

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
OCTOBER 8, 2012

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, October 8, 2012 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:
County Manager Richard D. Morris
Clerk to the Board Darlene Bullins
Finance Director Julia Edwards
Tax Administrator Jake Oakley
County Attorney Edward Powell

Chairman Ernest Lankford called the meeting to order.

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

- "There are two ways to conquer and enslave a nation. One is by the sword. The other is by debt"

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 October 8, 2012 Agenda.

County Manager Rick Morris presented the following:

- A request from Sheriff Mike Marshall to postpone the Capital Projects – Law Enforcement Vehicles for SROs to a later date (Discussion Agenda- Item VI-b)

The Board had no issues with postponing the item to a later date.

Commissioner Booth moved to approve the October 8th Agenda as amended.

Commissioner Walker seconded and the motion carried unanimously.

PUBLIC HEARING – Board of Commissioners Assuming Direct Control of the Activities of the Board of Health and the Social Services Board

Chairman Lankford called to order the Public Hearing regarding the Board of

Commissioners assuming direct control of activities of the Board of Health and the Social Services Board.

The following spoke during the Public Hearing:

Linda Hicks

1130 Rock Road
Madison, NC 27025

Ms. Hicks presented the following comments and concerns:

- Request the Board of Commissioners maintain the current model for the Department of Social Services
- Understand most of the surrounding counties are maintaining that current model
- Feel the Board of Commissioners and the County Manager have enough to do already without direct supervision of Social Services, unless the Commissioners plan for more meetings for themselves which would require more money from the county
- Realize there are other options, but other options would probably be even more costly for the county
- Don't take this personally, although, I am a member of the Social Services Board nor do I think any other board member does other than the fact that the DSS Board does not think the Board of Commissioners nor the County Manager can devote the time to DSS that it desires
- DSS Board devotes time to becoming knowledgeable about the agency and its operation for providing services and the large number of staff members who work very hard to provide the very best services

- The members of the Department of Social Services Board are historically just as educated, qualified, competent, dedicated, and caring as Commissioners, collectively and individually
- Board members were appointed, but take their positions very seriously
- Board members don't have personal agendas
- Members have rotation on the DSS Board with six-year term limits, unlike Commissioners
- Historically, DSS Board members have been concerned with the needs of the citizens whether it is someone down on their luck, people providing foster care, adopting a child who desperately needs a forever home, providing protective services for an abused child or a mentally challenged person or an abused vulnerable adult along with other services
- Again, can't imagine County Commissioners or the County Manager having time to micromanage such a large agency without some adverse effect to the people who need the services most
- DSS Board members can and do focus all their efforts to this one large agency ensuring efficiency and accountability
- When I accepted the position on the Board, I did not expect to be paid
- I have received reimbursement to offset my gas expenses
- I hereby request that I receive no further reimbursement for gas
- If County Commissioners are considering direct supervision of Social Services and the Health Department to defray the expenses of a stipend that Board members receive, I hope the Commissioners will also feel incline to help with saving and forgo request for reimbursements for events and functions attended that are not directly related to the business of the people of Stokes County
- Maybe these big savings will help with the budget
- Again request the County maintain the current model
- "If it ain't broke, don't fix it"
- Thank you

Scott Lenhart
1050 Cora Lane
Westfield, NC 27053

Director Lenhart provided the Board of Commissioners with the following documentation along with Program Overview – UNC Local Boards of Health Training and the Consolidate Agreement Between The State of North Carolina and Stokes Family Health Center

HB 438 or Session Law 2012-126: There are pros and cons with the proposed changes for leaving the Health Department and DSS Departments as they are currently being run. Whichever way the Board of Commissioners (BOCC) decides to go, I will support the BOCC's decisions and continue to give my support to ensure the best and most efficient and economical services for the citizens of Stokes County. Please take into consideration the following when making an informed decision:

- If the BOCC decides to eliminate the Board of Health (BOH), there will be a Professional Gap of Knowledge: In NC, the composition of the BOH is based on particular professions, which is mandated by statute to assure the effectiveness of BOHs. The BOH assures

appropriate medical, nursing, pharmacy, dental, optometry, engineering, and veterinarian expertise are included in decision making. In addition, the BOH has three at large members. The BOH also includes a county commissioner, which is essential to keeping the county commissioners close and well informed and to assure their input into policy. If the current BOH becomes an advisory board only, this could cause delay in the decision process because of the lack of professional knowledge. The new board may lack significant knowledge in certain areas as disease containment and management, civil engineering, nursing, dental and medical care in making an informed decision. All these individuals are appointed by the county commissioners. The BOH can act quickly to help with the solutions when health concerns arise. Skilled public health staff, leaders, and boards are a key to Stokes County Health Department's success.

- If the BOCC decides to make a Human Services Department moving DSS and Health Dept into this section, will other departments be moved such as Animal control, Veteran Affairs, and Senior Services?
- If the reason for consolidation is to save money or provide better services, there needs to be evidence to show how. With consolidation into a Human Service Department, it seems there will be another level of government. This is making government fatter not leaner. The Health Department has been working with NCPHI and NC State University in developing a leaner staff and becoming more productive. In addition, on average in NC, the counties provide anywhere from 40%-60% of a Health Department's budget. The Health Department has in the past 18 months reduced staff, increased revenues, and saved the county thousands of dollars while still maintaining quality services. Stokes County is well below the state average on what counties spend on local Health Departments. County Funds for the Health Department are:

| | | |
|------------|-----------|-----|
| ○ FY 09-10 | \$440,277 | 27% |
| ○ FY 10-11 | \$453,130 | 27% |
| ○ FY 11-12 | \$420,278 | 25% |
| ○ FY 12-13 | \$465,586 | 20% |

- Does the BOCC understand how the funding is passed down to local Health Departments and the restrictions that apply to funding under the consolidated agreement and contract addendums? For example, Title X and Tile XIX funding?
- Local Health Departments must still follow current NC General Statutes and NC Administrative Code laws for all public health programs.
- If the BOCC becomes the BOH, they must meet all requirements for training for accreditation as BOH members. The Basic Training consist of two parts, UNC School of Public Health will conduct an on-site training as there is a on-line portion that must be completed also. This training is required and consist of the following:
 - Basic orientation to Public Health in NC consist of:
 - What is public health?
 - Core functions of public health

- Legal Responsibility and authority
- Mission and essential public health services in NC
- Public Health Infrastructure
- NC Public Health initiatives
- Public Health in the context of the broader health care delivery system
- The roles and responsibility of NC Local Boards of Health consist of:
 - The Public Health challenge
 - Serving the community and Understanding the role of the BOH
 - Roles and expectations of BOH Members
 - Legal responsibilities and authority. Note if the BOCC vote to change the structure of the BOH, the laws will still remain and must be followed.
 - The effective board/health director relationship
- Continuing education throughout the year
- If the BOCC becomes the BOH and DSS Boards, along with all of the other duties and committees the commissioners are involved in; will the commissioner be able to focus on public health issues and remain neutral if there is a conflict of interest?

It is expected that once the Affordable Care Act (ACA) is fully enacted in 2014, approximately 400,000 non elderly North Carolinians ages 18-64 will remain uninsured. NC already has an existing shortage of primary care practitioners and our aging population will need to manage chronic conditions in the coming years. Local Health Departments help address part of the access to health care problems, acting as a safety net and providing medical homes where none exists. Local Health Departments provide quality services and education to improve the lives of everyone in the community. Many Health Departments are becoming the safety net for these individuals. Stokes County Health Department has already seen an increase of Medicaid patients being assigned to us as their primary care provider. In addition, there is a current study looking at change in Public Health throughout the state and at the state level. This is required by SL 2012-126 (B 438). This study has just begun and more changes could happen as early as 2014. Is this the time to make major changes to how counties operate their BOHs and Health Departments?

Currently, I believe our County Health Department is functioning at the best level ever in the past 10 years. In the past 18 months, the following successes have happened under the current board and health director:

- Passed State Accreditation with a 98%
- Developed a strategic plan and workforce development plan
- Developed new operating procedures and policies
- Started a child dental clinic
- In November 2012, prenatal services will begin again in Stokes County with Baptist Hospital Rural Health Program
- Conducted a total reorganization in the Health Department which resulted in a 7% reduction in county funds for operations over the last 4 years, and just last year a 5% reduction of county funds.

I would like to make the following recommendations to the Stokes County BOCC before any decision is made:

- Appoint an investigative committee consisting of the following, Health Director, DSS Director, County Manager, two BOCC members, School of Government (SOG) representative and 2 Board members each from the DSS current Board and the Health Board to explore all options allowed by current law
- Engage the NC School of Government in the planning process to explore all possibilities and what is the best for the county if a change is really needed. The SOG will come to counties concerning any changes to their current BOH and DSS Boards to assist them in the strategic planning process, changing the board make up, and the development of a new board or a human services agency if this is the best course of action.

Director Lenhart reiterated that hundreds of thousands of federal/state dollars could be lost if funding is not administered correctly.

Director Lenhart and Board of Health Chairman Kim Gemeinhardt both spoke regarding the handout presented to the Board of Commissioners.

Kim Gemeinhardt

PO Box 466

Germananton, NC 27019

Board of Health Chairman Gemeinhardt commented on the following concerns the document provided to the Board by Director Lenhart:

- Appreciate the opportunity to speak today
- The big point that I want to make when considering the possibility of changing the boards is the politicalization of the Board of Health
- The Board of Health is not elected, all members are appointed
- This leaves the Board of Health one step away from being challenged on carrying out the Board's business in a political sense
- The Board of Health has no political agenda
- The Board of Health's agenda is taking care of the citizens of Stokes County to the best and most efficient, most economic means that are available
- Have a very good functional board right now
- Very proud of the Board of Health right now
- The other part of this is, should the Board of Commissioners decide to take over and be essentially the Board of Health, there is training that is required, on line training, in person training, ongoing training, etc.
- Board of Health has training at every board meeting
- Health Department has just gotten their accreditation, without training, accreditation would be lost
- There is a huge feather in our cap around the state with the recent accreditation which is very importation to us all

- Must consider the training and responsibility of both the DSS and Health Department that will be in addition to the regular duties of the Board of Commissioners
- Spend a lot time as Chairman of the Board of Health
- All members invest a lot time serving on the Board of Health
- The Board of Health is very dedicated in making this work properly
- Another point: It is expected that once the Affordable Care Act (ACA) is fully enacted in 2014, approximately 400,000 non elderly North Carolinians ages 18-65 will remain uninsured
- That will make a bit difference in the number of people seen by the Health Department
- Health Department is already seeing an increase in the number of patients being seen with Medicaid
- As we are starting to see this ACA come through, the Health Department already sees a change in what is being required of the Health Department
- There is a study being performed (required by Session Law 2012-126) looking at the change of Public Health throughout the state and at the state level
- It may be wise to look at this study before making any changes
- The study will look at counties who are considering changing and counties who have already changed
- Feel the Board of Health has done an exemplary job in the past few years
- Reiterated in the past 18 months, under the current Board of Health and director, the following successes:
 - Passed State Accreditation with a 98%
 - Developed a strategic plan and workforce development plan
 - Developed new operating procedures and policies which would have to be redone with a new advisory board
 - Started a child dental clinic
 - In November 2012, prenatal services will begin again in Stokes County with Baptist Hospital Rural Health Program
 - Conducted a total reorganization in the Health Department which resulted in a 7% reduction in county funds for operations over the last 4 years, and just last year a 5% reduction of county funds.
- Would like to make the following recommendation to Board:
 - Should you consider the BOCC moving forward with assuming the direct supervision of the Health Department and DSS, would like to suggest before any decision is made, an investigative committee be appointed to include such people as the Health Director, DSS Director, County Manager, couple of members from the Board of Commissioners, couple of Board members from the Board of Health and DSS Board to really see how this would all mesh
 - Feel there is a good system in place and not sure it is the county's best interest to change

- Would also suggest engaging the North Carolina School of Government who is willing to explain all the ramifications, all the funding, and all the different responsibilities that would come to the Board of Commissioners with this new duty

Kristy Preston
776 Moser Road
King, NC 27021

DSS Director Preston read the following comments:

Good afternoon, Mr. Chairman, and members of the board.

The recently passed legislation that allows the Commissioners to make changes in the Administration of Human Services was enacted as a way to promote efficiency and effectiveness. Regarding any possible changes, let me begin by saying I am not opposed to trying new things. I happen to believe there is always room for improvement. When I became the DSS Director, I knew there were some changes I wanted to make. I took the better part of a year to study the impact of those changes and then developed a plan, with insight from those people on our team who were the experts at what we do. Recently the county manager complimented me on this approach. It is my hope, as you consider significant changes to our system, that you will employ this same approach. Each of the possibilities available to us has the potential to change our system for the better and for the worst. We must consider the possible personnel impacts, including the increased burden on county administration. We must also consider the additional duties this board and the county manager may assume. The DSS Board has assigned duties that require specific knowledge of the mandated programs administered by DSS. The DSS Board meets monthly to provide this critical oversight. And, last but certainly not least, we must consider the potential for lost revenue. Last year, the DSS budget was around \$19 million dollars. Of this, the county share was around \$2 million dollars (10%). Any changes made to the way we operate must include a detailed analysis of the fiscal impact to our county.

I strongly believe that if we are considering significant change, we must take the time to develop a thoughtful, deliberate plan, assessing where we are now, where we want to go, and how we want to get there. Many of the counties across the state who have successfully changed their structure did so after a well thought out planning process. The School of Government is willing to guide counties through the process and I would hope that we would be willing to take them up on that offer.

Let me close by saying this: I have dedicated my life's work to this county, almost 19 years now. Stokes County is home to me. Social Services is home to me. I am proud of the work our office does. I believe we are doing good, quality work, helping people in our community help themselves. I would welcome the opportunity to sit down with you to study the issue at hand, determine what our goals are and map out what we hope to achieve. Unlike so many other changes that are thrust upon us, with very little time to prepare, we have the time to do this right.

And, finally, I would note that while I am reluctant to change a system that is working, I will certainly respect the decision of this board. I believe you all to be honest, fair-minded, compassionate individuals. I fully trust that you will approach these changes in a thoughtful, deliberate manner. The most vulnerable citizens in this county deserve no less.

Nancy Livesay Wayne
1010 Berry Farm Road
Madison, NC 27025
(Stokes County)

Ms. Wayne presented the following comments:

- Got a copy of the law off the internet
- The word that jumped out to me – you “**may**” change things, it does not say that you have to change things
- As a matter of transparency, worked for DSS for 12 years
- Made an effort to not just know my area (foster care), but made an effort to learn as much as I could about the agency and how it worked
- Would agree with the speakers today in the sense of “please keep the current model”
- There are several reasons for keeping the current model:
 - One thing – in terms of having one person being over several agencies – the medical perspective and the social services perspective in training and education are different
 - Some of the DSS manuals are extremely thick (for example –Medicaid)
 - Certainly, generally speaking, social services providers do not understand medical needs and procedures
 - One thing based on my age is that I grew up in a time period when the public health system was your doctor and you knew who specifically was serving those people in the community
- If there are questions (this law talks about it) about how many people will be on the boards, board members can be expanded and probably should be anyway by placing users of the services on these boards
- There are Federal and State mandates that DSS and the Health Department must follow which are very complicated
- Already have two directors who know their agencies
- Would support keeping the current model

Chairman Lankford thanked those in attendance for the Public Hearing and to those who spoke.

Chairman Lankford noted the Board of Commissioners would take all comments and discuss the issue at a future board meeting.

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 September 24, 2012 – Regular Meeting

District Resource Center - Budget Amendment #15

Finance Director Julia Edwards submitted Budget Amendment #15.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|---------------------------------|----------------------------|-------------------------|---------------------|-------------------|
| District Resource Center | | | | |
| 100.4321.511 | Equipment –Non Capitalized | <u>\$00.00</u> | <u>\$1,800.00</u> | <u>\$1,800.00</u> |
| | Totals | \$00.00 | \$1,800.00 | \$1,800.00 |

This budget amendment is justified as follows:

To appropriate funds from drug screening funds to purchase a laptop computer, projector, and screen.

This will result in a net increase of \$1,800.00 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 |
|---------------------|-----------------------|-------------------------|---------------------|---------------------|
| General Fund | | | | |
| 100.3839.000 | Miscellaneous Revenue | <u>\$329,026.00</u> | <u>\$1,800.00</u> | <u>\$330,826.00</u> |
| | Totals | \$329,026.00 | \$1,800.00 | \$330,826.00 |

Walnut Cove Senior Center - Budget Amendment #16

Finance Director Julia Edwards submitted Budget Amendment #16.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|---------------------------------------|---------------------------|-------------------------|---------------------|--------------------|
| Walnut Cove Senior Center | | | | |
| 100.5830.696 | Walnut Cove Senior Center | <u>\$48,053.00</u> | <u>\$714.00</u> | <u>\$48,767.00</u> |
| | Totals | \$48,053.00 | \$714.00 | \$48,767.00 |
| Walnut Cove Senior Center Fund | | | | |
| 204.5861.180 | Professional Services | <u>\$20,070.00</u> | <u>\$844.00</u> | <u>\$20,914.00</u> |
| | Totals | \$20,070.00 | \$844.00 | \$20,914.00 |

This budget amendment is justified as follows:

To appropriate funds from a Health Promotions Grant of \$1,166 with matching funds of \$130 Senior Center Fund Balance and a reduction in the funding for General Purpose of \$452 for programs.

This will result in a net increase of \$1,558.00 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 |
|---|--------------------------|-------------------------|---------------------|--------------------|
| PTRC-Senior Center- General Purpose | | | | |
| 100.3301.376 | Purpose | \$12,205.00 | \$(452.00) | \$11,753.00 |
| 100.3301.372 | PTRC – Health Promotions | <u>\$00.00</u> | <u>\$1,166.00</u> | <u>\$1,166.00</u> |
| | Totals | \$12,205.00 | \$714.00 | \$12,919.00 |
| Walnut Cove Senior Center Fund | | | | |
| PTRC- Senior Center- General Purpose | | | | |
| 204.3301.377 | Purpose | \$12,205.00 | \$(452.00) | \$11,753.00 |
| 204.3301.378 | PTRC – Health Promotions | \$00.00 | \$1,166.00 | \$1,166.00 |
| 204.3991.000 | Fund Balance | <u>\$24,964.00</u> | <u>\$130.00</u> | <u>\$25,094.00</u> |
| | Totals | \$37,169.00 | \$844.00 | \$38,013.00 |

Sheriff's Department - Budget Amendment #17

Finance Director Julia Edwards submitted Budget Amendment #17.

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 | | | | |
| 100.4310.260 | Departmental Supplies | <u>\$29,000.00</u> | <u>\$651.00</u> | <u>\$29,651.00</u> |
| | Totals | \$29,000.00 | \$651.00 | \$29,651.00 |

This budget amendment is justified as follows:

To appropriate funding to purchase Halloween Trick or Treat Bags – no county funding.

This will result in a net increase of \$651.00 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 |
|----------------|---------------------|-------------------------|---------------------|-------------------|
| 100.3839.001 | Calendar Fund | <u>\$3,000.00</u> | <u>\$651.00</u> | <u>\$3,651.00</u> |
| | Totals | \$3,000.00 | \$651.00 | \$3,651.00 |

Finance Department - Budget Amendment #18

Finance Director Julia Edwards submitted Budget Amendment #18.

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

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|---------------------------|---------------------|-------------------------|---------------------|-----------------------|
| Tax Administration | | | | |
| 100.4140.000 | Salaries & Wages | \$314,343.00 | \$351.00 | \$314,694.00 |
| Jail | | | | |
| 100.4320.000 | Salaries & Wages | \$607,462.00 | \$195.00 | \$607,657.00 |
| Social Services | | | | |
| 100.5310.000 | Salaries & Wages | \$1,745,160.00 | \$663.00 | \$1,745,823.00 |
| Contingency | | | | |
| 100.9110.100 | Leave Contingency | <u>\$100,000.00</u> | <u>\$(1,209.00)</u> | <u>\$98,791.00</u> |
| | Totals | \$2,766,965.00 | \$00.00 | \$2,766,965.00 |

This budget amendment is justified as follows:

To appropriate funds from Leave Contingency for the payoff of resigned, dismissed, or retired employees. The payoff is \$1,037.00 unused vacation leave, \$110 unused holiday leave, and \$62 unused compensatory time.

This will result in a net increase of \$00.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received this fiscal year.

Sheriff's Department - Budget Amendment #19

Finance Director Julia Edwards submitted Budget Amendment #19.

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 | | | | |
| 100.4310.260 | Department Supplies | <u>\$29,651.00</u> | <u>\$227.00</u> | <u>\$29,878.00</u> |
| | Totals | \$29,651.00 | \$227.00 | \$29,878.00 |

This budget amendment is justified as follows:

To reimburse departmental supplies for the purchase of lollipops for the department and to give away to the public – no county funding.

This will result in a net increase of \$227.00 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 |
|----------------|---------------------|-------------------------|---------------------|-------------------|
| 100.3839.001 | Calendar Fund | <u>\$3,651.00</u> | <u>\$227.00</u> | <u>\$3,878.00</u> |
| | Totals | \$3,651.00 | \$227.00 | \$3,878.00 |

Sheriff's Department - Budget Amendment #20

Finance Director Julia Edwards submitted Budget Amendment #20.

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 | | | | |
| 100.4310.260 | Departmental Supplies | <u>\$29,878.00</u> | <u>\$250.00</u> | <u>\$30,128.00</u> |
| | Totals | \$29,878.00 | \$250.00 | \$30,128.00 |

This budget amendment is justified as follows:

To appropriate funding to purchase Halloween Candy – no county funding.

This will result in a net increase of \$250.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received this fiscal year.

| Account Number | Account Description | Current Budgeted Amount | Increase (Decrease) | As Amended |
|---------------------------|--------------------------------|--|--------------------------------|-----------------------|
| 100.3839.001 | Calendar Fund | <u>\$3,878.00</u> | <u>\$250.00</u> | <u>\$4,128.00</u> |
| | Totals | \$3,878.00 | \$250.00 | \$4,128.00 |

Proposed 2013 County Holiday Schedule

Clerk Darlene Bullins presented the following 2013 Holiday Schedule with a request for approval at today's meeting:

| Holiday | Day of Week | Date |
|-----------------------------|--------------------|-------------------|
| New Year's Day | Tuesday | January 1, 2013 |
| Martin Luther King, Jr. Day | Monday | January 21, 2013 |
| Good Friday | Friday | March 29, 2013 |
| Memorial Day | Monday | May 27, 2013 |
| Independence Day | Thursday | July 4, 2013 |
| Labor Day | Monday | September 2, 2013 |
| Veterans Day | Monday | November 11, 2013 |
| Thanksgiving | Thursday | November 28, 2013 |
| | Friday | November 29, 2013 |
| Christmas | Tuesday | December 24, 2013 |
| | Wednesday | December 25, 2013 |

Floating Holiday-(1) day to be used by employees during the calendar year of 2013 upon approval of supervisor. Can't be carried over to calendar year 2014.

State Employees Credit Union – ATM Lease

Manager Rick Morris presented the request from the State Employees Credit Union to exercise the next one-year renewal option (rent free) for the ATM located in the upper parking lot of

the Government Center at the September 24th meeting with a request for approval at the October 8th 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 the County Manager.

Manager Rick Morris presented the following:

- County received a “Pacesetter” Recognition from the United Fund of Stokes County at their recent “Kick Off” Ceremony
- Continue to work with Pilot View RC&D to secure funding to provide water and sewer to the community college site
- Provided Board members with a copy of a grant to Golden Leaf Foundation that Chairman Lankford would be executing today for water and sewer funding

Vice Chairman Inman noted:

- Attended the Forsyth Tech Stokes County Community Day- very well attended and very informative event

Chairman Lankford noted:

- Also attended the United Fund “Kick Off” event and the Forsyth Tech Stokes County Community Day which were both very special events for Stokes County

Commissioner Walker noted:

- Lot of positive things happening in Stokes County
- Progress is being made on the community college
- Very pleased to see a grant request going to Golden Leaf Foundation
- Had some good events such as the United Fund “Kick Off” and the Forsyth Tech Stokes County Community Day along with the KingFest this past weekend
- Sheppard Mill also had an event this past weekend

Commissioner Booth noted:

- Also attended the Forsyth Tech Stokes County Community Day
- Very pleased with the participation from the community and businesses that were there

- Also attended the United Fund “Kick Off” – looking forward to a successful United Fund campaign for Stokes County

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Tax Administration Report – September 2012

Tax Administrator Jake Oakley presented the following comments regarding the recent move involving Tax Appraisal, Mapping, Collections, and EMS Collections/Billings:

- Would like to take this opportunity to publicly thank everyone involved in bringing a successful conclusion with the recent move
- Relocation was a “big deal” and required the cooperation and coordination of numerous departments and individuals within those departments
- Everyone displayed a cooperative attitude in accomplishing the move
- Would like to personally thank the following:
 - Employees affected directly by the actual physical relocation of offices (Appraisal, Collections, Mapping, EMS Collections/Billing)
 - Support Services Supervisor Danny Stovall
 - Public Works Director Mark Delehant and the members of the Maintenance Department
 - Information Systems Director Dianna Fulp and the individual members of the IT Department
 - Board of Commissioners and County Manager Rick Morris for the opportunity to establish a “top notch” collections site
- All phases of the Stokes County Tax Administration are looking forward to serving the citizens of Stokes County in an enhanced taxpayer friendly environment
- Will be making a full report regarding the status of the EMS Billing and Collections before the first of the year along with a format of what will be reported to the Board of Commissioners in the monthly Tax Administration Report

Tax Administrator Jake Oakley presented the following information regarding the notification to vehicle taxpayers- House Bill 1779:

- NC General Assembly enacted a new law (House Bill 1779) that creates a combined motor vehicle registration renewal and property tax collection system effective with July 1, 2013 renewals
- In order to better inform Stokes County taxpayers of this upcoming change, beginning with the November 2012 current motor vehicle tax bill mailings, an insert will be included explaining the new law and its effect on our citizens
- Inserts will be included with each motor vehicle tax bill mailed under the current system from November 2012 through October 2013
- Insert will include a name and telephone number for those who may have further questions

- The new system will be a current billing system instead of the existing system which is billed four months in the rear

Chairman Lankford confirmed with Tax Administrator Oakley that anyone renewing their tags in July 2013 will be paying their vehicle taxes at the DMV (taxpayers will be billed in April 2013 for the July 2013 renewals).

Tax Administrator Jake Oakley presented the following information regarding "On-line Appeal Form for the upcoming 2013 Revaluation:

- Plans are to give taxpayers the opportunity to appeal their real property values on-line
- Plans are to implement this new procedure January 2013
- Will benefit not only the citizens, but also the Tax Office and County
- Will provide easy access and allow the taxpayer to complete the appeal form at their leisure
- Electronic appeal process would decrease postage and paper usage
- Tax Department will consult with the IT Department for assistance in developing an appeal form and housing this on the county web site
- Office procedures for appealing real property values will not change for those who don't like to conduct business on-line
- Electronic appeal process will just be an enhancement to the Tax Department's standard appeal process
- Plans are for implementation January 2013, but if there are problems, the process will be postponed until there is an effective user-friendly procedure in place

Tax Administrator Jake Oakley presented the following informational data for the September Report:

| Fiscal Year 2012-13 | Budget Amt | Collected Amt | Over Budget | Under Budget |
|--|-------------------|----------------------|--------------------|---------------------|
| County Regular & Motor Vehicles | \$(20,861,260.00) | \$11,439,218.80 | | \$9,422,041.20 |
| New Schools F-Tech Fund | \$1,390,751.00 | \$763,104.36 | | \$627,646.64 |
| Prior Taxes | | | | |
| 1994-2011 Tax Years | | | | |
| County Regular & Motor Vehicles | \$675,000.00 | \$360,864.55 | | \$314,135.56 |
| EMS Collections | | | | |
| Total Collected | | | | |
| (09-01-12/09-30-12) | \$11,182.28 | | | |
| Total Collected | | | | |
| (07-01-12/06-30-13) | \$42,965.31 | | | |

October 8, 2012

Delinquent accounts received
from EMS (none --EMS will
have its own report starting by
the first of the year)

| Personal Property Discovery Report | # of | Total | Taxes |
|---|--------------|----------------|--------------|
| Audit Dates | Accts | | Due |
| 09-01-12/09-30-12 | 222 | \$1,222,356.00 | \$10,798.03 |
| 07-01-12/06-30-13 | 1,304 | \$9,989,935.00 | \$85,041.68 |

| Business Personal Property Discovery Report | # of | Total | Taxes |
|--|--------------|--------------|--------------|
| Audit Dates | Accts | Value | Due |
| 09-01-12/09-30-12 | 0 | \$00.00 | \$00.00 |
| 07-01-12/06-30-13 | 0 | \$00.00 | \$00.00 |

| Motor Vehicle Release Report | Accounts | Total Value |
|-------------------------------------|-----------------|--------------------|
| Audit Dates | | |
| 09-01-12/09-30-12 | 66 | \$2,189.01 |

| Motor Vehicle Refund Report | Accounts | Total Value |
|---|-----------------|--------------------|
| Audit Dates | | |
| 09-01-12/09-30-12 | 8 | \$384.93 |
| Number billed for September 2012 | 4765 | |

| Garnishment Totals | | | |
|---------------------------|-----------------------|--------------------------|----------------------|
| Month | Total Accounts | Original Levy Amt | Collected Amt |
| 09-01-12/09-30-12 | 113 | \$34,159.34 | \$35,267.74 |
| F/Year 2011-12 | | | |
| (7-1-11/6-30-12) | 385 | \$149,850.49 | \$122,725.96 |

| Interstate Collection Report | Collection | Total Collected |
|--------------------------------------|-------------------|------------------------|
| Total Collected for July 2012 | | |
| Cumulative Total Collected | NC Debt Setoff | \$120,976.20 |
| Cumulative Total Collected (to date) | Motor Vehicles | \$82,593.34 |
| Cumulative Total Collected (to date) | Property Taxes | \$21,900.25 |
| Cumulative Total Collected (to date) | EMS | <u>\$115,966.63</u> |
| Collected (to date) | All Categories | \$220,460.22 |

Releases less than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases less than \$100 – Real and Personal Property for the Board's review:

**Releases less than
\$100 - Real/Personal
Property**

September 2012

| Name | Bill Number | Amount |
|--------------------------|--------------------|-----------------|
| Jamie Brian Lawson | 12A156033781.02 | \$6.00 |
| David Hardin | 12A155892801.02.1 | \$7.25 |
| King Investments, PTS II | 12A28277.09.1 | \$81.39 |
| | 11A28277.09 | \$78.86 |
| | 10A28277.09 | \$32.34 |
| | 09A28277.09 | \$19.80 |
| Joseph Duncan | 12A19259.07.1 | \$96.66 |
| Paul Michael Holtzclaw | 12A155907991.08.1 | \$3.88 |
| John P Hampton Jr. | 12A155916334.08.1 | \$7.47 |
| William E Murphy | 12A155892947.01.1 | \$11.86 |
| Robert W Carl | 12A20030.05.1 | <u>\$1.55</u> |
| Total Amount | | \$347.06 |

Releases more than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases more than \$100 – Real and Personal Property for the Board's consideration at the October 22nd meeting:

**Releases more than
\$100 - Real/Personal
Property**

September 2012

| Name | Bill Number | Amount | Reason |
|----------------|--------------------|-----------------|--------------------------|
| Cynthia Stines | 12A599216735677 | \$767.52 | Elderly Exemption |
| C TUC INC | 12A60477.09.1 | \$413.00 | Business Closed 12-31-11 |
| Susan Draughon | 12A155892518.02.1 | <u>\$106.86</u> | SWMH Repossessed |

\$1,287.38

Tax Administrator Oakley requested the Real and Personal Releases more than \$100 be placed on the October 22nd Consent Agent.

Late Application for Elderly and Disabled Exemption for 2012

Tax Administrator Jake Oakley presented the following Late Applications for Elderly and Disabled Exemption for 2012 for the Board's consideration at the October 22nd meeting:
October 8, 2012

**Late Application for
Elderly and Disabled
Exemption for 2012**

September 2012

| Name | Parcel Number | Address | Description | Tax Value |
|--------------|-----------------|----------------------|---------------|-------------|
| Doris V Sams | 6903-02-86-6707 | 326 Ridgecrest Drive | Land/Dwelling | \$86,600.00 |

Tax Administrator Oakley requested the Late Applications for Elderly and Disabled Exemption for 2012 be placed on the October 22nd Consent Agenda.

Exempt Property Late Application

Tax Administrator Jake Oakley presented the following Exempt Property Late Application for the Board's consideration at the October 22nd meeting:

- First Baptist Church is requesting religious exemption
 - PO Box 552, Walnut Cove, NC 27052
- Parcels:
 - 696206377884
 - 696806378855
- First Baptist Church acquired the property in 2011
- Application was received on September 9, 2012
- Tax Office is recommending approval

Tax Administrator Oakley requested the Exempt Property Late Application be placed on the October 22nd Consent Agenda.

EMS Write Off Requests

Tax Administrator Jake Oakley presented the following EMS Write Offs for the Board's consideration at the October 22nd meeting:

EMS Write Off

Request

September-2012

| Call Number | Date | Charge | | Reason |
|-------------|------------|-----------|-----------------------|--------|
| | | Amount | | |
| 1001006 | 2/15/2010 | \$ 655.00 | Inmate - No Insurance | |
| 1000998 | 8/27/2010 | \$ 667.00 | Inmate - No Insurance | |
| 1007488 | 12/19/2010 | \$ 356.00 | Inmate - No Insurance | |

October 8, 2012

| | | | |
|---------|-----------|------------------|-----------------------|
| 1101892 | 3/26/2011 | \$ 356.00 | Inmate - No Insurance |
| 1102321 | 4/13/2011 | \$ 540.20 | Inmate - No Insurance |
| 1102314 | 4/13/2011 | \$ 481.00 | Inmate - No Insurance |
| 1102956 | 5/13/2011 | \$ 649.00 | Inmate - No Insurance |
| 1104486 | 7/19/2011 | \$ 695.20 | Inmate - No Insurance |
| 1203211 | 6/1/2012 | <u>\$ 358.00</u> | Inmate - No Insurance |

Total Write Off \$4,757.40

Tax Administrator Oakley requested the EMS Write Offs be placed on the October 22nd Consent Agenda.

Proposed Electronic Listing Resolution

Tax Administrator Jake Oakley presented the following information regarding the proposed Electronic Listing Resolution:

- Proposed resolution will allow electronic listing of personal property as authorized by NCGS 105-310.1 (c)
- Purpose of offering this option is to further enhance a taxpayer friendly environment by offering citizens an electronic alternative to mailing a paper listing form or coming to the Tax Office to file a listing form
- Goal is to make electronic listing of personal property available for taxpayers beginning January 2013
- Electronic listing progress must be user-friendly, polished, simple, and error proof
- Will make absolutely sure that the electronic listing is operating properly before implementation or will delay the implementation until January 2014

COUNTY OF STOKES RESOLUTION PROVIDING FOR ELECTRONIC LISTING AND EXTENDING THE TIME FOR FILING ELECTRONIC LISTINGS OF PERSONAL PROPERTY FOR PROPERTY TAX PURPOSES

WHEREAS, North Carolina General Statute § 105-310.1(c) authorizes Counties to permit electronic listing of personal property, and

WHEREAS, North Carolina General Statute § 105-307 permits the Board of County Commissioners to extend the deadline for filing electronic listings of personal property under G.S. § 105-304, the date to coincide with paper listing,

WHEREAS, North Carolina General Statute 105-311(b) authorizes an electronic signature of personal property listings which are submitted electronically,

NOW THEREFORE BE IT RESOLVED as follows:

Section. 1. The Stokes County Board of Commissioners hereby authorizes personal property listings to be submitted and signed electronically.

Section. 2. The following procedures will apply to electronic tax filings. Electronic listings must be submitted online. Facsimiles will not be accepted as electronic listings. In order to file electronically, the taxpayer must use an electronic listing application approved by the County. To request an extension to electronically file personal property listings after January 31, the taxpayer must file an online request for extension of time during the month of January and must provide an Account ID provided by the County and associated with the location for which the extension is requested. Once an extension of time has been granted by the Tax Administrator, the electronic filing must be received by the Stokes County Tax Administrator no later than April 15 in order to avoid late list penalties.

Section. 3. This resolution shall be recorded in the minutes of the Stokes County Board of Commissioners and notice of the procedure and extension of time for electronic filing of personal property listings shall be published as required by G.S. § 105-296(c).

Section. 4. This resolution is effective for all tax years after its adoption and at such time as the Tax Administrator has the ability to implement a system for electronic listing.

This resolution is adopted the ____ day of October, 2012.

Ernest Lankford-Chairman

J. Leon Inman-Vice Chairman

Jimmy Walker-Commissioner

Ronda Jones-Commissioner

James D. Booth-Commissioner

Attest _____
Darlene M. Bullins
Clerk to the Board

The Board discussed the proposed Electronic Listing Resolution with Tax Administrator Oakley.

Chairman Lankford confirmed with Tax Administrator Oakley that there would still be a general mailing for listing and citizens could still return the paper copy to the Tax Department.

Chairman Lankford commended all the departments who were involved in the relocation of the Tax Department and noted that this collection area for Tax and EMS would be more convenient for the citizens of the County.

Commissioner Booth commented:

- Would like to commend the manager and the Board of Commissioners for creating this new collection area during the budget work sessions
- Feels this area will be more convenient for the citizens and be a more efficient way for collection
- Also feels that other collections could possibly be added to this area in the future

Commissioner Walker commented:

- Like the new collection area
- Feels this will be more efficient for not only the citizens, but for the county
- Confirmed with Tax Administrator Oakley that the current collection rate is approximately 55% with the utilities normally not coming in until December 2012

Commissioner Jones commented:

- Appreciate the work done by all departments to get this new collections area up and going

Tax Administrator Oakley requested the proposed Electronic Listing Resolution be placed on the October 22nd Consent Agenda.

The Board had no issues with the information presented by Tax Administrator Oakley.

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

- Real and Personal Releases more than \$100.00
- Late applications for Elderly and Disabled Exemption for 2012
- Exempt Property Late Application
- EMS Write Off Request
- Electronic Listing Resolution

Capital Equipment – E911 – Recording System

County Manager Rick Morris presented the following information regarding the purchase of Recording System for E911:

- Received a quote from Carolina Recording System for providing E911 Communications Department with a new 40 channel Recording System
- Cost - \$39,249
- Estimated delivery – 3 to 4 weeks after the order is placed

- System will replace the current 24 channel Audio-log which was purchased 5+ years ago from Carolina Recording System
- Will be installed at the new location – Government Center
- Funding Source – E911 Fund
- Approved in the 2012-13 Budget
- Will provide the BOCC a resolution at the October 22nd for sole sourcing
- Ongoing process for the E911 upgrade
- Did not do RFP since this particular item needs to come from Carolina Recording Systems – most all centers across the State use the same equipment
- Request the item be placed on the October 22nd Action Agenda

Commissioner Walker questioned Manager Morris if there is any value in the old equipment?

Chairman Lankford questioned Manager Morris what is the life expectancy of requested recording system?

Manager Morris noted that he would check into the value of the old equipment and the life expectancy of the new equipment before the next meeting.

The Board had no other issues with request.

Chairman Lankford directed the Clerk to place the item on the October 22nd Action Agenda.

Appointments – Stokes County Adult Care Community Advisory Committee

County Manager Rick Morris noted the County had been notified the following:

- One vacancy – Tim Flinchum resigned
- Received an application from Clara Nelson
- Per request of the Board of Commissioners, verified that there can only be 9 members other than the providers for the Stokes Aging Planning Committee (per BOCC 2007 minutes); therefore, Brenda Carroll can also be considered for this vacancy, also confirmed this information with Aging Planning Secretary Lynn Martens
- Clara Nelson may also want to serve on the Walnut Cove Senior Center Advisory Committee; could not be reached about this appointment
- Will verified with Ms. Nelson which committee she desires to serve on before the October 22nd meeting

Chairman Lankford opened the floor for nominations.

Vice Chairman Inman nominated Brenda Carroll.

Commissioner Walker nominated Clara Nelson.

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 directed the Clerk to place the item on the October 22nd Action Agenda.

Appointments – Stokes County Fire and Rescue Association

County Manager Rick Morris noted the County had been notified the following:

- One Fire Service Member vacant – Robert Snyder does not wish to be considered for re-appointment
- Stokes County Fire & Rescue Association made the following recommendations for the one vacant Fire Service Member:
 - Josh Branscome – Lawsonville Fire & Rescue
 - Wayne Barneycastle – Sauratown Fire & Rescue
 - James Griffin – Sauratown Fire & Rescue
- Two Civilian Members vacant – Steve Fowler does not wish to be considered for re-appointment and Melvin Dodson has made no comment about his re-appointment to the Fire Marshal's office

Chairman Lankford opened the floor for nominations for the Fire Service member.

Chairman Lankford nominated Wayne Barneycastle.

Vice Chairman Inman nominated Josh Branscome and James Griffin.

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 opened the floor for nominations for the two civilian members.

Chairman Lankford nominated Carlton Hicks and Melvin Dodson for the two civilian

members.

Chairman Lankford entertained a motion to close the nominations.

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

Chairman Lankford directed the Clerk to place the item on the October 22nd Action Agenda.

Appointment – Walnut Cove Senior Center Advisory Committee

County Manager Rick Morris noted the County had been notified the following:

- Walnut Cove Senior Center Director Vicky East notified the County that Angie McHone has resigned
- Clara Nelson or Brenda Carroll could be considered

Vice Chairman Inman nominated Clara Nelson and Brenda Carroll.

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 directed the Clerk to place the item on the October 22nd Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Poplar Springs Elementary School Property – Encroachment Issues

County Manager Rick Morris presented the following additional information regarding encroachment issues on the Poplar Springs Elementary School Property:

- County can dispose of real or personal property belonging to the county by negotiated offer, advertisement, and upset bid per GS 160A-266
- Once the BOCC has accepted an offer, the county must follow the upset bid process per GS 160A-269
- Board of Commissioners (BOCC) must first direct staff to have the property surveyed in order to have a description of the property in question

- The item will then be put on the agenda with the offer from interested parties along with all costs to be incurred in order for the buyers to put down a 5% deposit for the total purchase
- BOCC will accept the offer and direct staff to follow the upset bid process
- Once the upset bid process is completed, the BOCC must approve the sale of the property
- Board of Education has approved the sale of the property
- BB&T has also approved the sale of the property
- The cost of the property will include the cost of the land, cost of the survey, cost of the advertising for the upset bid process and the cost of the deed preparation and filing
- The cost for the survey, cost the advertising and cost of deed preparation and filing will be prorated according to the amount of land purchased by the interested parties
- Interested parties have been contacted
- Request permission to move forward with surveying the property

Chairman Lankford entertained a motion.

Commissioner Jones moved to direct the county manager and administrative staff to move forward with the survey for property in question located on the Poplar Springs Elementary School Site. Commissioner Walker seconded and the motion carried unanimously.

Forsyth Technical Community College – Tentative Approval for Capital Improvement

County Manager Rick Morris noted the following:

- County cannot be held to the estimates in the Tentative Approval for Capital Improvement
- This document is simply to continue with the process for the building of the community college
- Must be first approved and signed by the Board of Commissioners, then the Forsyth Tech Board of Trustees and then by the State
- This will allow an architect to be hired and the preliminary design can be done which will facilitate Pilot View RC&D completing their project

Chairman Lankford reiterated only a preliminary design would be completed with this agreement.

Commissioner Booth noted the following:

- Confirmed with Manager Morris that this tentative approval is only for approving the construction project, not for approving that only a preliminary design would be done

- Confirmed with Manager Morris that once the document is executed by all parties, a RFP would be issued by Forsyth Tech for the hiring of an architect
- Have concerns that this Board will not have any input on the design before the RFP is issued
- Remember when the RFP was done for an architect for the Nancy Reynolds Project, firms responding to the RFP actually provided models in their bid proposal
- Feel the BOCC needs to see the RFP before it is issued
- BOCC needs to also see the responsive bids so that the BOCC is aware of the design before an architect is chosen

Chairman Lankford responded:

- There was discussion and an agreement with Forsyth Tech officials that Stokes County Board of Commissioners would be part of creating the design of the facility

County Manager Morris reiterated the need to approve the RFP before it is issued.

Commissioner Booth reiterated the need to be part of the design process.

Chairman Lankford noted the preliminary design would provide a sketch of the facility.

Commissioner Booth noted that if the responsive bidders to the RFP do not include a design of the facility, you will not have a variety to choose from.

Commissioner Jones noted the need to include the wants of the BOCC in the RFP such as type of stone, type of structure (contemporary, modern, fits the community) etc.

Manager Morris noted that most RFPs include the proposed drawings of a facility.

Chairman Lankford noted the need to pick an architect and then both the BOCC and Forsyth Tech officials work together with that architect to design what is right for Stokes County.

Commissioner Booth questioned what standards would be used to choose an architect if you had no design work with the bid proposal?

Chairman Lankford noted the tour of the Forsyth Tech facility on October 15th should help with what kind of facility that Stokes County needs and desires.

Vice Chairman Inman noted that Forsyth Tech could have some designs that might save funding.

Commissioner Booth noted that he would like to see some type of the design before an architect is hired.

Chairman Lankford noted the County and Forsyth Tech officials will agree on the type of design.

County Manager Morris responded:

- This is a two-step process
- First step is to pick a qualified architect based on his bid, his experience, past performance, etc.
- After contracting, then the design phase would start with input from BOCC and Forsyth Tech
- Will have the architect do only the preliminary design and when everything is in order, direct the architect to complete the design work with all components
- Preliminary design will save funding

Commissioner Booth reiterated his experience with the Nancy Reynolds Project:

- There were five architects who submitted a bid to the RFP
- All five presented models, some had 3D drawings of their design
- Provided all this information to the Board of Education
- Board of Education chose an architect from the responses to the RFP
- Architect who was awarded the bid actually did a model
- Just want to make sure the BOCC has input in the design of the facility

Chairman Lankford and Vice Chairman Inman both stated that Forsyth Tech officials have agreed that Stokes County will have input in the design.

Chairman Lankford entertained a motion.

Commissioner Booth moved to approve the Tentative Approval for Capital Improvement.

Commissioner Jones seconded and the motion carried unanimously.

Capital Projects – EMS Remounts

County Manager Morris provided the BOCC with the following additional information:

- Information provided by EMS Director Monty Stevens

- Chassis from Sprinter, that has the payload needed for the County's boxes, will not be available until the 2014 model year
- Surrounding counties' process for remounts varies from no remounts to three remounts per box and typically the miles do not exceed 150,000 miles
- There is no "true" industry standard for remounts
- Can find no one who uses a box greater than 10 years or one that amasses more than 350,000 miles
- While each remount looks "new", you must consider the strength and integrity of the metal and welds on the inside that hold the box together
- County has had one box that after remounting, a weld broke on the outside of the box, along the top
- If the welds have broken on the outside, then we must ask what condition are the welds on the inside that you can't see
- County is running more miles before remounts than surrounding counties
- Would suggest remounting Units 7 and 9 to replace Units 3 and 4 this year and next year consideration should be given to buying new units due to mileage
- Would agree with Director Stevens that mileage should be considered before remounting each unit, not to exceed 500,000 miles

The Board discussed the remount process with Manager Morris.

Chairman Lankford entertained a motion.

Commissioner Booth moved to approve the following resolution and the quote from Northwestern Emergency Vehicles for remounting two Horton Ambulances onto new Chevrolet chassis at \$88,597 each. Commissioner Jones seconded and the motion carried unanimously.

RESOLUTION

EXEMPTION FROM GENERAL STATUTES FOR FISCAL YEAR 12-13 AMBULANCE REMOUNT PURCHASES

WHEREAS, North Carolina General Statutes 143-131 and 143-129 require public bidding for the purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money over a stated dollar amount and further provided that no contract may be awarded therefore, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless provisions of these statutes are complied with;

WHEREAS, North Carolina General Statute 143-129 contains the following exception;

(e) (6) Exceptions – The requirements of this Article do not apply to:

Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this

section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

WHEREAS, the Board of Commissioners is convened in a regular meeting:

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF STOKES COUNTY RESOLVES THAT:

Remounting of current ambulance modular body onto a new chassis hereby be exempt from the provisions of North Carolina General Statute bidding requirements for the following reasons:

- Northwestern Emergency Vehicles has remounted several ambulance bodies for Stokes County and has an proven track record of providing a trouble free unit;
- Compatibility, standardization and product performance are major concerns to be taken into consideration for this remount;

Adopted this 8th day of October 2012.

Ernest Lankford - Chairman

J. Leon Inman – Vice Chairman

Jimmy Walker - Commissioner

Ronda Jones - Commissioner

James D. Booth – Commissioner

Attest: _____
Darlene Bullins
Clerk to the Board

Capital Projects – Interest Rates

County Manager Morris recommended the BOCC approve the following financing and with the Financing Resolution and Authorizing Resolution:

- BB&T - \$381,000 (vehicles)
- PNC - \$1,675,000 (E911 Upgrade Project)
- Approval of following proposed Financing Resolution and Authorizing Resolution

Proposed Resolution

Resolution Approving Financing Terms

WHEREAS: Stokes County, North Carolina (the "County") has previously determined to undertake a project for the purchase of **EMS & Sheriff vehicles** (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The County hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated September 17, 2012. The amount financed shall not exceed up to **\$381,000.00**, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.31%, and the financing term shall not exceed four (4) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as BB&T may request.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of October, 2012.

By: _____

By: _____

Title: _____

Title: _____

SEAL

October 8, 2012

**FORM OF
AUTHORIZING RESOLUTION/EXTRACT OF MINUTES**

At a duly called meeting of the governing body of Stokes County, North Carolina held in accordance with all applicable legal requirements, including open meeting laws, on the 8th day of **October 2012**, the following resolution was introduced and adopted:

A RESOLUTION OF THE GOVERNING BODY OF STOKES COUNTY AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT WITH PNC EQUIPMENT FINANCE, LLC, AS LESSOR, AND SEPARATE LEASE SCHEDULES THERETO AND ESCROW AGREEMENT FOR THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT WITHIN THE TERMS HEREIN PROVIDED; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

WHEREAS, Stokes County, North Carolina ("*Lessee*"), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of North Carolina is authorized by the laws of the State of North Carolina to purchase, acquire and lease certain equipment and other property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

WHEREAS, the governing body of the Lessee (the "*Board*") has determined that a true and very real need exists for the acquisition, purchase and financing of certain property consisting of **Mobile/Portable Radios, Emergency Responder VHF Paging System, E911 Facility Relocation** (collectively, the "*Equipment*") on the terms herein provided; and

WHEREAS, in order to acquire such Equipment, the Lessee proposes to enter into that certain Master Equipment Lease-Purchase Agreement (the "*Master Lease*") with PNC Equipment Finance, LLC, as lessor (the "*Lessor*"), substantially in the proposed form presented to the Board at this meeting, and separate Lease Schedules thereto substantially in the form attached to the Master Lease and a separate Escrow Agreement substantially in the proposed form presented to the Board at this meeting; and

WHEREAS, the Board deems it for the benefit of the Lessee and the efficient and effective administration thereof to enter into the Master Lease and the separate Lease Schedules relating thereto from time to time as provided in the Master Lease and an Escrow Agreement for the purchase, acquisition, financing and leasing of the Equipment to be therein more specifically described on the terms and conditions provided therein and herein;

NOW, THEREFORE, BE IT AND IT IS HERBY RESOLVED BY THE GOVERNING BODY OF THE LESSEE AS FOLLOWS:

Section 1. It is hereby found and determined that the terms of the Master Lease (including the form of Lease Schedule, Payment Schedule and Escrow Agreement attached thereto), in the

form presented to this meeting, are in the best interests of the Lessee for the acquisition, purchase, financing and leasing of the Equipment.

Section 2. The form, terms and provisions of the Master Lease (including the form of Lease Schedule, Payment Schedule and Escrow Agreement attached thereto) are hereby approved in the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the **Rick Morris, County Manager and Julia Edwards Finance Director** of the Lessee (the "*Authorized Officers*") executing the same, the execution of such documents being conclusive evidence of such approval. The Authorized Officers of the Lessee are each hereby authorized and directed to sign and deliver the Master Lease, each Lease Schedule thereto, each Payment Schedule relating thereto, each Escrow Agreement relating thereto and any related exhibits attached thereto if and when required; *provided, however*, that, without further authorization from the governing body of the Lessee, (a) the aggregate principal component of Rent Payments under all Leases entered into pursuant to the Master Lease shall not exceed **\$1,675,000.00**; (b) the maximum term under any Lease entered into pursuant to the Master Lease shall not exceed **59 months**; and (c) the maximum interest rate used to determine the interest component of Rent Payments under each Lease shall not exceed the lesser of the maximum rate permitted by law or **1.37% per annum**. The Authorized Officers may sign and deliver Leases to the Lessor on behalf of the Lessee pursuant to the Master Lease on such terms and conditions as they shall determine are in the best interests of the Lessee up to the maximum aggregate principal component, maximum term and maximum interest rate provided above. The foregoing authorization shall remain in effect for a period of two years from the date hereof during which the Authorized Officers are authorized to sign and deliver Leases pursuant to the Master Lease and related Escrow Agreements on the terms and conditions herein provided and to be provided in each such Lease.

Section 3. The Authorized Officers and other officers and employees of the Lessee shall take all action necessary or reasonably required to carry out, give effect to and consummate the transactions contemplated by the Master Lease and each Lease Schedule (including, but not limited to, the execution and delivery of the certificates contemplated therein, including appropriate arbitrage certifications) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Master Lease, each Lease Schedule and each Escrow Agreement.

Section 4. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Effective Date. This Resolution shall be effective immediately upon its approval and adoption.

ADOPTED AND APPROVED by the Board of the Lessee this _____, 2012.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect and further certifies that the Master Lease (including the form of Lease Schedule, Payment Schedule and Escrow Agreement attached thereto) are the

same as presented at said meeting of the governing body of Lessee, excepting only such changes, insertions and omissions as shall have been approved by the officers who executed the same.

Date: _____, 2012

[SEAL]

(Secretary/Clerk)

Chairman Lankford entertained a motion.

Commissioner Jones moved to approve the following:

- Financing with BB&T - \$381,000 (vehicles)
- Financing with PNC - \$1,675,000 (E911 Upgrade Project)
- Approval of following proposed Financing Resolution and Authorizing Resolution

Commissioner Booth seconded and the motion carried unanimously.

Health Department – External Postings

Chairman Lankford entertained a motion regarding the external posting for the Health Department presented at the September 24th meeting.

Commissioner Booth moved to approve the following external postings:

- Physician Extender II with a hiring range of \$60,000 to \$65,000
- Licensed Practical Nurse II

Commissioner Jones seconded and the motion carried unanimously.

Appointments – Stokes County Aging Planning Committee

Chairman Lankford entertained a motion regarding the recommendation from the Stokes Aging Planning Committee for appointments.

Commissioner Jones nominated the following:

- James Carlin
- Debra Cox
- Vicky East
- Louise Flynt

- Suzan Garner
- Susie Grabs
- Ted Griesenbrock
- Angie McHone
- Lynn Martens
- Carolyn Manuel
- Martina Moore
- Erma Perkins
- Kristy Preston
- Jean Sands
- Carol Shamburg
- Madeline Watkins
- Charlotte Williams

Chairman Lankford entertained a motion to close the nominations.

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

Chairman Lankford polled the Board.

Commissioner Jones: Recommendation from the Stokes Aging Planning Committee

Vice Chairman Inman: Recommendation from the Stokes Aging Planning Committee

Chairman Lankford: Recommendation from the Stokes Aging Planning Committee

Commissioner Walker: Recommendation from the Stokes Aging Planning Committee

Commissioner Booth: Recommendation from the Stokes Aging Planning Committee

Chairman Lankford noted the following were approved by the BOCC for appointment to the Stokes County Aging Planning Committee:

- James Carlin
- Debra Cox
- Vicky East
- Louise Flynt
- Suzan Garner
- Susie Grabs
- Ted Griesenbrock
- Angie McHone
- Lynn Martens
- Carolyn Manuel
- Martina Moore
- Erma Perkins
- Kristy Preston
- Jean Sands
- Carol Shamburg

- Madeline Watkins
- Charlotte Williams

Closed Session

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

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3).

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

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3).

Commissioner Jones seconded and the motion carried unanimously.

The Board returned to the regular session of the October 8, 2012 meeting.

Planning – Conditional Zoning Districts

Chairman Lankford entertained a motion.

Commissioner Walker moved to instruct the County Manager, the Planning Director, and the County Attorney to work with the School of Government in exploring the possibility of Conditional Zoning Districts in Stokes County and to review other zoning classifications in Stokes County and that all pending and future Conditional Use Permit Applications, Special Use Permit Applications, and Conditional Use Rezoning Applications be heard only after the review has been concluded. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Walker directed Planning Director Sudderth to inform the current potential applicant that this change is not directed at their application in any way, form, or matter, just house cleaning being done by the BOCC and the applicant is welcomed to apply now or later at their discretion.

Planning Director Sudderth noted that if any application is submitted, the BOCC would

immediately be notified in order to follow the Quasi Judicial procedure unless changes occur to the Zoning Ordinance before the application is submitted.

County Attorney Powell reiterated Director Sudderth's comments that the Quasi Judicial procedure must be followed unless changes are approved by the BOCC to the Zoning Ordinance.

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

Ernest Lankford
Chairman