

**OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
DECEMBER 14, 2015**

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, December 14, 2015 at 1:30 pm with the following members present:

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

County Personnel in Attendance:
County Manager Richard D. Morris
Clerk to the Board Darlene Bullins
County Attorney Tyrone Browder
Finance Director Julia Edwards
Arts Council Director Eddy McGee
DSS Director Stacey Elmes
Health Director Scott Lenhart
Public Works Director Mark Delehant

Chairman Ronda Jones called the meeting to order and welcomed those in attendance.

Chairman Jones invited those who wished to join in the invocation to please do so.

Commissioner Inman delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

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

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF MINUTES

Chairman Jones entertained a motion to approve the following minutes:

- Minutes of November 23, 2015 – Regular Meeting
- Minutes of December 1, 2015 – Planning Meeting
- Minutes of December 8, 2015 – Special Meeting

Commissioner Lankford moved to approve the following minutes:

- Minutes of November 23, 2015 – Regular Meeting
- Minutes of December 1, 2015 – Planning Meeting
- Minutes of December 8, 2015 – Special Meeting

Commissioner Inman seconded and the motion carried unanimously.

GENERAL GOVERNMENT – GOVERNING BODY – ORGANIZATION OF THE BOARD OF COMMISSIONERS

Chairman Jones turned the meeting over to Clerk to the Board Darlene Bullins for the Organization of the Board of Commissioners.

Clerk to the Board Darlene Bullins opened the floor for nominations for Chairman of the Stokes County Board of Commissioners.

Commissioner Lankford nominated Commissioner Leon Inman.

Commissioner Jones nominated Commissioner Jimmy Walker.

Being no further nominations, Clerk Bullins entertained a motion to close the nominations.

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

Clerk Bullins polled the Board for Chairman:

Commissioner Lankford: Commissioner Inman
Commissioner Inman: Commissioner Inman
Commissioner Jones: Commissioner Walker
Commissioner Walker: Commissioner Walker
Commissioner Booth: Commissioner Inman

Clerk Bullins noted Commissioner Leon Inman would serve as Chairman of the Stokes County Board of Commissioners.

Clerk Bullins turned the meeting over to Chairman Leon Inman.

Chairman Inman offered his congratulations to Commissioner Jones for a great year in leadership as Chairman of the Board.

Chairman Inman opened the floor for nominations for Vice Chairman of the Stokes County Board of Commissioners.

Commissioner Jones nominated Commissioner Jimmy Walker.

Commissioner Lankford nominated Commissioner James Booth.

Being no further nominations, Chairman Inman entertained a motion to close the nominations.

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

Chairman Inman polled the Board for Vice Chairman:

Commissioner Booth: Commissioner Booth
Commissioner Walker: Commissioner Walker
Commissioner Jones: Commissioner Walker
Chairman Inman: Commissioner Booth
Commissioner Lankford: Commissioner Booth

Chairman Inman noted Commissioner James Booth would serve as Vice Chairman of the Stokes County Board of Commissioners.

Chairman Inman noted:

- It is an honor and a privilege to lead the Stokes County Board of Commissioners
- Have a lot of work to do this year

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Inman entertained a motion to approve or amend the December 14, 2015 Agenda.

Commissioner Jones moved to approve the December 14th Agenda as presented.

Commissioner Lankford seconded and the motion carried unanimously.

COMMENTS - Manager/Commissioners

Chairman Inman opened the floor for comments from the Board and the County Manager.

County Manager Rick Morris commented:

- Animal Shelter
 - Read the following email from Dr. Deborah Cowan to County Manager Morris that requested it be also provided to the Board of Commissioners:
 - Mr. Morris:
I would like to take this moment to appraise you and the Board of Commissioners of the excellent state of the Animal Shelter. I would like to commend Mr. Webster on the great job he has done organizing the shelter office and files. I believe he has given his time to paint, to organize, and to implement an area for euthanasia. He has done much of this work on his own volition and I feel he deserves to be recognized for his efforts on behalf of the shelter. Please take this as an official commendation for Mr. Webster and the work he has done for the shelter.
Sincerely and extremely pleased,
Dr. Deborah Cowan
 - Dr. Cowan has extremely high standards as how the shelter operates
 - Would agree 100% with Dr. Cowan's comments and would invite the commissioners to visit the shelter as we get the shelter back underway; feel you will be impressed at the work that has been done
 - Will talk more about this subject later in the meeting - Animal Control Reclassification

Commissioner Jones commented:

- Provided the Board with a copy of the book "Howard Coble Inter Modal Transportation Center Groundbreaking"
- There is a move underway to name a road in honor of former Congressman Howard Coble

Commissioner Walker commented:

- Business as usual in the selection of Chairman, sometimes things are going to be the way they are going to be, wish Chairman Inman well in the position
- Have often remarked to people that I have more fun as a commissioner than if I had been selected as Chairman
- More questions, unfortunately, longer meetings
- More thorough approach at doing things when I am commissioner, don't usually ask as many questions when I am Chairman, not sure what Commissioner Inman's style is

- Would like to thank Manager Morris for his work regarding the animal shelter
- Know a lot of time and effort went into getting the shelter operating again the way it should be; the way our citizens deserve for it to operate
- Appreciate you doing the level of effort it has taken, rising to the occasion to see that it happened
- Find it very gratifying to get an email from Dr. Cowan who is a very significant person with the animals in this county
 - Dr. Cowan, who is a Veterinarian, is involved in various ways with the shelter and animals in general
 - Her comments tell me that things have worked out very well
- This Board has approved an animal adoption facility which is getting closer to becoming a reality
 - The proposed facility is going to be a very nice facility located at the old prison camp in the Meadows community
 - Will be an asset to the county and will allow a lot more of our animals to be placed in homes
- Both Christmas parades went well with record groups (City of King and Town of Walnut Cove)
- This Board, to some extent, has worked with the Board of Education to try to bring high speed internet to all areas of the County
 - Very serious need in our County
 - There are many citizens who don't have high speed access at all other than some very expensive options
 - This Board is trying to make high speed internet available, especially to the rural areas because the more developed areas probably already have the high speed internet access in some cases
 - Confirmed with Manager Morris that Riverstreet has 10 crews in the County installing cable as we speak
 - Riverstreet is spending millions of dollars in Stokes County
 - Getting closer to making high speed internet available

Vice Chairman Booth commented:

- Welcome everyone today
- Congratulated Chairman Inman on his chairmanship
- Enjoyed being in both parades
- Good news about the animal shelter

Commissioner Lankford commented:

- Ethics for Life "In thee, O Lord, do I put my trust; let me never be put to confusion" (Psalm)
- Have been very sadden since the update from Pioneer Community Hospital of Stokes regarding the Affordable Care Act which is a government health care program
 - We are now seeing the results of the Act
 - Premiums are going up
 - Can't keep the doctors that we desire

- Regional Health Care model is changing to a preventive model instead of true healthcare
- This new model really bothers me being a senior
- Not sure what is really going to happen to that senior when they get a serious medical condition
- Is that senior going to get the needed medical care?

Chairman Inman commented:

- This County definitely owes a debt of gratitude to Dr. Cowan for her work with the Animal Shelter along with the manager's work
- Let us not forget the Animal Control Advisory Council who has worked tirelessly in fund raising efforts for a new animal adoption center

PUBLIC COMMENTS

The following spoke during Public Comments:

Chairman Inman noted that each speaker had a three-minute time limit for speaking and that the Board of Commissioners will listen, but will not respond.

Stephen Jessup

6621 NC HWY 89 West
Westfield, NC

Re: Francisco Elementary School Property

Mr. Jessup presented the following comments:

- Want to talk to the Board today about the Francisco Elementary School Property
- Do not want it to be forgotten or pushed aside
- Every day on the news, there are polls
- If a poll was taken right now, everyone has a little distrust in government starting right here all the way up
- Want everything to be talked about
- Want to know what you folks are thinking
- Want to know what is going on
- The people deserve to know
- Everyone needs to know what you folks have in mind
- Up in our area, some of the folks feel neglected, feel overlooked, and feel they are not listened to
- We want our voices to be heard
- You are our elected officials who lead this county
- You are our leaders and we want you to be the leaders
- We want you to be the landlords of the Francisco School property; who else better to do it than you folks and decide how it is used, who uses it, and what means it is used for
- You need to be the landlords
- No one in the County wants to see the property vandalized -- windows broken out, set on fire, broom straw on the ball field, etc.

- No one wants to see those things happen
- We don't want it to look like Chernobyl, Russia (reactor explosion); no one wants to see that at all
- We want it taken care of
- We want it used
- Every meeting that we have attended, it is always mentioned that there is not enough money
- We would like to see some money spent in Francisco – tax dollars spent in Francisco
- Every time I pay my county taxes, I am paying off the school bond and there is no school there
- Spend some of those tax dollars in Francisco
- Fix it up and use it
- It is too good of a facility to let it go down and not be used
- At the last meeting, it was brought up about codes
- There was 130+ students, teachers, assistant teachers, and staff who used those bathrooms with no problems
- Maybe it does not meet code, but it was working
- Don't see why it can't be fixed
- Two thirds of the playground has looked the same for over 60 years
- Can't believe the land is not acceptable for a new septic system if that is what is needed
- If you have me a magic wand, this is what I would do:
 - On the lower part where the kindergarten was located – make a day care
 - Folks have to take their kids to Mount Airy or Pilot Mountain for day care
 - This is economic development – creation of new jobs
 - In the upper part – a satellite Sheriff's Office - need that
 - All you would need is a little furniture and a phone – not much money needed for that
 - A library – put computers there for people to use with hopefully high speed internet that was mentioned earlier in the meeting
 - Recreational activities – possible trails, softball, soccer, etc.
 - Get everyone involved
 - Move some county offices such as EMS, Soil/Water, Forestry – lots of parking at the facility; these offices are in need of parking space
 - Possible Board of Education meetings
 - Several offices in the county are not handicapped accessible, Francisco is handicapped accessible
- Challenged the Board of Commissioners to visit the facility
- Visualize what this facility can be in two years
- Don't pass it off to someone else
- Let us know what you are doing
- Everyone work together to try to use this facility and not let it run down

Chairman Inman expressed appreciation to those who spoke during Public Comments.

CONSENT AGENDA

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

Sheriff's Department - Budget Amendment #29

Finance Director Julia Edwards submitted Budget Amendment #29.

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	\$31,489.00	\$6,620.00	\$38,109.00
Contingency				
100.9910.000	Contingency	<u>\$107,330.00</u>	<u>\$(6,620.00)</u>	<u>\$100,710.00</u>
Totals		\$138,819.00	\$00.00	\$138,819.00

This budget amendment is justified as follows:

To appropriate funds for the purchase of ammo for the Sheriff's Department. These funds were appropriated in Fiscal Year 2014-15, but the invoice was not received until 10-22-15. The audit was in the final stages and we could not pull the invoice back into Fiscal Year 2014-15

This will result in a **net increase** of **\$6,620.00** 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.

Vehicle Maintenance - Budget Amendment #30

Finance Director Julia Edwards submitted Budget Amendment #30.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
Vehicle Maintenance				
100.4250.351	Maintenance & repairs – Auto	<u>\$2,500.00</u>	<u>\$529.00</u>	<u>\$3,029.00</u>
Totals		\$2,500.00	\$529.00	\$3,029.00

This budget amendment is justified as follows:

To appropriate funds to repair the engine block heater on the International Roll-back Truck.

This will result in a **net increase** of **\$529.00** 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
100.3425.410	Impoundment Fees	<u>\$4,000.00</u>	<u>\$529.00</u>	<u>\$4,529.00</u>
	Totals	\$4,000.00	\$529.00	\$4,529.00

Solid Waste - Budget Amendment #31

Finance Director Julia Edwards submitted Budget Amendment #31.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Solid Waste			
100.4270.351	Maintenance & Repairs - Auto	<u>\$140,000.00</u>	<u>\$18,182.00</u>	<u>\$158,182.00</u>
	Totals	\$140,000.00	\$18,182.00	\$158,182.00

This budget amendment is justified as follows:

To appropriate insurance claim funds due to an accident.

This will result in a **net increase** of **\$18,182.00** 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
100.3839.850	Insurance Claims	<u>\$18,985.00</u>	<u>\$18,182.00</u>	<u>\$37,167.00</u>
	Totals	\$18,985.00	\$18,182.00	\$37,167.00

Emergency Medical Services - Budget Amendment #32

Finance Director Julia Edwards submitted Budget Amendment #32.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Emergency Medical Services			
100.4370.351	Maintenance & Repairs - Auto	<u>\$70,785.00</u>	<u>\$(1,859.00)</u>	<u>\$68,926.00</u>
	Totals	\$70,785.00	\$(1,859.00)	\$68,926.00

This budget amendment is justified as follows:

To adjust appropriation from insurance claim for repairs to ambulance. Budget Amendment #28 was approved on November 23, 2015.

This will result in a **net decrease** of **\$(1,859.00)** 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
100.3839.850	Insurance Claims	<u>\$37,167.00</u>	<u>\$(1,859.00)</u>	<u>\$35,308.00</u>
	Totals	\$37,167.00	\$(1,859.00)	\$35,308.00

Emergency Medical Services - Budget Amendment #33

Finance Director Julia Edwards submitted Budget Amendment #33.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
	Emergency Medical Services			
100.4370.511	Equipment – Non Capitalized	<u>\$6,120.00</u>	<u>\$5,562.00</u>	<u>\$11,682.00</u>
	Totals	\$6,120.00	\$5,562.00	\$11,682.00

This budget amendment is justified as follows:

To appropriate funds Search and Rescue donations to purchase equipment.

This will result in a **net increase** of **\$5,562.00** 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
100.3833.450	EMS- Miscellaneous	<u>\$500.00</u>	<u>\$5,562.00</u>	<u>\$6,062.00</u>
	Totals	\$500.00	\$5,562.00	\$6,062.00

Proposed 2016 Commissioners' Calendar

Clerk to the Board Darlene Bullins presented the proposed 2016 Commissioners' Calendar for the Board's review and consideration for approval at the December 14th meeting:

PUBLIC NOTICE

2016 COMMISSIONERS' MEETINGS SCHEDULE

The Stokes County Board of Commissioners will meet each month on the 2nd (Second) Monday at 1:30 pm and 4th (Fourth) Monday at 6:00pm

2nd MONDAY

January 11, 2016
February 8, 2016
March 14, 2016
April 11, 2016
May 9, 2016
June 13, 2016
July 11, 2016
August 8, 2016
September 12, 2016
October 10, 2016
November 14, 2016
December 12, 2016

4th MONDAY

January 25, 2016
February 22, 2016
March 29, 2016*
April 25, 2016
May 23, 2016
June 27, 2016
July 25, 2016
August 22, 2016
September 26, 2016
October 24, 2016
November 28, 2016
December 27, 2016**

*March 28th Meeting changed to Tuesday, March 29th (Due to Holiday)

**December 26th Meeting changed to Tuesday, December 27th (Due to Holiday)

The Board of Commissioners will conduct its regular meetings in the Commissioners' Chambers at the Administrative Building in Danbury. The Board will consider invitations to meet at different locations throughout the County at the invitation of community groups that wish to host a meeting.

Commissioners' Meeting (Planning) – First Tuesday of every other month 7:00 pm
Planning meetings are held as needed- the meeting will be advertised prior to the dates listed below:
Held in Commissioners' Chambers

February 2, 2016 (as needed)
April 5, 2016 (as needed)
June 7, 2016 (as needed)
August 2, 2016 (as needed)
October 4, 2016 (as needed)
December 6, 2016 (as needed)

Stokes County League of Governments – 6:30 pm

Meeting with Town of Danbury, Town of Walnut Cove, City of King and Stokes County
January 21, 2016 – Town of Walnut Cove
April 21, 2016 – Town of Danbury
July 21, 2016 - City of King
October 6, 2016 – Stokes County

Any other change in Date, Time, or Place will be advertised and placed on the County Web Page –
www.co.stokes.nc.us

Darlene Bullins
Clerk to the Board

Commissioner Walker confirmed with Manager Morris that the repairs were unexpected to the Roll-back truck (Budget Amendment #30) and the repairs to Solid Waste (Budget Amendment #31) and EMS (Budget Amendment #32) were accidents.

Manager Morris noted that the funding for Vehicle Maintenance came from Impoundment Fees not General Fund.

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

GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA

Presentation of the Fiscal Year 2014-15 Audit

Commissioner Inman introduced Senior Audit Accountant Cassie Wilson, Martin Starnes & Associates, who was in attendance for the meeting to present the Fiscal Year 2014-15 Audit.

Accountant Cassie Wilson presented the following information:

- Fiscal Year 2014-15 Audit has been completed and submitted to the Local Government Commission for their review
- Will provide the Board with a Final Audit once the Local Government Commission has completed their review
- Audit Highlights
 - Unmodified opinion
 - (clean report)
 - New GASB 68 Standard was implemented in June 2015 which was related to the State Retirement Plan (information was provided by the Retirement System)
 - All County Departments were very cooperative to work with
- Stokes County's Fund Balance Classifications
 - Non Spendable Fund Balance
 - Inventory = \$49,365
 - Inter-fund Loans = \$82,636
 - Prepaids = \$4,422
 - Restricted Fund Balance
 - Stabilization by State Statute = \$3,762,416
 - All others = \$3,376,634
 - Assigned Fund Balance = \$2,241,843
 - Unassigned Fund Balance = \$10,686,161
 - Total General Fund – Fund Balance = \$20,203,477
 - Unassigned Fund Balance for the General Fund = 25.1%
- Total Fund Balance: General Fund
 - 2013 = \$18,030,157
 - 2014 = \$20,080,019
 - 2015 = \$20,203,477
 - \$123,458 increase over 2014
- Fund Balance Position – General Fund
 - Total Fund Balance = \$20,203,477
 - Non Spendable = \$(136,423)
 - Stabilization by Statute = \$(3,762,416)
 - Available Fund Balance 2015 = \$16,304,638
 - Available Fund Balance 2014 = \$17,337,176
 - Decrease in Available Fund Balance = \$1,032,538
- Available Fund Balance as a Percent of Expenditures and Transfers to Other Funds: General Fund
 - 2013 = 35%
 - 2014 = 40%
 - 2015 = 38%
- Comparison of Stokes County's General Fund Balance for 2014 (obtained from the State Treasurer's website)
 - County is 40.86%
 - Population Group is 30.49%
 - Statewide is 27.45%

- County is above population group and statewide regarding the Fund Balance in comparison
- General Fund Summary
 - Revenues
 - 2014: \$40,676,726
 - 2015: \$38,376,048
 - Decrease of \$2,300,678 from 2014
 - Intergovernmental revenues (federal and state grants) caused the decrease in revenues
 - Expenditures
 - 2014: \$40,593,207
 - 2015: \$40,994,995
 - Increase of \$401,788 from 2014
- Ad Valorem Tax
 - 2013 = \$23,654,220
 - 2014 = \$24,053,243
 - 2015 = \$23,782,287
 - Slight decrease of \$270,956 from 2014
- Intergovernmental (federal and state grants)
 - 2013 = \$12,645,155
 - 2014 = \$10,570,659
 - 2015 = \$8,609,479
 - Decrease of \$1,961,180 from 2014 (Ending of some Grants - Hold Harmless no longer available)
- Sales and Services
 - 2013 = \$3,670,666
 - 2014 = \$3,836,197
 - 2015 = \$3,358,076
 - Decrease of \$478,122 from 2014
- Other Taxes and Licenses (includes local option sales tax)
 - 2013 = \$3,754,489
 - 2014 = \$3,857,708
 - 2015 = \$4,124,526
 - Increase of \$266,818 from 2014
- Human Services
 - 2013 = \$10,219,695
 - 2014 = \$10,469,402
 - 2015 = \$9,702,334
 - Decrease of \$767,068 from 2014
- Public Safety
 - 2013 = \$9,596,281
 - 2014 = \$8,413,162
 - 2015 = \$8,662,745
 - Increase of \$249,583 from 2014 (Radio Upgrade)

- Education
 - 2012 = \$10,301,511
 - 2013 = \$10,304,827
 - 2014 = \$10,303,586
 - Slight decrease of \$1,241 from 2014
- General Government
 - 2013 = \$5,358,991
 - 2014 = \$4,583,917
 - 2015 = \$4,949,086
 - Increase of \$365,169 from 2014 (\$400,000 Tax Software)
- Will be glad to answer any questions at this time

Chairman Inman opened the floor for discussion.

Commissioner Walker commented:

- See some surprises in the report
- Confirmed with Finance Director Edwards that the Comparison of the County's General Fund Balance (40.86%) with the population group (25,000 – 49,999) and the statewide is a combination of the General Fund, Four cent School Fund, and Title XIX Funds – not just General Fund (this is the Local Government Commission's calculation of Fund Balance)
- Confirmed with Accountant Wilson that Revenues decreased while Expenditures increased in the General Fund Summary
- Confirmed with Accountant Wilson that the County's General Fund only is 25.1%
- Noted the decrease in Ad Valorem Tax collection in 2015
- Confirmed with Accountant Wilson that the decrease in revenue in Intergovernmental was attributed to loss of Hold Harmless, decrease in state and federal funding
- Confirmed with Accountant Wilson that the decrease in Public Safety relates to the radio upgrade
- Noted the small decrease in Education
- Confirmed with Accountant Wilson, all in all, County received a good audit

Finance Director Julia Edwards presented the following Fund Balance information:

Stokes County's Fund Balance

- 2015 25.1% \$10,690,583
- 2014 26.5% \$11,373,416
- 2013 23.24% \$10,572,140
- 2012 27.9% \$11,756,502
- 2011 24.56% \$ 9,852,461
- 2010 19.38% \$ 7,602,723
- 2009 21.67% \$ 8,265,346
- 2008 19.57% \$ 7,561,378
- 2007 14.53% \$ 5,591,968
- 2006 9% \$ 3,538,875

- 2005 7.90% \$ 2,826,894
- 2004 7.70% \$ 2,616,194
- 2003 6.01% \$ 1,826,248
- 2002 3.56% \$ 1,163,013
- 2001 6.63% \$ 2,168,492

State Group Average 25,000 to 49,999

- 2014 30.49%
 - 2013 27.84%
 - 2012 26.92%
 - 2011 26.25%
 - 2010 24.71%
- Stokes County would need a fund balance of at least one-half of the state group average of counties our size, which would be 15.25%. This is one component that LGC looks at when you are going out for debt.
 - LGC is changing how they are viewing fund balance. They are now going to be looking at how much you appropriate to balance your budget and is it being used for capital outlay, capital projects or operations. What amount of the fund balance you appropriated did you use in the fiscal year being audited?
 - For fiscal year 2015, we appropriated \$2,823,913 but only used \$113,329.

Finance Director Edwards commented:

- The County appropriated \$2,823,913 for Fiscal Year 2014-15, but only used \$113,329 of which \$66,434 was for Capital Outlay
- Local Government Commission is looking differently now when you go out for debt (look at how much is appropriated from the Fund Balance and how much is used of the appropriation)

Chairman Inman reiterated the information presented by Director Edwards regarding the true General Fund – only dropping from 26.5% in 2014 to 25.1% in 2015.

Chairman Inman noted in 2002, the County's Fund Balance was 3.56% and now in 2015, the County's Fund Balance is 25.1%.

Vice Chairman Booth commented:

- Reiterated General Fund Balance being 25.1%

Chairman Inman expressed the Board's appreciation to Accountant Cassie Wilson for the Audit Report.

County Manager Morris noted the professionalism provided by Accountant Wilson and the Martin Starnes staff during the audit preparation.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA

Proposed Bylaws Amendments – Stokes County Aging Planning Committee

Chairman Inman introduced Ms. Erma Perkins, Chairman of the Stokes County Aging Planning Committee, who was in attendance for today's meeting to present the proposed Amendments to the Stokes County Aging Planning Committee.

Planning Chairman Erma Perkins presented the following proposed Bylaws with Amendments underlined for the Board's review and consideration:

STOKES COUNTY AGING PLANNING COMMITTEE BYLAWS

- ARTICLE I. The Stokes County Aging Planning Committee will, for the purpose of this document, be referred to as "Planning Committee".
The Stokes County Board of Commissioners will, for the purpose of this document, be referred to as "the Board".
Stokes County will be referred to as "the County".
- ARTICLE II. PURPOSE -The purpose of the Planning Committee is to serve as the countywide aging authority and educate a broad-based group of citizens to the existing services available. The Planning Committee will coordinate efforts between the senior service entities in the county and ensure that a comprehensive planning process is in place. Also, the Planning Committee will evaluate available data and advise the Board concerning the needs of senior citizens in the county.
- ARTICLE III. MISSION-The Planning Committee functions to advocate on behalf of the age 60+ adult population in the county. With the overall mission being to work in concert with service providers and other organizations to increase awareness of available services that ultimately affect the quality of life in an aging and transitional population.
- ARTICLE IV. RESPONSIBILITY-It is the responsibility of the Planning Committee to make informed decisions relating to the distribution of funds received from the HOME AND COMMUNITY CARE BLOCK GRANT (HCCBG).
- ARTICLE V. ACCOUNTABILITY- Having been appointed by the Board, the Planning Committee is accountable to the Board and will operate according to their requirements. The Planning Committee will report to the Board, on a regular basis, actions taken relating to the following:
1. Recommendations for new members of the Planning Committee.
 2. Make recommendations regarding allocation of funds.
 3. Implementation of plans developed by the Planning Committee.
 4. Current issues affecting senior adults in the county.

ARTICLE VI. THE PLANNING COMMITTEE:

1. Composition:
 - a. The Planning Committee will consist of 15 Stokes County citizens; 60 % (9) age 60+ years of age and 40 % (6) at various ages depending on the needs of the Planning committee. These 15 members will comprise the total number of voting members.
2. Voting Member:
 - a. Each voting member will have one vote upon any motion before the Planning Committee.
 - b. Proxy votes will not be allowed.
 - c. At the discretion of the Planning Committee, if situations arise and time does not allow for a face-to-face meeting, voting can be taken by telephone, email or text.
 - d. If a member chooses to give his/her vote by phone, a verbal confirmation of his/her vote will be required at the next meeting.
 - e. The Planning Committee Secretary will record the results and the method by which the vote was taken in the minutes of the next meeting.
3. Non-Voting Members:
 - a. A non-voting member is a staff or board member of an agency funded through the AAA (Area Agency on Aging).
 - b. Non-voting members will be allowed to attend all regularly scheduled meetings of the Planning Committee.
 - c. A non-voting member will be allowed to participate in discussions and share information regarding services to senior citizens.
 - d. The Planning Committee will also include as ex-officio non-voting members, the following:
 1. One member representing the Stokes County Board of Commissioners.
 2. One member representing the Area Agency on Aging (AAA).
 3. One member representing each Area Agency on Aging (AAA) funded provider.
 4. A representative of the Area Agency on Aging (AAA) will attend meetings and provide technical assistance.
4. Sub-Committees:
 - a. At the discretion of the chairperson, a sub-committee may be formed at any time for various purposes including but not limited to the following:
 1. Review bylaws and recommend changes to the committee.
 2. Recruit and recommend new members to the committee.
 3. Research and collect data relating the needs of the senior population.
 4. Research services available to seniors in need.
 5. Research and develop ways to disseminate information to seniors.
5. Recruitment:
 - a. The Planning Committee members will assist in recruiting prospective members from various townships in the county.
 - b. Applications will be given to the Planning Committee Chairperson.
 - c. The Chairperson will contact the applicant and discuss the functions of the committee.

d. The applicants will be considered on an individual basis without regard to political affiliation, age, race, sex, creed, religion, national origin or disability.

6. Appointments:
 - a. Applications will be forwarded to the Clerk of the Board to be placed on the agenda of the next Board meeting to be considered for appointment.
 - b. The Board will appoint members to the committee in September of each year.
7. Terms:
 - a. Terms of membership will be two (2) years from October to September.
 - b. The inability, for whatever reason, for an appointed member to complete his/her term of service, will be reported in written form to the Chairperson of the Planning Committee.
 - c. A vacancy may be filled at any time for the balance of the term. A voting member is eligible to serve no more than five (5) consecutive terms.
8. Agency Representation:
 - a. Representation from the following agencies/facilities, but not limited to, will be encouraged to attend the Planning Committee meetings:
 1. Housing
 2. Mental Health
 3. United Fund of Stokes County
 4. Developmental Disability Community
 5. Faith Community
 6. Adult Care Homes
 7. Nursing Homes
 8. Home Health Care
 9. Hospitals/Medical Community
 10. Law Enforcement
 11. Hospice
 12. Other Senior Service Agencies

ARTICLE VII. CONFLICT OF INTEREST:

1. No member of the Planning Committee may vote on any matter regarding an agency receiving funding through the Area Agency on Aging if the member, is currently, or has within the prior twelve (12) months had any
(3)
ownership, employment, fiduciary (guardianship), contractual, creditor, or consultative relationship, or has served on any governing board or committee of the agency.
2. The member is allowed to participate in discussion about funding recommendations not relating to the above relationships.

ARTICLE VIII. QUORUM:

1. **Forty percent of the Planning Committee's voting members will constitute a quorum.**
2. **A quorum will be required on all actions being considered by the committee.**
3. **If a quorum is not present, the action will be tabled until the next meeting or a vote may be taken as stated in Article VI.**

ARTICLE IX. REMOVAL OF VOTING COMMITTEE MEMBERS:

1. Voting members of the Planning Committee who are absent from three (3) consecutive meetings without communication to the Chairperson, may be deemed to have resigned from the Planning Committee.
2. At the conclusion of the third (3) meeting from which the individual is absent, a letter will be written to the member stating the committee's policy.
3. If no response from the member within one (1) week, the Planning Committee may recommend a new member to the Board to fill the vacancy.

ARTICLE X. OFFICERS

1. ELECTIONS:

- a. Officers of the Planning Committee will be a Chairperson, a Vice-Chairperson and a Secretary.
- b. The officers will be elected annually from the voting membership at the October meeting.
- c. Any vacancy may be filled for the balance of the term.
- d. Nominations from the floor will be taken at the October meeting.
- e. Incumbent officers are eligible for re-election for five (5) consecutive terms.

2. CHAIRPERSON:

- a. The Chairperson will be a Stokes County Senior age 60+ and has been an active member of the committee for one (1) year.
- b. He/she will preside at meetings, communicate committee recommendations to the Board and will perform other duties as dictated by the committee.

3. VICE-CHAIRPERSON:

- a. The Vice-Chairperson will be a Stokes County Senior age 60+.
- b. The Vice-Chairperson will in the absence of the Chairperson, perform all the duties of the Chairperson.

(4)

4. SECRETARY:

- a. The Secretary will record all actions taken by the Committee.
- b. The Secretary will also work in concert with the Area Agency on Aging (AAA) in printing of the minutes and other communications as needed to the members of the committee.

ARTICLE XI. MEETINGS:

1. REGULAR MEETINGS:

- a. Regular meetings will be held on the 3rd Wednesday of the following months; January, March, April, May, June, August, September, October, and November.
- b. The Planning Committee meeting locations will rotate between Danbury, King and Walnut Cove. Physical location of the meetings may vary, however, as much as possible, the physical location will be the Public Library in each designated township.

- c. Written notice, stating the date, time, and location of all the Planning Committee meetings will be emailed, mailed, or if needed, phoned to each member.
2. SPECIAL MEETINGS:
 - a. Special meetings will be called by the Planning Committee Chairperson as necessary.
 - b. Notice of special meetings will be emailed, mailed, or if needed, phoned to each member.

ARTICLE XII. BYLAWS:

1. APPROVAL:
 - a. The Stokes County Planning Committee Bylaws will be developed by the Planning Committee and approved by the Stokes County Commissioners.
2. AMENDMENT:
 - a. The Planning Committee Bylaws may be amended, repealed or altered, in whole or in part, by a majority vote at any duly organized meeting.
 - b. All amendments to the Bylaws by the Committee must be followed by formal approval by the Board.
 - c. The Bylaws may be amended by formal action initiated and enacted by the Stokes County Board of Commissioners.

Planning Chairman Erma Perkins commented:

- Goal for 2016 is to become a more stronger committee and more proactive on senior issues
- Aging Planning Committee allocates funding received from Home and Community Block Grant
- Committee is currently in transition
- In the past, the Aging Planning Committee has been a sitting committee (providers who received funding made the decisions on what services would be provided)
- Federal government now requires the Aging Planning Committee to have full responsibility of funding allocation
- Trying to train members exactly what is expected of the committee now and how to use the tools provided to us regarding the allocation
- Area on Agency on Aging provides expertise (planner) that comes to all meetings
- Going to be a much stronger committee going forward
- Area on Agency on Aging has approved the proposed Bylaws
- Aging Planning Committee has also approved the proposed Bylaws

Chairman Inman opened the floor for discussion.

Commissioner Walker commented:

- Consider the elderly population a very important segment of our citizens
- Questioned what brought the changes to the Bylaws?

Planning Chairman Perkins responded:

- The Bylaws needed to reflect the responsibility of funding allocation

Planning Chairman Perkins briefly discussed the amendments to the Bylaws reiterating the desire of the committee to remain with 15 members.

Planning Chairman Perkins noted the accountability:

- Will make recommendations for new members of the Aging Planning Committee
- Will make recommendations regarding allocation of funds
- Will implement plans developed by the Aging Planning Committee
- Will provide the Board with current issues affecting senior adults in the county

The Board discussed having the Committee Chairman provide an update quarterly.

Commissioner Walker confirmed with County Attorney Browder that he had reviewed the proposed Bylaws and suggested adding “appointed by the Board of Commissioners” under Article VI. (1) Composition.

The Board unanimously agreed to include an update from the Committee quarterly in the Bylaws.

Planning Chairman Perkins commented:

- It is a pleasure to work on this committee
- Aging Planning Committee has accepted the new responsibilities and is ready for the new requirements
- Aging Planning Committee currently has 11 members and will be happy to provide the Board with recommendations for the other 4 members once the Bylaws are adopted by the Board

Commissioner Jones commented:

- Very pleased with all the recommendations made by the Aging Planning Committee, especially in the recruiting of prospective members from various townships in the county
- It gets very hard sometime to find someone who wants to serve on a committee or it doesn't meet their schedule

Vice Chairman Booth commented:

- Appreciate the work being done by the Aging Planning Committee regarding the new responsibilities
- Confirmed with Planning Chairman Perkins that the Board could also make recommendations for membership

Commissioner Walker commented:

- With all committees, if there is anything that this Board can do to make the Committee's job easier or more effective, I would be very interested to hear those comments

Chairman Inman expressed appreciation to Planning Chairman Perkins for all the work being done by the Committee and would see her back in March – April for an update.

The Board unanimously agreed to place the item on the December 28th Action Agenda.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the December 28th Action Agenda.

Stokes County Schools – Department of Public Instruction Facility Needs Survey 2015

County Manager Rick Morris introduced Department of Operations Executive Director David Burge, Stokes County Schools, who was in attendance for today's meeting to present The Department of Public Instruction Facility Needs Survey 2015.

Director David Burge presented the following comments:

- Read an excerpt that comes from the Department of Public Instruction (DPI):
 - Every five years, Local Boards of Education are required by GS 115C-521(a) to submit the Facility Needs Assessment (long range plans) to the State Board of Education
 - DPI School Planning has developed an uniform reporting system to assist local school units in preparing this list of needs
 - The report contains a list of schools, 2014-15 ADM for each school, calculation formulas for building costs, etc.
 - The program does the mathematical costs from the information submitted into the report
 - Completed report is submitted to DPI electronically
- Presented the Board of Commissioners with a binder that contained each school's facility needs
- Most of the information was taken from the Board of Education's Five Year Capital Plan that was submitted to the County last year
- The numbers do not match because the Five Year Capital Plan is more than just facilities needs

Director Burge presented the 2015-16 DPT Facility Needs Survey Cost Summary for 0 to 5 years:

Cost Summary (0 to 5 Years)		New		Furniture			Total
School	Priority	School	Additions	Renovations	Equipment	Land	
Chestnut Grove Middle	1			\$2,546,874			\$2,546,874
Germanton Elementary	2			\$723,843			\$723,843
Mount Olive Elementary	2			\$1,736,747			\$1,736,747
King Elementary	2		\$7,826,623	\$285,000	\$799,968		\$8,911,591
Meadowbrook Academy	2			\$64,410			\$64,410
North Stokes High	2		\$154,052	\$1,699,740	\$12,929		\$1,866,721
Pine Hall Elementary	2		\$3,336,117	\$627,000	\$429,996		\$4,393,113
Piney Grove Middle	2			\$535,842			\$535,842
Pinnacle Elementary	2			\$1,067,325			\$1,067,325
Sandy Ridge Elementary	1		\$2,307,514	\$1,399,236	\$193,666		\$3,900,416
Southeastern Middle	2			\$123,120			\$123,120
South Stokes High	2			\$2,497,170			\$2,497,170
London Elementary	2			\$525,540			\$525,540
Walnut Cove Elementary	2			\$1,168,058			\$1,168,058
West Stokes High	2			\$788,310			\$788,310
		\$0	\$13,624,306	\$15,788,215	\$1,436,559	\$0	\$30,849,080

Director Burge presented the 2015-16 DPT Facility Needs Survey Cost Summary

for 6 to 10 years:

Cost Summary (6 to 10 Years)		New		Furniture			Total
School	Priority	School	Additions	Renovations	Equipment	Land	
Chestnut Grove Middle	4			\$430,350			\$430,350
Germanton Elementary	4			\$433,610			\$433,610
Mount Olive Elementary	4			\$261,630			\$261,630
Lawsonville Elementary	3			\$1,032,270			\$1,032,270
Meadowbrook Academy	4		\$1,792,560	\$0	\$150,447		\$1,943,007
North Stokes High	3			\$3,514,050			\$3,514,050
Pine Hall Elementary	3			\$755,820			\$755,820
Piney Grove Middle	4			\$253,650			\$253,650
Pinnacle Elementary	3			\$363,375			\$363,375
Southeastern Middle	3			\$11,400			\$11,400
South Stokes High	3			\$1,302,450			\$1,302,450
London Elementary	3			\$1,728,240			\$1,728,240
Walnut Cove Elementary	3			\$184,680			\$184,680
West Stokes High	4			\$2,278,575			\$2,278,575
			\$1,792,560	\$12,550,100	\$150,447	\$0	\$14,493,107

Director Burge briefly explained what information was submitted for each school.

Director Burge commented:

- Classroom size for K-3 has changed with this report to 18 (last report was 21)
- Classroom size for 5-6 remained at 26
- Classroom size for high schools has increased from 22 (last report was 20) for most classes
- Survey is required every five years (information only)
- Board of Education does not receive any funding based on this report
- Bond Referendum to be voted on does not include any funding for schools

Director Burge noted he would be happy to answer any questions.

Chairman Inman opened the floor for discussion.

Commissioner Lankford commended Director Burge regarding the work done in preparation of this report.

Commissioner Lankford confirmed with David Burge that the Governor's Bond Referendum does not include any funding for schools and that was why he could not support the Referendum.

Commissioner Jones commented:

- Have thoroughly reviewed the document
- Noted the Agriculture Technology at South Stokes High School does need some help, but was not included in the report
- Very good information

Commissioner Walker commented:

- Also commended Director Burge for the work done in the preparation of the report
- Noted the \$30,849,080 cost for 0 to 5 years
- Confirmed with Director Burge that this report is strictly for facilities
- Questioned Director Burge what were the needs that this Board of Commissioners really needs to be considering?

Director Burge responded:

- Several roof projects need to be addressed
- Sandy Ridge Elementary needs renovations similar to what was just done at Lawsonville Elementary
- Pine Hall Elementary also has similar needs
- King Elementary has some major needs – such as flooring
- Parking lots at several schools need repairs
- This report details what each school needs along with a priority

Commissioner Walker questioned Director Burge if there was a dollar amount that could be associated with the near term needs?

Director Burge responded:

- Five million dollars plus
- Currently, we are using a lot of “band aids” to keep things going until there is funding available

Commissioner Walker continued:

- Have heard over the years if we had taken better care, in some instances, of the facilities on an ongoing basis, there might not have to be new schools built or extreme renovations done
- “Band aids” can get us by, but could cost more in the long run

Director Burge responded:

- Each school is different
- Nancy Reynolds Elementary was needed to be replaced because of conditions
- Poplar Springs Elementary was needed because of population and number of mobile units at Mount Olive
- Lawsonville Elementary had mobile units in very bad shape

Commissioner Walker confirmed with Director Burge that the pattern in place now (fixing things when there is a critical need) is not really working.

Director Burge discussed the roof at Chestnut Grove Middle School:

- Provided the Board with pictures of the middle school roof
- Received information recently from a roofing contractor that the roof at Chestnut Grove is very close to a catastrophe failure
- Explained the roof issues (membrane has become very brittle) and what type roof would be considered for replacement
- This roof is the number one capital project for FY 2016-17; actually was the number one for FY 2015-16 but funding was not available
- Cost for all three phases is approximately \$1.2 million – cost continues to increase

Commissioner Walker confirmed with Director Burge that there were other roofs in need right behind Chestnut Grove.

Vice Chairman Booth commented:

- Noted the County’s Debt Service for schools was approximately \$38 million and the cost for replacement of this roof being approximately \$1.2 million

Chairman Inman commented:

- Reiterated that there are other schools that are close behind Chestnut Grove for major repairs/renovations
- Reiterated the cost replacement of the roof at Chestnut Grove has been under \$1 million, continues to increase

Commissioner Walker commented:

- Questioned Director Burge, at what point, in your opinion, does it start costing the County by not making the repairs?

Director Burge responded:

- This roof, at Chestnut Grove, was put on in 1985
- West Stokes opened in 1999, the life expectancy of that roof is 20 years, not long before that 20 years will be up
- Waiting could cause a catastrophe failure – water damage, fallen ceiling tiles, potential mold issues, computer damage, etc.

Director Burge noted to contact him if there were any further questions.

Commissioner Walker commented:

- Have heard Commissioner Lankford comment about the decrease in ADM
- We are all aware that the ADM is decreasing - currently around 6,200 students
- Questioned Director Burge how does the decreasing ADM impact the schools now and in the future?

Director Burge noted that he felt that should be answered by the Board of Education.

Chairman Inman commented:

- It might mean that we don't have to build more new schools, but will certainly have to rehab existing schools
- No matter the number, all the same things have to be run – heating/cooling, lights, etc.
- Have to keep in mind that some of our older schools are 65 years old

The Board unanimously agreed to place the item on the December 28th Action Agenda.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the December 28th Action Agenda.

Tax Administration Report – November 2015

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

Fiscal Year 2015-16	Budget Amt	Collected Amt	Over Budget	Under Budget
Current 2015 Taxes Percentage = 0.6020	\$20,083,177.00	\$12,090,809.04		\$7,992,367.96
New Schools F-Tech Fund Percentage = 0.6163%	\$1,295,689.00	\$798,581.73		\$497,107.27
Prior Taxes County Regular & Motor Vehicles Percentage = 0.3332%	\$675,000.00	\$224,892.88		\$450,107.12

Business and Personal Property Discovery Report

Audit Dates	Accts	Total Value	Taxes Due
(11-01-15/11-30-15)	40	\$111,658.00	\$1,139.59
(07-01-15/06-30-16)	179	\$715,828.00	\$6,489.65

Motor Vehicle Release Report

Audit Dates
Assessment through NC
Department of Motor Vehicles

Garnishment Totals

Month	Total Accounts	Original Levy Amount	Collected Amount
(11-1-15/11-30-15)	80	\$40,510.54	\$20,827.07
F/Year 2015-16			
(07-1-15/6-30-16)	276	\$187,036.31	\$93,251.66

Interstate Collection Report

	Collection	Total Collected
November 2015		
Cumulative Total Collected to Date	NC Debt Setoff	\$235,496.42
Cumulative Total Collected (to date)	Motor Vehicles	\$135,628.28
Cumulative Total Collected (to date)	Property Taxes	\$49,806.25
Cumulative Total Collected (to date)	EMS	<u>\$310,847.54</u>
Collected (to date)	All Categories	\$496,282.07

Collection of New State Motor Vehicle Billings

Tax Administrator Jake Oakley presented the following Collection of New State Motor Vehicle Billing for the Board's review:

- Graph shows each month's collection per taxing codes: **October 2015**

New VTS System

Tax Code	Levy	Interest	Adjustment	Billing	Net
Jurisdiction	Billed	Paid	Made	Cost	Collected
City of King	\$15,009	\$114	-\$49	-\$453	\$14,621
King Car Fee	\$2,110	\$17	None	None	\$2,127
Walnut Cove Town	\$1,825	\$10	None	-\$46	\$1,789
Danbury Town	\$173	\$1	None	-\$5	\$169
School Tax	\$11,383	\$81	-\$49	-\$297	\$11,118
King Fire	\$2,981	\$20	-\$11	-\$79	\$2,911
Rural Hall Fire	\$514	\$3	-\$4	-\$13	\$500
Walnut Cove Fire	\$1,947	\$16	-\$9	-\$51	\$1,903
General County	\$174,867	\$1,224	-\$737	-\$4,568	\$170,786
Service Fire	\$11,337	\$75	-\$49	-\$294	\$11,069
Total Collected	\$222,146	\$1,561	(\$908)	(\$5,806)	\$216,993

- Cost in the New VTS System is calculated in all areas of billing (staffing, contracting, postage, DMV, software, etc.) by the NC Department of Revenue and prorated on each taxing district per bill
- Cost in car fees for the City of King is calculated in the City of King Bills

CUMULATIVE COLLECTION FOR FISCAL YEAR 2015-16 NC Vehicle Tax System Summary per Tax District)

Total Cumulative Collected to date (NCVTS) system	City of King/Car fee	\$80,779.00
Total Vehicles Billed Per Tax Code 2,051	Total Expenses	<u>\$(3,174.00)</u>
Average Cost per Bill = \$1.55	Total Net Collected	\$77,605.00
Total Cumulative Collected to date (NCVTS) system	Town of Walnut Cove	\$10,975.00
Total Vehicles Billed Per Tax Code 441	Total Expenses	<u>\$(423.00)</u>
Average Cost per Bill = \$0.96	Total Net Collected	\$10,552.00
Total Cumulative Collected to date (NCVTS) system	Town of Danbury	\$683.00
Total Vehicles Billed Per Tax Code 40	Total Expenses	<u>\$(25.00)</u>
Average Cost per Bill = \$0.63	Total Net Collected	\$658.00
Total Cumulative Collected to date (NCVTS) system	F Tech/School Fund	\$49,300.00
Total Vehicles Billed Per Tax Code 18,221	Total Expenses	<u>\$(1,899.00)</u>
Average Cost per Bill = \$0.10	Total Net Collected	\$47,401.00
Total Cumulative Collected to date (NCVTS) system	King Fire District	\$13,097.00
Total Vehicles Billed Per Tax Code 2,764	Total Expenses	<u>\$(516.00)</u>
Average Cost per Bill = \$0.19	Total Net Collected	\$12,581.00

Total Cumulative Collected to date (NCVTS) system	Rural Hall Fire District	\$2,528.00
Total Vehicles Billed Per Tax Code 520	Total Expenses	<u>\$(98.00)</u>
Average Cost per Bill = \$0.19	Total Net Collected	\$2,430.00
Total Cumulative Collected to date (NCVTS) system	Walnut Cove Fire Dist.	\$8,601.00
Total Vehicles Billed Per Tax Code 2,041	Total Expenses	<u>\$(330.00)</u>
Average Cost per Bill = \$0.16	Total Net Collected	\$8,271.00
Total Cumulative Collected to date (NCVTS) system	General County	\$747,327.00
Total Vehicles Billed Per Tax Code 18,221	Total Expenses	<u>\$(28,767.00)</u>
Average Cost per Bill = \$1.58	Total Net Collected	\$718,560.00
Total Cumulative Collected to date (NCVTS) system	Service Fire District	\$44,815.00
Total Vehicles Billed Per Tax Code 10,410	Total Expenses	<u>\$(1,699.00)</u>
Average Cost per Bill = \$0.16	Total Net Collected	\$43,116.00
Total Cumulative Collected NCVTS through October (all tax districts)		\$958,105.00
Total Expenses for NCVTS through October (all tax districts)		\$(36,931.00)
Total net collected for NCVTS through October (all tax districts)		\$921,174.00
Average cost per total billings through October		\$2.03 per bill

Lowest cost billed = \$1.84 (County, School Fund, Service Fire) (based on 18,221 cars)
Highest cost billed = \$3.23 (County, School Fund, King City based on 2,051 cars)

EMS Billing & Collections for Fiscal Year 2015-16

Tax Administrator Jake Oakley presented the following EMS Billing & Collections Report for Fiscal Year 2015-16 for the Board's review:

Transports				Medicare Medicaid Non	Other Non	Collection
Month	Billed	Charged	Collected	Billable*	Billable*	Rate
Jul-15	451	\$264,725.10	\$141,902.31	\$44,654.00	\$5,450.71	53.02%
Aug-15	235	\$136,920.60	\$121,859.97	\$52,114.81		89.00%
Sep-15	531	\$312,070.00	\$123,758.91	\$67,180.42	\$1,248.97	39.66%
Oct-15	463	\$277,229.80	\$135,206.53	\$73,293.22	\$1,585.07	48.77%
Nov-15	284	\$170,135.80	\$131,446.96	\$52,921.82	\$573.90	77.26%
Dec-15						
Jan-16						

Feb-16
Mar-16
Apr-16
May-16
Jun-16

Totals 1,964 \$1,161,081.30 \$654,174.68 \$290,164.27 \$8,858.65 56.21%
Non Billable are contractual obligation, amount for which the patient can't be billed

Releases Less than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases less than \$100 –

Real and Personal Property (November 2015) at the December 14th meeting for the Board's review:

Releases Less Than \$100 - Real/Personal Property

Name	Bill No	Amount
Oscar Lee Tesh	321359-2015-2015	\$2.02
Melody Dawn Bowman	320680-2015-2015-01	\$18.00
Jalon Brian Moorefield	849305-2015-2015	<u>\$3.28</u>
Total		\$23.30

Releases More than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Releases more than \$100 –

Real and Personal Property (November 2015) at the December 14th meeting for the Board's review
with consideration at the December 28th meeting:

Releases More Than \$100 - Real/Personal Property

Name	Bill No	Amount	
Jed Swanson	302304-2015	\$1,319.60	Addition of Forestry Use Value
Max Blaine Ferguson	302254-2015	\$105.85	Addition of Use Value
Patricia Mabe/ Joseph Farmer	316736-2015	<u>\$232.35</u>	Correction of House Value
Total		\$1,657.80	

Refunds More than \$100 – Real and Personal Property

Tax Administrator Jake Oakley presented the following Refunds more than \$100 –

Real and Personal Property (November 2015) at the December 14th meeting for the Board's review with consideration at the December 28th meeting:

**Refunds More Than
\$100 - Real/Personal
Property**

Name	Bill No	Amount	Reason
Barry Crawford	6862584	\$154.07	Sold vehicle
Kenneth Caddy	25689648	\$164.91	Sold vehicle
Barry Hill	28851754	\$324.48	Over assessment
Misty Sheppard	28021566	\$150.35	Sold vehicle
Patricia Mabe/ Joseph Farmer	316736-2015-2015	<u>\$134.84</u>	Corrected house appraisal
Total		\$928.95	

Tax Administrator Oakley commented:

- Business as usual
- Will see a large increase in collections in January with utilities and other large businesses coming in
- Advertisement for 2016 Listing will be in the Stokes News this week
- Listing forms will be mailed on December 28th

Tax Administrator Oakley requested the following items be placed on the December 28th

Consent Agenda:

- Real and Personal Releases more than \$100.00
- Real and Personal Refunds more than \$100.00

Chairman Inman opened the floor for discussion.

Commissioner Walker questioned Tax Administrator Oakley if he could explain the decrease in collections from 2014 to 2015 which amounted to \$270,956 presented in audit at today's meeting?

Tax Administrator Oakley responded:

- Feel it would probably have to do something with motor vehicles, but would want to research the issue before making conclusions
- Would be happy to look into the issue and report back to the Board

Finance Director Edwards commented:

- Those figures represent the collection of current and prior taxes

County Manager Morris noted he would be happy to look into the issue.

Commissioner Walker questioned Tax Administrator Oakley if he had any thoughts about the upcoming Revaluation.

Tax Administrator Oakley responded:

- Feel the County will get back in the next Revaluation what was lost (5%) in the last Revaluation

The Board had no issues with Administrator Oakley's report and placing the requested items on the December 28th Consent Agenda.

Chairman Inman, with full consent of the Board, directed the Clerk to place the following items on the December 28th Consent Agenda:

- Real and Personal Releases more than \$100.00
- Real and Personal Refunds more than \$100.00

Social Services Monthly Report

DSS Director Stacey Elmes presented the following Social Services Monthly Report:

- Program Reports
 - Services Report (Social Work, Family Support Services, Administration, Personnel)
 - Provides November 2015 data for all services
- Program Updates:
 - NCFAST Timeline for Child Care/LIEAP/CIP
 - Excited about Day Care going into the NCFAST System
 - If everything goes well, will take work off of Finance – state will be processing checks instead of the County
- General SNAP Work Requirement
 - Applies to people who are:
 - Age 16-59
 - Fit for work
 - Working under 30 hours per week
 - Not already complying with work requirements of another program
 - Not students
 - Not responsible for a child under 6
 - Requires:
 - Register for work
 - Participate in an E&T or workfare program if assigned by State
 - Accept suitable employment if offered
 - No voluntarily quit or reduction work hours under 30 per week

- Failure to Comply with the General Work Requirement
 - Ineligible for benefits (sanctioned) from one month to indefinitely, depending on the number of occurrences and the state's chosen option
 - Sanction periods
 - First strike = 1-3 months
 - Second strike = 3-6 months
 - Third strike = 6 months to permanent
- Able-Bodied Adults without Dependents (ABAWD) – Food Nutrition
 - Will be effective 07-01-2016
 - Have been told by the State, there is only about 320 people in Stokes County that this will effect
 - Applies to people who are:
 - Age 18-49
 - Fit for employment
 - Do not live in a SNAP household with a minor
 - Not pregnant
 - Not already exempt from general work requirement
 - Not covered by time limit waiver or 15 percent exemption
 - Requires:
 - Work or participate in a work program (e.g. E&T) at least 20 hours per week, averaged monthly
 - Participate in and comply with a workfare program
 - Failure to Comply with the General Work Requirement
 - ABAWDs are limited to 3 months of SNAP eligibility in any 3-year period while not fulfilling the ABAWD work requirement or otherwise exempt
 - The time limit is the teeth behind the ABAWD work requirement
 - What needs to be tracked each month for each individual ABAWD?
 - Participation status
 - Countable months
 - Fulfillment of the work requirement
 - Exemption status
 - 15 percent exemption
 - Good Cause
 - Additional 3-month eligibility

Metrics

- As of November 2015:
 - Income Maintenance
 - NC FAST – In Compliance
 - WorkFirst – In Compliance
 - FNS – In Compliance
 - Adult Medicaid – In Compliance
 - Family and Children's Medicaid – In Compliance
 - Child Support – In Compliance
 - Program Integrity – In Compliance
 - Appeal Hearings and Fraud Hearings – In Compliance

- Day Care – In Compliance
- Foster Care
 - Foster Care Services – Needs Improvement
 - Case load numbers continue to grow
 - New staff still learning
 - Foster Care Home Licensing – In Compliance
 - Adoptions – In Compliance
- Child Protective Services
 - Investigations – In Compliance
 - Case Management – In Compliance
 - Adult Services
 - Adult Protective Services – In Compliance
 - Guardianship– In Compliance
 - SSBG/HCCBG/Payee/Adult Day– In Compliance
 - Family/Monitoring– In Compliance
 - SA IH/MAC– In Compliance
 - CAP DA/CAP C– In Compliance
 - Intake– In Compliance
 - Caseloads– In Compliance
- Supervision (Staff/Supervisor Ratio)- Needs Improvement
 - Not enough supervisors to adequately manage employees and quality assurance
 - Supervisors are more like line workers because of program growth
- Staffing (Years of Service) – In Compliance
- Medicaid Transportation – In Compliance
- Clerical – In Compliance

DSS Director Elmes provided the following information regarding Day Care:

- Implemented a waiting list in November
- Funding from the State has decreased the past couple of years
- As of November, overspending in Day Care
- State has requested a dollar amount in order to keep children from being terminated
- Have provided the State with an amount of approximately \$291,000 to cover until the end of the fiscal year
- State is considering reallocation, some states are not using their money
- Will keep the Board updated regarding this issue
- Waiting to hear from the State regarding funding

Chairman Inman opened the floor for discussion.

Chairman Inman commented:

- Terminating day care could put working mothers off the workforce

DSS Director Elmes continued:

- Received a potential list from the State showing Stokes getting additional funds
- County would have to provide a match

- Match could met within the current DSS budget
- Do not know when an answer from the State will be received

Commissioner Jones commented:

- Confirmed with DSS Director Elmes that currently, there are more children entering foster care with less foster homes in the County
- Confirmed with DSS Director Elmes that some children are going out of the County for placement
- Confirmed with DSS Director Elmes that it is a long process getting individuals
- Questioned Director Elmes if there was anything else that contributes to people not wanting to be a foster parent?

DSS Director Elmes responded:

- There are several things
- Lost one foster parent who moved
- There is a long application process and then it is submitted to Black Mountain (they have 60 days to approve) and normally comes back with questions that increases the processing time
- Does take a long time to get the home approved with some potential foster parents just saying “forget it”

Vice Chairman Booth commented:

- Confirmed with DSS Director Elmes that DSS still has some vacancies such as the Social Worker III
- Feel the metrics are moving in the right direction

Commissioner Lankford commented:

- Appreciate the information provided in the report
- Confirmed with DSS Director Elmes that the ABAWD is not effective until July 2016
- Confirmed with DSS Director Elmes that the department investigates all reports of fraud

Commissioner Walker commented:

- Questioned DSS Director Elmes how she felt the County compared with other counties within the area – How we are doing? What are they doing better than us?
- Questioned DSS Director Elmes if there are any areas that she would like to see at higher levels?
- Confirmed with DSS Director Elmes that the Salvation Army is handing the Christmas Program for children this year

DSS Director Elmes responded:

- Feel we are doing well
- Doing well in Income Maintenance pertaining to NCFAS
- Meeting goals
- Feel “we are running the race with the best of them”

Chairman Inman expressed appreciation to Director Elmes for the monthly report.

Social Services – External Posting

County Manager Rick Morris presented the following request received from DSS

Director Stacey Elmes:

- Currently, have an internal posting for a Social Worker III in Foster Care
- Internal posting will close on 12-14-2015 at 5:00 pm
- Would like to request to post this position externally as quickly as possible
- This will eliminate having to wait until the December 28th meeting for approval
- Working this caseload and handling the lives of children are very critical as we strive to provide permanence and stability to these children and families
- Will be able to advertise tomorrow if approved today
- Request to move the item to today's Action Agenda

Chairman Inman opened the floor for discussion.

The Board had no issues with the request and moving the item to today's Action Agenda.

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

Health Department – Accreditation – Training for the Board of Commissioners

County Manager Rick Morris noted that Health Director Scott Lenhart was in attendance for today's meeting to provide the Board with training for Accreditation.

Director Lenhart provided the Board with the following information regarding training:

- Handbook has been updated and provided to each Board member
- Training is required to meet accreditation
- Provides information as to what can and cannot be done
- Would like to discuss two sections
- Section Five
 - Includes Public Health Code of Ethics
 - Expanded upon by the UNC School of Public Health
 - Focuses on all ten services provided by the Health Department
- Section Thirteen
 - Lot of information from Public Health website is included in the training manual
- Will be happy to answer any questions

Chairman Inman opened the floor for discussion.

Vice Chairman Booth commented:

- Confirmed with Health Director Lenhart, the actual Accreditation is three weeks away (January 12-13, 2016)
- Confirmed with Health Director Lenhart that staff is tying up loose ends pertaining to the Accreditation
- Confirmed with Health Director Lenhart that Accreditation is on track

Commissioner Walker commented:

- Confirmed with Health Director Lenhart that training can be provided at any meeting
- Confirmed with Health Director Lenhart that the training earlier this year was for Board members

Health Director Lenhart continued:

- During training, will provide the Board with any updated information
- Need to have annual training sessions

Commissioner Jones commented:

- Very interested reading
- Very informative

Vice Chairman Booth confirmed with Health Director Lenhart that Accreditation is every four years and things are being kept up-to-date.

The Board unanimously agreed to place the item on the December 28th Action Agenda.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the December 28th Action Agenda.

Animal Control – Reclassification

County Manager Rick Morris presented the following information regarding a
Reclassification for Animal Control:

- As mentioned earlier, Chief Animal Control Officer Kevin Webster has done an outstanding job getting the shelter back on track
- Have finally met all of the state's requirements for the Animal Shelter to include the wall and floor coatings and other upgrades that were required
- Have also updated all of the operational requirements and policies plus certifications for euthanasia and use of weapons
- Have two Animal Control Officers on board and have interviewed for a third position which leaves one Animal Control Officer position vacant which is the subject of the reclassification request

- After a thorough analysis of the staffing requirements at the shelter by the Chief Animal Control Officer Kevin Webster, Dr. Debbie Cowan, and myself, we would like to make a classification change regarding the fourth Animal Control Officer position
- Would like to reclassify it down from an Animal Control Officer (grade 66) to an "Animal Shelter Administrator" position (grade 65), which would be a \$1,041.00 annual reduction in salary
- The reason for this change is to keep pace with changing regulations plus procedural changes we have made at the shelter
- For example, under the Animal Welfare Act, we now have to have one person at the shelter full time during hours of operation even if only one animal is on hand
- If more than ten animals are on hand, we must have two people there full time and another person added for each additional ten animals
- This change will also save additional dollars because this position will not require mandatory training, such as euthanasia and firearms certification, plus it will require one less Animal Control Officer vehicle/equipment for the shelter operations
- Benefits that will be gained by this reclassification include gaining much better control of the critically important records keeping function, which involve the accountability of DEA controlled drugs, which are used for euthanasia
- Proper records and documentation have become critically important under the Animal Welfare Act to pass inspections, which was one of the problems driving the recent shelter closure
- Administratively, we are also moving to electronic records using computer tablets and software that was purchased for the Animal Shelter
- The Shelter Administrator position will play a key role in making sure the transition to this software is done correctly and all administrative functions are completed correctly to support the enforcement and other functions being performed by our Animal Control Officers
- This position will also handle all social media activities, especially those associated with animal adoptions, and will clean kennels and take care of animals that are housed in the shelter
- We feel the shelter will operate most efficiently with this organizational structure of three Animal Control Officers and one Animal Shelter Administrator
- Would request to move the item to today's Action Agenda in order to expedite the hiring process in order to have a fully staffed shelter
- Have just opened the shelter, back to somewhat normal operations; however, it is going to be done a more controlled basis in order to not let the number of animals drive what does on at the shelter
- The Public is going to have to take a lot more responsibility for their animals than they have in the past
- Will be doing all the state mandates along with getting back into adoptions
- Feel the fee structure adopted by the Board is adequate to keep the shelter on track
- Going to make sure what goes into the shelter never exceeds the shelter's capability
- Want to keep everything up to date
- Feel we have done what is needed to keep the shelter where it needs to be and to keep it there for the foreseeable future

Chairman Inman opened the floor for discussion.

Commissioner Lankford commented:

- Feel this is a very good move
- Another mandate from the State regarding the number of employees attending to animals
- Good for Action today

Commissioner Jones noted she had no issues moving the item to today's Action Agenda.

Commissioner Walker confirmed with Manager Morris this reclassification would have an approximately \$1,041 annual savings.

Commissioner Walker stated that he agreed with Commissioner Lankford's comments regarding another mandate from the State.

Commissioner Walker questioned Manager Morris what impact the new adoption facility would have on the existing Animal Shelter?

County Manager Morris responded:

- Animal Control will mainly be focused on enforcement
- Adoptions will shift to the new facility

Commissioner Walker confirmed with Manager Morris that this reclassification would serve for the foreseeable future; will most likely look at the Animal Shelter's operation once the new adoption shelter is opened.

Commissioner Walker extended his gratitude to Manager Morris for the work done to get the shelter to where it needed to be.

Manager Morris noted the appreciation needs to go to Chief Animal Control Officer Webster and Dr. Cowan.

Vice Chairman Booth commented:

- Would also like to commend the work done by Officer Webster and Dr. Cowan

The Board had no issues moving the item to today's Action Agenda.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on

today's Action Agenda.

Offer to Purchase to Land – James and Hazel Bennett

County Manager Rick Morris presented the following request from Public Works Director

Mark Delehant:

- An Offer to Purchase and Contract was approved by the Board of Commissioners and signed by James H. and Hazel O. Bennett prior to digging a well on the property (parcel \$6955-001-48-1194 located in the Meadows Community)
- The well in question was found to produce 68 gallons per minute and the water sample laboratory test results revealed it to be acceptable for use as public water supply well
- Total costs for the project thus far are \$14,777.50
- Would like to proceed with the purchase of this parcel from Mr. & Mrs. Bennett per Offer to Purchase and Contract (dated August 5, 3014) for \$11,500.00
- Funding for the purchase could come from the remaining \$15,222.50 approved on Budget Amendment #3 dated July 13, 2015 for this water exploration initiative
- The Offer to Purchase Contract between Stokes County and Mr. & Mrs. Bennett expires on February 15, 2016
- Feel this well will be an asset to the County's Water Supply in the Meadows area
- It will also reduce future risk for the County by providing a readily available backup water source as the customer base increases over time along with backup for the Early College and Community College
- Request the item be placed on the December 28th Action Agenda
- Public Works Director Mark Delehant was in attendance to answer any questions

Public Works Director Delehant commented:

- Very good yield with the gallons per minute
- Could be used as a backup, if needed, for the Early College or Community College
- Will be an asset to the County's Water supply in the Meadows area
- Would like to proceed with purchasing the property

Chairman Inman opened the floor for discussion.

Vice Chairman Booth commented:

- Confirmed with Director Delehant, well is approximately 600 ft with good storage and that there was a contract to dig the well

Commissioner Walker commented:

- Confirmed with Director Delehant, the well is approximately 3,000 ft. from the Early College
- Not aware of any issues with any wells in the area
- Currently, we have a well that will not be used
- Confirmed with Director Delehant that the purchase price of \$11,500 is the tax value

Commissioner Jones confirmed with Director Delehant that the water does have some iron and manganese (very typical in Stokes County) which would be treated as most wells in this area.

Chairman Inman commented:

- Very good results with the well
- Very good to have this well for a backup for the Early College and Community College

The Board unanimously agreed to place the item on the December 28th Action Agenda.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the December 28th Action Agenda.

Arts Council – Art Market Renovation/Expansion Project – GAP Letter

County Manager Rick Morris presented the following draft funding GAP Letter for the Board's review and discussion:

As you are aware, Stokes County, North Carolina is currently in the process of finalizing the design and initiating construction on a renovation and expansion to the Art Market facilities located in downtown Danbury, N.C. The Art Market Project is being funded by several granting agencies with current commitments totaling \$867,000. The majority of the granting agencies have awarded funding for the project; however, the final decision from a couple of the agencies on the Stokes County project has not been finalized. At this time the project has an approximate \$100,000 shortfall to fully fund Phase 1 of the project. It should be noted that after construction begins the Arts Council plans to conduct a local fund raising campaign with a target goal of \$500,000 that could be applied to construction and other operational costs for the renovated venue.

Since a construction contractor has been selected and the project is scheduled to begin construction in early 2016 without all of the funding completely finalized at this point, the Stokes County Board of County Commissioners has certified through formal Board action, that should any gaps/shortfalls in funding occur during the construction period, these gaps/shortfalls will be funded by the County of Stokes. This action includes gaps/shortfalls that might occur because of timing/cash flow issues with the granting agencies, or failure of the non-committed funders to provide the projected funds that were requested in the County's applications.

The Board of County Commissioners' assurance that they will fund any gaps/shortfalls that might occur will be reflected in the minutes of the Board Meeting where formal action was taken to make this guarantee. This letter should serve as the final funding instrument to assure all grantors to this project that the project is in fact fully funded

County Manager Morris commented:

- GAP Letter is being requested to ensure the Art Market Renovation/Expansion Project stays on schedule and the construction contract awarded before the current bid proposal expires
- If a rebid of the project was required, would most likely increase the costs and place the entire project in jeopardy
- At this time, \$867,000 has been committed by funders
- There is an approximate \$100,000 shortfall to complete the first phase of the project which will be done under the initial construction contract
- Grant applications have been submitted that will more than cover this shortfall, but final decisions have not yet been made by these grantors
- In addition to these grants, the Arts Council also plans to conduct a local fund raising campaign after construction starts with a target goal of raising \$500,000 that can be applied to any aspect of the project
- In short, a funding gap letter from the Board of Commissioners will ensure this very important economic development project materializes with a very low probability that Stokes County will have to prove any public funding to the project
- An approach the Board might consider to resource the funding gap letter would be to freeze the \$100,000 amount currently contained in the County's Economic Development Capital Reserve, which is already restricted to uses defined as "economic development"
- The County currently has no plan for expending these funds and if restricted they would be available on the outside chance that any county public funding was every needed for the project
- Feel that there is a low probability that any county funding will ever be needed
- The Gap Letter will assure all the stakeholders that our project is fully funded and will be completed on schedule
- Arts Council Director Eddy McGee and Arts Council President Ellen Peric are in attendance for today's meeting
- Draft letter is similar to the one done for the Sewer project for a lesser amount – no funding was needed with the Sewer Project

Arts Council Director Eddy McGee commented:

- Reiterated \$867,000 has already been committed (99% of the funding comes from outside Stokes County)
- Had some delay earlier this year due to some personnel changes with USDA and the architect
- Received three qualified bids
- Chose the builder
- Valued engineered the project which helps bring the total project cost down
- Have until January 15, 2016 to sign the contract
- First phase will take about 8-9 months for construction
- Will start the local campaign after the first of the year
- Feel the project might be in jeopardy if we go pass the January 15th deadline
- Feel local campaign will go well

- Request the Board approve the Gap Funding Letter

Chairman Inman opened the floor for discussion.

Chairman Inman commented:

- Economic Development funding referred to by Manager Morris came from the 501(c)3 that was dissolved about ten years
- This funding must be used on economic development
- If this is not economic development, don't know what you would call economic development
- Ready to move forward with this project
- Read to move the item to today's Action Agenda as requested by Manager Morris

Commissioner Jones noted she was also ready to move forward with the request and the project.

Commissioner Lankford and Vice Chairman Booth noted that they were both on board with the request.

Commissioner Walker commented:

- Recently saw on Facebook a 16-step plan for economic development for Stokes County, some of which are already being done in the County
- One of the steps recommended spending a minimum of \$300,000 on economic development each year
- Request seems very reasonable
- Discussed the value engineering with Director McGee
- On board with the request

The Board unanimously agreed to place the item on today's Action Agenda.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the December 28th Action Agenda.

GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA

Stokes County Human Services Advisory Committee – Clarification of Duties and Tasks

Chairman Inman presented the following two versions of the Clarification of Duties and Tasks for the Stokes County Human Services Advisory Committee that was presented at the November 23rd meeting for the Board's consideration:

Version One (presented by County Manager Rick Morris)

Procedures for the Human Services Advisory Committee

Communication Between the Board of County Commissioners (BOCC) and the Human Services Advisory Committee (HSAC):

The county manager attends all meetings of the Human Services Advisory Committee. Requests by the BOCC for advice and assistance from the committee shall flow through the county manager to the Chairman of the Human Services Advisory Committee.

Duties:

When requested to do so, the Human Services Advisory Committee Shall Advise the BOCC on the following items plus other items as determined by the BOCC:

- (1) Fees for departmental services based upon recommendations of the Health Director.
- (2) Compliance with laws related to State and federal programs.
- (3) Recommendations related to the creation of local human services programs.
- (4) Adoption of local health regulations and advice related to enforcement appeals of local regulations.
- (5) County performance related to regulatory health functions required by State law.
- (6) Recommendations on budget requirements related to the Health Department and Department of Social Services
- (7) Review and provide advice on audits and reviews of human services programs, including quality assurance activities, as required by State and federal law or as may otherwise be necessary periodically, such as accreditation.
- (8) Advise local officials through the county manager and receive tasking from the BOCC through the county manager.
- (9) Perform public relations and advocacy functions related to the Health Department and Department of Social Services at the request of the BOCC.
- (10) Provide advice on hiring of key personnel in the Health Department and Department of Social Services when requested to do so by the BOCC.
- (11) The Human Services Advisory Committee shall serve as a "Think Tank" for the BOCC to analyze and research issues, when requested to do so.
- (12) Provide formal quarterly updates on activities of the Human Services Advisory Committee
- (13) Provide advice using the expertise of the Human Services Advisory Committee members on any Health and Social Services related issues where the advice is requested by the BOCC

Version Two (amended item #6 by Commissioner Lankford)

Procedures for the Human Services Advisory Committee

Communication Between the Board of County Commissioners (BOCC) and the Human Services Advisory Committee (HSAC):

The county manager attends all meetings of the Human Services Advisory Committee. Requests by the BOCC for advice and assistance from the committee shall flow through the county manager to the Chairman of the Human Services Advisory Committee.

Duties:

When requested to do so, the Human Services Advisory Committee Shall Advise the BOCC on the following items plus other items as determined by the BOCC:

- (1) Fees for departmental services based upon recommendations of the Health Director.
- (2) Compliance with laws related to State and federal programs.
- (3) Recommendations related to the creation of local human services programs.
- (4) Adoption of local health regulations and advice related to enforcement appeals of local regulations.
- (5) County performance related to regulatory health functions required by State law.
- (6) **Provides information on budgetary issues related to the Health Department and Department of Social Services**
- (7) Review and provide advice on audits and reviews of human services programs, including quality assurance activities, as required by State and federal law or as may otherwise be necessary periodically, such as accreditation.
- (8) Advise local officials through the county manager and receive tasking from the BOCC through the county manager.
- (9) Perform public relations and advocacy functions related to the Health Department and Department of Social Services at the request of the BOCC.
- (10) Provide advice on hiring of key personnel in the Health Department and Department of Social Services when requested to do so by the BOCC.
- (11) The Human Services Advisory Committee shall serve as a "Think Tank" for the BOCC to analyze and research issues, when requested to do so.
- (12) Provide formal quarterly updates on activities of the Human Services Advisory Committee
- (13) Provide advice using the expertise of the Human Services Advisory Committee members on any Health and Social Services related issues where the advice is requested by the BOCC

Chairman Inman entertained a motion regarding the Clarification of Duties and Tasks for the Stokes County Human Services Advisory Committee.

Commissioner Jones moved to approve the original version submitted by Manager Morris.

Commissioner Walker seconded the motion.

Chairman Inman opened the floor for further discussion.

Commissioner Walker confirmed with Manager Morris that the Board of Health approved the Health Director's budget each year before submission to the manager.

Commissioner Jones commented:

- Reiterated that it is only a recommendation, final approval is left up to the Board of Commissioners

Commissioner Walker agreed with Commissioner Jones' comment regarding it is only a recommendation and noted "why fix it if it is not broken".

Commissioner Lankford noted there is a lot to fix.

Commissioner Lankford continued:

- All other departments provide information regarding budget items to the manager

Vice Chairman Booth commented:

- Board of Commissioners is the final approval for all budget items
- The current Advisory Committee has been in place for at least 2-3 years and have never made any recommendations regarding budget issues

Commissioner Walker commented:

- Don't see much difference in the two statements

Commissioner Lankford commented:

- Everyone has an opinion and my opinion is with the second version which has some word changes in Item #6
- Questioned Commissioner Walker if there was not much difference, then why not go with his recommendation in Version 2?

Commissioner Lankford and Commissioner Walker discussed opinions regarding Item #6.

Chairman Inman confirmed with Manager Morris that there was not a lot of difference in the wording of Item #6 of the document and that these procedures are designed for this Committee to come to the Board of Commissioners.

County Manager Morris noted that the way he sees this working is the Committee is going to provide this Board with quarterly updates and would be allowed to recommend budget items to you, the Board of Commissioners.

County Manager Morris continued that the only way I would do the recommended budget items would be if directed by the Board of Commissioners.

County Manager Morris concluded that these duties are designed for this Committee to speak directly to the Board of Commissioners.

Commissioner Walker reiterated the manager submits the budget for this Board to review, change, delete, add, and adopt.

Chairman Inman called the question.

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

Proposed Addendum – Pilot View Resource Institute – Additional Sewer Work Funded by Cost Savings

Chairman Inman entertained a motion regarding the following Addendum II with Pilot View Resource Institute for additional sewer work that was presented at the November 23, 2015 meeting:

ADDENDUM – II

This Addendum to Project Agreement among Pilot View RC&D, Resource Institute and County of Stokes (referred to herein as “Sponsor”) is entered in as of November , 2015;

Witnesseth:

Whereas Pilot View RC&D and County of Stokes entered into a Project Agreement as of the 12th day of March 2012; and

Whereas Section IC.1.b. setting out payments to be made in the Construction Phase of the project provides that the Project Agreement shall be modified when the total amount that the County of Stokes commits to for the Construction Phase is determined; and

Whereas, the said total amount has now been determined as set forth in the minutes of the Board of Commissioners of the County of Stokes;

Now Therefore Section IC.1.b. of the Agreement is hereby modified to change the scope of work by adding up to 2,300 feet of sewer line per map attached and to read as follows:

b. Phase IIa – Construction – Sponsor has requested Pilot View/Resource Institute to change the scope of work to add additional sewer lines shown on the attached map. The additional sewer line is proposed at 2,300 feet in length and will use existing remaining funding from grant sources available. The Stokes County Board of Commissioners will amend the existing agreement to pay to Pilot View RC&D or Resource Institute during the Construction Phase IIa the total sum of \$188,830.00 which includes all fees and costs for engineering, project oversight, management, final reports, as-builts if required, project and financial administration, unless the sponsor adds or changes the scope of work. Pilot View has a separate contract with Baker Engineering or other subs for all engineering costs, which shall be paid by Pilot View RC&D or Resource Institute directly to Baker Engineering or other subs out of the total sum of \$188,830.00 as stated above. This sum is fixed and will not be reduced if the County elects to construct less than the full 2,300 feet of sewer line. Once cost is determined for construction the county will amend its contract to Ramey, Inc. in the amount of additional dollars provided for the Phase IIa portion of the project. All payments during the construction phase shall be made based on monthly invoices for work completed.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed under seal by their duly authorized representatives as of the date stated above.

SIGNATURE PAGE:

ATTEST:

COUNTY OF STOKES

Darlene M. Bullins
Clerk to the Board

By: _____
Richard D. Morris
County Manager

(SEAL)

ATTEST:

PILOT VIEW RESOURCE CONSERVATION
AND DEVELOPMENT, INC.

Debbie Dodson
Project Administrator

By: _____
Dr. Earl Sheppard
Chairman

(SEAL)

ATTEST:

RESOURCE INSTITUTE

(SEAL)

By: _____
Michael "Squeak" Smith
Chairman

Commissioner Jones moved to approve the Addendum – II with Pilot View Resource

Conservation and Development, Inc. Commissioner Walker seconded the motion.

Chairman Inman opened the floor for discussion.

Commissioner Walker confirmed with Commissioner Jones that the motion did not include \$164,000 of county funding.

Commissioner Lankford commented:

- Would like to have a meeting with Pilot View before a vote is taken

Chairman Inman commented:

- Believe the meeting should be with the entire Board
- Understand some commissioners do not want any county funding used for the proposed project
- Need to discuss the leftover grant funding with Charles Anderson
- Must keep in mind the proposed adoption facility is to be located in the Meadows area

Vice Chairman Booth commented:

- Confirmed with Manager Morris that Phase II has not been closed out and can't be closed out until a decision is made regarding the remaining grant funds
- Confirmed with Manager Morris the County paid approximately \$373,000 for the design for the first phase
- Questioned Manager Morris regarding other funds paid for engineering and grant oversight for phase II ?

Manager Morris responded:

- Can't confirmed what was actually spent without a detail of what was actually paid and for what services

Vice Chairman Booth continued:

- \$952,000 was paid to the engineer and RC&D for Phase I and II
- Why can't this be expanded without doing another design and why could the contractor not do the design when they were here?
- Don't understand why they didn't know there would be leftover funding

County Manager Morris responded:

- The funding paid to the engineer and RC&D included other things
- Can't be expanded without doing another phase/design
- First had to get approval from the funders to use the remaining funds which took time to go to all funders
- Contractors could not wait until approval was given; had other projects
- Contractor can still be used without having another bid process since the grant is still open

Vice Chairman Booth continued:

- Confirmed with Manager Morris that the line to Dunlap's Store was in the original scope of the project

Vice Chairman Booth continued:

- If you use \$188,803 for engineer and oversight from the grant of \$237,000 – that would only leave approximate \$48,197 for construction of lines

County Manager Morris commented:

- There was a certain level of scope that came in at an underrun price
- There is now a new scope to run additional line
- All funders have to be contacted and approve for to do the additional lines
- Have to do the same exact thing for the new scope as was done for the old scope
- Got to design it, permit it, manage it, engineer it, and do grant management, etc. – takes lots of time and people with technical expertise
- Phase I did not cover this particular scope because we did not know there was an underrun
- Phase II has not been closed
- This is a natural extension of what you started
- Need to get Charles Anderson here to answer the Board's questions

Chairman Inman commented:

- Feel there are a lot of questions that need to be answered before taking a vote
- My recommendation would be to withdraw the motion and have Charles Anderson at the next meeting, if possible, to answer the Board's questions

Commissioner Walker withdrew his second to the motion.

Commissioner Jones withdrew her motion.

Commissioner Walker commented:

- Want it on the record that I agree with Commissioner Lankford regarding the use of no county funds
- I have been getting quotes which are drastically lower
- Needs to be some investigation or clarification to what is driving these costs to where they are
- Gives more time to gather information

Chairman Inman suggested to members to get questions to the manager if possible before the next meeting.

Chairman Inman noted that this needs to be closed out and return the unused grant funds or see what can be worked out to get some additional sewer lines.

County Manager Morris commented:

- Have met with another engineering firm during this process
- Have been looking at other alternatives (engineering firm from Raleigh) since the Board had complaints regarding Pilot View
- Firm was going to be able to do all these things but never heard back from them
- Expect that will be what happens if other engineering firms are referred
- They think they can do it cheaper

The Board agreed to place the item back on the December 28th Discussion Agenda if Mr.

Anderson was available with option to move to the Action Agenda.

Chairman Inman directed the Clerk to place the item back on the December 28th Discussion Agenda if Mr. Anderson is available.

Appointments – Town of Walnut Cove Planning/Board of Adjustments - ETJ

Chairman Inman presented the following information regarding the recent appointment of Tommy Mabe to the Town of Cove Planning/Board of Adjustments – ETJ – Alternate member:

- Tommy Mabe was appointed by the Board of Commissioners on October 26, 2015 to serve as the ETJ Alternate member
- Former Interim Town Manager had notified the County regarding a vacancy to the alternate position
- Upon submission to the Town regarding Mr. Mabe's appointment, it was found that the vacancy was for the regular member, not the Alternate member
- Mr. Mabe has agreed to serve as the regular member
- Town of Walnut Cove requests the Board of Commissioners appoint Mr. Tommy Mabe to serve as the regular ETJ member

Chairman Inman opened the floor for nominations.

Commissioner Lankford nominated Tommy Mabe to serve as the ETJ regular member to the Town of Walnut Cove Planning/Board of Adjustments instead of the alternate member.

Chairman Inman entertained a motion to close the nominations.

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

Chairman Inman polled the Board regarding the nomination of Tommy Mabe to serve on the Town of Walnut Cove Planning/Board of Adjustments – ETJ regular member, not the
December 14, 2015

alternate member:

Vice Chairman Booth: Tommy Mabe
Commissioner Walker: Tommy Mabe
Commissioner Jones: Tommy Mabe
Chairman Inman: Tommy Mabe
Commissioner Lankford: Tommy Mabe

Chairman Inman noted that Tommy Mabe had been unanimously approved to serve on the Town of Walnut Cove Planning/Board of Adjustments –ETJ.

Social Services – External Posting

Chairman Inman entertained a motion regarding the external posting for a vacant Social Worker III – Foster Care position presented at today’s meeting.

Commissioner Lankford moved to approve the external posting for a vacant Social Worker III position. Vice Chairman Booth seconded and the motion carried unanimously.

Animal Control - Reclassification

Chairman Inman entertained a motion regarding the reclassification of an Animal Control Officer (grade 66) to an Animal Shelter Administrator (grade 65) which was presented at today’s meeting.

Vice Chairman Booth moved to approve the reclassification of an Animal Control Officer (grade 66) to an Animal Shelter Administrator (grade 65). Commissioner Jones seconded and the motion carried unanimously.

Arts Council – Art Market Renovation/Expansion Project – GAP Letter

Chairman Inman entertained a motion regarding the proposed GAP Letters for the Art Market Renovation/Expansion Project presented at today’s meeting.

Commissioner Jones moved to approve the GAP Letter for the Art Market Renovation/Expansion to USDA and Golden Leaf. Vice Chairman Booth seconded and the motion carried unanimously.

CLOSED SESSION

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

- To discuss matters relating to the location or expansion of industries or other businesses in the County pursuant to G.S. 143-318.11(a)(4)
- 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 G.S. 143-318.11(a)(3)

Commissioner Jones moved to enter Closed Session for the following:

- To discuss matters relating to the location or expansion of industries or other businesses in the County pursuant to G.S. 143-318.11(a)(4)
- 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 G.S. 143-318.11(a)(3)

Commissioner Lankford seconded and the motion carried unanimously.

The Board reentered the opened session of the December 14th meeting.

Commissioner Jones exited the meeting during the Closed Session.

Adjournment

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

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

Darlene M. Bullins
Clerk to the Board

J. Leon Inman
Chairman