lead in procuring the required equipment to meet the FCC mandate in order to take advantage of pricing based on a large economic order quantity
- Largest category for purchase is the radio systems
- Waiting for grants to open – anticipating possible funding from FEMA
- Will also be pursuing any other available grant funding
- Requested approval at the August 22nd meeting

Chairman Lankford confirmed with Interim County Manager that the wording “four positions” didn’t mean additional staff, but were the consoles at the E911 Center.

Commissioner Walker questioned if there were more than two vendors.

Interim Manager Morris responded that to his knowledge, there were only two vendors who manufacture the “Viper” equipment. Interim Manager Morris also noted that he had been talking with other counties regarding the type of system that have already been installed.

The Board discussed the \$1.8m projected cost with Interim Manager Morris.

Commissioner Walker noted a discrepancy in the projected cost.

Interim Manager Morris noted that he would correct the estimated cost before the next meeting.

Vice Chairman Inman noted the amount of \$557,500 cost projected for the Stokes County Fire and Rescue which is a large portion of the County's projected cost.

Commissioner Walker suggested possibly using funding from fire tax to cover the cost for the Fire Departments. Chairman Lankford noted only one problem – there wasn't funding available.

Commissioner Walker questioned using General Funding for Fire Department expenditures which have their own fire district and fire tax.

Commissioner Jones expressed concerns with the fact that there were only two vendors which can drive the prices up.

Chairman Lankford, with consensus of the Board, directed the Clerk to place the item on the August 22nd Action Agenda.

EMS Equipment Purchase -Defibrillators

Interim County Manager Rick Morris presented the following information regarding the recommendation to purchase (4) four Philips monitor/defibrillators:

- EMS Director Monty Stevens has put a great deal of research into the purchase of the defibrillators for EMS
 - Has evaluated monitor/defibrillator equipment from both Medtronic Physio-Control and Philips
- Fiscal Year 2011-12 Budget contains funding for the purchase of (4) four defibrillators
- EMS Director Stevens received the following quotes:
 - Bound Tree Medical
 - \$74,010.52 Philips HeartStart MRx ALS Monitor/Defibrillator (4) each
 - \$24,000.00 Trade-In of (4 each) Physio Control LP 12
 - \$50,010.52 Final Cost
 - Physio Control
 - \$54,728.80 LP 15 Monitor/Defibrillator (2 each)
 - \$ 2,000.00 Trade-In Allowance
 - \$52,728.80 Final Cost
- EMS has had a long standing relationship with Medtronic Physio-Control, but at this time, feel that Philips offers very similar equipment at a substantial savings
- Dr. Darrell Nelson, EMS Medical Director, has evaluated the equipment, as well and is very much in favor of making the switch to Philips
- Bids are state contract

The Board discussed the item with Interim Manager Morris.

Commissioner Walker questioned the buying of only four defibrillators with there being five front line units.

Interim Manager Morris responded that EMS Director Stevens indicated a need for only four units with the others already having Physio units and buying four this year will save the County from having to buy defibrillators for possibly the next two budget years.

Commissioner Walker confirmed with Interim Manager Morris that all five front line units and some of the backup units will have new or up to date defibrillators.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 22, 2011 Action Agenda.

DSS-Expansion of Services at the Southwestern Service Center

Interim County Manager Rick Morris presented the following information regarding a request from DSS Director Kristy Preston:

- DSS Director Preston would like to expand the services at the Southwestern Service Center located in King
- Approximately 45% of the individuals served by DSS reside in King, Pinnacle, or Tobaccoville
- Would make it more accessible for those living in the King, Pinnacle, and Tobaccoville areas
- Currently, DSS offers services at the Center on Thursdays
- Request to expand the services to include Tuesdays
- Currently, the Health Department uses the offices on Tuesdays
- Director Preston has spoken to Health Director Scott Lenhart and he is in agreement to share the space on Tuesdays
- Director Preston and Director Lenhart have discussed sharing administrative support staff that would benefit both agencies
- DSS Board supports the request from DSS Director Preston and feels this is a great opportunity to expand services
- Recommend the Board concur and support the request from Director Preston using this period as a trial until the Health Department's accreditation is completed
- Upon the completion of the accreditation, determine the need for each department at the King facility

The Board discussed the item with Interim Manager Morris.

Commissioner Jones stated that she thought it was a great idea.

Commissioner Booth reiterated the use of shared administrative staff.

Commissioner Walker noted the following:

- Discussed at the recent DSS Board meeting
- Very glad this has been brought to this Board since the facility has been looked at as a "Health Department" facility, when actually it is a county facility and space allocation should be approved by the Board of Commissioners
- Reiterated that he had received comments from citizens that they had called the clinic (in the past) and felt somewhat pressured to go the Danbury location
- This Board needs to know if services are being offered at the location or notified immediately when services are eliminated
- This Board needs an assessment done to determine if there is a need to have a clinic in King before reopening the clinic
- DSS is serving a large number of clients at the King facility
- King Clinic at one time was producing approximately \$80,000 to \$150,000 in revenue

Commissioner Booth responded that there could not have been a doctor on a certain day at the King Clinic and those patients would be referred to the Danbury location. Commissioner Booth also confirmed that once the accreditation is completed, the new Health Director will be doing an assessment for the Health Board's consideration regarding the King Clinic.

Commissioner Booth also noted that the WIC Department is serving a large number of clients at the facility.

Commissioner Booth stated that the accreditation, which should have already been done, is taking a tremendous amount time, but must be done.

Vice Chairman Inman noted the following:

- Have lobbied for the past seven years (since 2004) with Commissioner Walker to get the facility reopened
- Upper level has completely been renovated
- King area has a large population base
- With the high cost of gasoline, it is costing those who need the services who may not be able to afford it
- County has a great facility

- Very disappointed, as a Commissioner, to find out that the facility had been closed without any notification to the Board of Commissioner
- Lack of space in Danbury
- No reason for the facility not to be used to serve the citizens of the County
- Hope to push forward to have a health clinic there at least one day of week
- Need to market the facility to make sure what type of medical services are available at the King Clinic

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 22, 2011 Action Agenda.

Proposed Agreement for the Protection, Development, and Improvement of Forest Lands

Interim County Manager Rick Morris presented the following information regarding the proposed Fiscal Year 2011-12 Agreement for the Protection, Development, and Improvement of Forest Lands:

- Basically the same agreement
- County Attorney Powell has approved as to form and legal sufficiency
- Changes:
 - Amount of County funding = \$50,628
 - Fiscal Year = 2011-2012
 - Forestry Services now reports to the Department of Agriculture and Consumer Services instead of DEHNR
- Request approval for the Chairman to execute the agreement

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 22, 2011 Action Agenda.

Job Vacancies

Interim County Manager Rick Morris presented the following information regarding job vacancies:

Sheriff's Office

- Sheriff's Office has the following vacancies:
 - Deputy II – vacancy effective August 26, 2011
 - Administrative Assistant to the Sheriff – vacancy effective 09-01-2011

- Sheriff's Office plans to promote from within if possible
- Administrative Assistant will mostly likely be promoted from within creating a "domino effect", possible internal transfer from the Records Clerk position
- Respectfully request the approval to fill the Records Clerk if the internal transfer does occur once the Administrative Assistant is chosen

Sheriff Mike Marshall had no issues with the information presented by the Interim County Manager and respectfully requested to be able to fill the Records Clerk position if an internal transfer occurs. Sheriff Marshall stated this would make things a lot simpler and would be able to have the vacancies filled quicker.

The Board had no issues with the request.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 22, 2011 Action Agenda

Commissioner Walker confirmed with Interim Manager Morris that since the adoption of the Fiscal Year 2011-12 Budget that all new vacancies are looked at the same.

Department of Social Services

Interim County Manager Rick Morris presented the following information regarding job vacancies:

- Department of Social Services has the following vacancy:
 - Social Worker III – Foster Care
 - Vacancy effective August 2, 2011
- Very critical position within the department which carries a full caseload of foster children
- Vacancy in the foster care unit could have a serious negative impact on the DSS Budget
- Position draws down a significant amount of state and federal funding
- Normally have a difficult time recruiting social workers and takes at least six months to train an individual
- Respectfully request approval to post and fill this position as soon as possible

DSS Director Kristy Preston stated that she had been informed this morning that there was some internal interest in the position and requested to fill vacancies that are the result of this

vacancy (domino effect) which would also be simpler and be able to fill the vacancies quicker as stated by Sheriff Marshall.

Chairman Lankford noted internal vacancies would be handled through the County's Administrative staff (Manager and HR).

The Board had no issues with the request.

Commissioner Jones complimented DSS Director Preston who she feels totally gets what is needed, "thinks outside the box", really tries to keep the moral up in the department and is doing a great job.

Commissioner Booth questioned if all departments were going to be able to fill vacancies if the "domino effect" occurred in their department.

Clerk Bullins noted that allowing the departments to fill internally "domino effect" would save a great deal of time getting the position filled.

The Board discussed allowing departments to fill internally without having to bring each position back to the Board, giving the manager approval to allow positions to be filled if filled internally and bringing all vacant positions back to the Board.

Chairman Lankford noted that if the vacancy is going to the outside, the vacancy should come before the Board.

Commissioner Walker agreed with Commissioner Booth that all departments should be able to fill internally if the "domino effect" occurred.

The Board discussed having a policy so that everyone knew actually how what to do when a vacancy occurred.

Chairman Lankford, with full consensus of the Board, directed the Interim Manager to provide the Board with a policy "filling internally – domino effect" at the next meeting for consideration.

Commissioner Jones confirmed with DSS Director Preston that filling internally decreased the training period since the employee was already familiar with the department.

Chairman Lankford, with full consensus of the Board, directed the Clerk to place the item on the August 22, 2011 Action Agenda

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Appointments

CenterPoint Human Services – Board of Directors

Interim Manager Rick Morris noted that the county had not received any applications for the vacancy.

Chairman Lankford opened the floor for nominations.

Chairman Lankford nominated Arzell Montgomery.

Clerk to the Board Darlene Bullins noted that any candidate for the Board of Directors must complete an application that is approved by CenterPoint.

Chairman Lankford stated that Mr. Montgomery could be considered for appointment contingent that his application is approved by CenterPoint.

Vice Chairman Inman confirmed with Clerk Bullins that the appointment had been advertised according to the County's policy.

Chairman Lankford entertained a motion to close the nominations.

Commissioner Booth moved to close the nominations. Vice Chairman Inman seconded and the motion carried unanimously.

Chairman Lankford polled the Board with the appointment of Mr. Montgomery being contingent upon his appointment being approved by CenterPoint:

Commissioner Jones: Arzell Montgomery
Vice Chairman Inman: Arzell Montgomery
Chairman Lankford: Arzell Montgomery

Commissioner Walker: Arzell Montgomery
Commissioner Booth: Arzell Montgomery

Chairman Lankford stated that Arzell Montgomery was approved to serve on the CenterPoint Human Services Board of Directors contingent upon approval from CenterPoint.

Impoundment Lot – Proposed Resolution/Budget Amendment #3

Interim County Manager Rick Morris reiterated the recommendation made to the Board at the July 25th meeting to expand the vehicle impoundment lot at its current location at an estimated cost of \$10,655.00 of which will be 50% (\$3,927) of the fencing cost funded from the Sheriff's Department's State Fines and Forfeitures. Interim Manager Morris also noted that approximately \$2,800 had been allocated for stone which could not all be used and that the county's estimated share (\$6,727) would be allocated from Contingency and then repaid back to the Contingency account once the surplus sale is complete at the end of August.

Interim Manager Morris noted the following Budget Amendment #3 would need to be approved along with the option in order to start the project:

Sheriff's Department - Budget Amendment #3

Finance Director Julia Edwards submitted Budget Amendment #3.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Sheriff's Department				
100.4190.590	Improvements	\$67,803.00	\$10,655.00	\$78,458.00
Contingency				
100.9910.000	Contingency	<u>\$150,000.00</u>	<u>\$(6,728.00)</u>	<u>\$143,272.00</u>
	Totals	\$217,803.00	\$3,927.00	\$221,730.00

This budget amendment is justified as follows:

To appropriate funds from State Fines and Forfeitures and to transfer funds from Contingency for the expansion of the Impoundment Lot.

This will result in a net increase of \$3,927.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
100.3301.413	State Fine/Forfeitures	\$00.00	\$3,927.00	\$3,927.00
	Totals	\$00.00	\$3,927.00	\$3,927.00

Chairman Lankford entertained a motion.

Commissioner Booth moved to approve Option #1 and Budget Amendment #3 as presented by the Interim County Manager. Commissioner Jones seconded and the motion carried unanimously.

Surplus Sale – Public Auction – Proposed Resolution

Interim County Manager Rick Morris presented the following proposed Resolution along with the recommendation submitted at the July 25th meeting for Burwell and Sons to conduct a Public Auction on behalf of Stokes County on August 27th starting at 10:00 am in the parking lot of the Ronald Reagan Memorial Building:

RESOLUTION

STATE OF North Carolina

COUNTY OF STOKES

WHEREAS, GS 153A-176 authorizes the County to dispose of real or personal property in accordance with procedures prescribed in Chapter 160A, Article 12;

WHEREAS, the County of Stokes has accumulated an excessive amount of unusable personal property and vehicles and it is in the best interest of the County to dispose of items listed below by public auction in accordance with GS 160A-270;

Desk Chairs	Ford Motors	Office Desks
Gasoline Pumps	Metal Truck Bed	Miscellaneous Office Machines

1984 Mazda Truck	JM2UD2211E0800381
1985 Chevrolet Blazer	1G8CT18B1F0186179
1987 Ford Bronco	1FMEU15H0HLA72644
1989 Dodge Van	2B5WB35Z6KK384437
1990 Chevrolet Caprice	1G1BL547XLA130024
1993 Acura	JH4KA7635PC019294
1994 Ford Crown Vic	2FALP71W9RX143120
1994 Ford Crown Vic	2FALP71W2RX143122
1994 Ford Crown Vic	2FALP71W8RX143125
1994 Oldsmobile	1G3AG55M5R6419321
1995 Ford Crown Vic	2FALP71W3SX160601
1995 Ford Crown Vic	2FALP71W9SX160604
1995 Ford Crown Vic	2FALP71W4SX160607
1996 Ford Crown Vic	2FALP71W9TX202321
1996 Ford Crown Vic	2FALP71W0TX123586
1996 Ford Crown Vic	2FALP71W0TX123653
1996 Ford Crown Vic	2FALP71W6TX130204
1996 Ford Crown Vic	2FALP71W6TX130199
1996 Ford Crown Vic	2FALP71W2TX123248
1996 Ford Crown Vic	2FALP71W4TX130198
1996 Ford Crown Vic	2FALP71W4TX202324
1998 Ford Crown Vic	2FALP71W8WX132327
2000 Ford Ambulance Chassis	1FDWE35F1YHB71908
2000 Ford Ambulance Chassis	1FDWE35FXYHB71907
2000 Ford Crown Vic	2FAFP71W5YX157236 – “salvage vehicle”
2001 Ford Ambulance Chassis	1FDWE35F71HA77179
2001 Ford Crown Vic	2FAFP71W71X163822
2006 Ford Crown Vic	2FALP71W26X157790 – “salvage vehicle”
2006 Ford Crown Vic	2FAFP71W46X157791 – “salvage vehicle”

NOW, THEREFORE BE IT RESOLVED that the Stokes County Board of Commissioners declare the above personal property as surplus and is to be sold at public auction.

AND, BE IT FURTHER RESOLVED that the Stokes County Board of Commissioners hereby approves August 27, 2011, at 10:00 a.m., at the Stokes County Governmental Complex in Danbury as the time and place of said public auction.

Adopted this the 8th day of August 2011.

Ernest Lankford – Chairman

J Leon Inman – Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James Booth – Commissioner

Attest

August 8, 2011

[24]

Darlene Bullins – Clerk to the Board

Interim Manager Morris verified (questioned at the July 25th meeting) that the former Sheriff's vehicle known as "Ruby" was on the resolution to be sold.

Chairman Lankford entertained a motion.

Vice Chairman Inman moved to approve the proposed Resolution submitted by Interim Manager Morris indicating the public auction will be held on August 27th.

Commissioner Walker seconded and the motion carried unanimously.

Scattered Site Housing Grant – Proposed Documentations for Approval

Chairman Lankford entertained a motion to approve the following documents pertaining to the Scattered Site Housing Grant:

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.

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.
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.

Commissioner Booth moved to approved the following items presented by Interim

Manager Morris:

1. Resolution to adopt the Required CDBG Policies, Procedures, and Plans for the Program
2. Fair Housing Resolution
3. Project Budget Ordinance
4. Resolution to designate Interim County Manager Richard Morris the authority to sign rehabilitation contracts on behalf of the County to expedite project progress
5. Resolution adopting a Post Rehabilitation Subordination Policy

Commissioner Jones seconded and the motion carried unanimously.

Job Vacancy

Sheriff's Department

Chairman Lankford entertained a motion regarding the vacant Deputy II position presented at the July 25th meeting.

Vice Chairman Inman moved to approve the filling of the Deputy II position presented at the July 25th meeting. Commissioner Jones seconded and the motion carried unanimously

Closed Session

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

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6)
- To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition of real property pursuant to G.S. 143-318.11(a)(5)

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

- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6)
- To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition of real property pursuant to G.S. 143-318.11(a)(5)

Commissioner Booth seconded and the motion carried unanimously.

The Board returned to the opened session of the August 8th meeting.

Health Department – Nurse Practitioner

Chairman Lankford entertained a motion regarding the request from Health Director Lenhart to hire a Nurse Practitioner.

Commissioner Booth moved to allow Health Director Lenhart hire a Nurse Practitioner at the starting salary of \$68,195. Commissioner Jones seconded and the motion carried unanimously.

County Manager

Chairman Lankford entertained a motion regarding the appointment of the Interim County Manager to the County Manager with benefits remaining the same except for the vacation time to be 20 days per fiscal year.

Commissioner Booth moved to approve Richard Morris as the County Manager with all benefits remaining the same except for vacation accrual which will now be 20 days per fiscal year.

Vice Chairman Inman seconded the motion.

Commissioner Walker stated the following:

- Will probably be the only descending vote and would like to explain a few things
- Feels the Interim Manager did a good job, with only a few issues
- Would like to sit down, if interested, to explain a few things
- Very personal, very likeable, very professional, very competent and fortunate to have someone of his caliber interested
- Would like to have given Interim Manager a couple of more months
- A very “light no” – not a “heavy no”

Interim Manager Morris responded that he would be happy to sit down with Commissioner Walker at any time.

The motion carried (4-1) with Commissioner Walker voting against the motion.

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