

**OFFICE OF THE COMMISSIONERS  
STOKES COUNTY GOVERNMENT  
DANBURY, NORTH CAROLINA  
AUGUST 8, 2016**

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a regular session in the Commissioners' Chambers of the Ronald Wilson Reagan Memorial Building (Administration Building) located in Danbury, North Carolina on Monday, August 8, 2016 at 1:30 pm with the following members present:

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

County Personnel in Attendance:  
County Manager Richard D. Morris  
Clerk to the Board Darlene Bullins  
Finance Director Julia Edwards  
DSS Director Stacey Elmes  
Tax Administrator Jake Oakley

Chairman Inman called the meeting to order and welcomed those in attendance today.

## INVOCATION

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

Vice Chairman Booth delivered the invocation.

## GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Chairman Inman invited the citizens in attendance to join the Board in the Pledge of Allegiance.

## GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Inman entertained a motion to approve or amend the August 8, 2016 Agenda.

Vice Chairman Booth moved to approve the August 8<sup>th</sup> Agenda as submitted.

Commissioner Walker 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:

- Emergency Medical Services
  - As you know, Dr. Darrell Nelson, Stokes County Medical Director for EMS, leads the Emergency Physicians Fellowship which is a rotation program where Stokes County gets a new Assistant Medical Director each year
  - Dr. Christine Hall started July 2016 as the new Assistant Medical Director to work alongside Dr. Nelson for Stokes County; Ms. Hall will be with Stokes County for one year
  - This program is no charge to the County
- Rural Economic Development Grant
  - Stokes County received \$250,000 with the adoption of the state budget
  - Spoke with Dr. Patricia Mitchell, NC Department of Commerce, last week regarding the recent \$250,000 state appropriation to be used to provide broadband internet access to underserved areas within the County
  - Received information (Broadband Funding – Section 15.11 (b) (c) Session 2015) that requires Stokes County to report details about how the initiative complies with the State broadband plan, a time line for proposed projects, details of any completed projects, and any other expected outcomes on or before October 1, 2017
  - Provide Dr. Mitchell with an brief overview of the Broadband project
  - Will start out by sending her a detailed overview of the Broadband project
  - Once Dr. Mitchell approves the overall project, will have a contract for the Board to review and approve
  - Will develop a draft and place on an upcoming Agenda for the Board to review before sending to Dr. Mitchell

Chairman Inman commented:

- Owe a great deal of gratitude to our representatives in Raleigh, Senator Shirley Randleman and Representative Kyle Hall for securing the \$250,000 grant for Broadband expansion; Vice Chairman Booth was instrumental in getting this project started

Commissioner Lankford commented:

- Good to see everyone here today
- Ethics for Life “If thy children will keep my covenant and my testimony that I shall teach them, their children shall also sit upon thy throne for evermore”
- Attended a PTRC meeting last week – received notification that the PTRC has some small grant monies available
  - County needs to look into any available money

Vice Chairman Booth commented:

- Welcome everyone today

Commissioner Walker commented:

- Would like to extend a special welcome to Dr. Brad Rice, our new school superintendent; met Dr. Rice this afternoon before the meeting
- Looking forward to working with Dr. Rice to keep our schools as good as possible and keep our county moving in a good direction
- Think there was a time when Chairman Inman might have been interested, I certainly was, in the seat vacated by Don East
  - In 2000, actually ran for the State Senate because at the last minute, Senator East decided not to run
  - Quickly put together a campaign
  - Did well in five enough counties to beat Phil Berger, but Berger did so well in Rockingham that he ended up in Raleigh
  - The reason I am mentioning this is that I am glad that Shirley Randleman is where she is
  - I think she is doing a better job than I could have done
  - She is a hard worker and really looks after the counties that she represents
  - Glad that Senator Randleman and Representative Hall represent Stokes County in Raleigh

Commissioner Jones commented:

- Good to see everyone here today
- Still working on a federal grant for the Farmers' Market which is now at Hanging Rock State Park, doing much better at that location
  - Just received the mobile trailer that we obtained from another grant for the market
  - We are crawling, but will start running one of these days
  - If we could get another grant where we could actually have a "real home", it would be so good for tourism and the food desert
  - Market is now taking WIC Vouchers and now five years old
  - If you want to learn anything about worms, will be teaching about worms next week and have heard at Forsyth Tech next winter

Chairman Inman commented:

- Also had the opportunity to meet Dr. Rice this afternoon and welcome him to Stokes County
- Will be attending the NC Association of County Commissioners' Annual Conference in Forsyth County Wednesday – Saturday along with the other commissioners
- Will be attending my last Board of Directors' meeting for the Association at the Conference
- Recently met with Betty Taylor and Ronda Outlaw at CenterPoint
  - Merger with Cardinal Innovations is complete
  - As you know, the County has had a Performance Agreement with CenterPoint that has worked out quite well with quarterly reviews

- Ronda Outlaw is working on a new Memorandum of Understanding for the Board to review
- County currently allocates \$385,820 undesignated funding for mental health services
- Proposed agreement will be on the Agenda for the first meeting in September
- Trying to make sure that the things that Stokes County has always gotten continues, if not more
- Chief Executive Officer Richard Topping, Cardinal Innovations Healthcare Solutions, will be at the first meeting in October to provide the Board with an update
- With the merger, there will not a commissioner on the Board from every county being served by Cardinal; it will be an Advisory Board
- This Board needs to be thinking of an advisory member to take my place in December
- Welcome everyone today

## **PUBLIC COMMENTS**

Chairman Inman noted that no one signed up to speak during Public Comments.

## **CONSENT AGENDA**

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

Consent Agenda:

- Minutes of June 29, 2016 – Recessed Budget Work Session
- Minutes of July 25, 2016 – Regular Meeting

## **Register of Deeds - Budget Amendment #12**

Finance Director Julia Edwards submitted Budget Amendment #12.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Register of Deeds</b>				
100.9820.960	Transfer to Capital Reserve	<u>\$132,610.00</u>	<u>\$2,274.00</u>	<u>\$134,884.00</u>
	<b>Totals</b>	<b>\$132,610.00</b>	<b>\$2,274.00</b>	<b>\$134,884.00</b>
<b>Capital Reserve Fund</b>				
201.4180.025	Register of Deeds	<u>\$14,474.00</u>	<u>\$2,274.00</u>	<u>\$16,748.00</u>
	<b>Totals</b>	<b>\$14,474.00</b>	<b>\$2,274.00</b>	<b>\$16,748.00</b>

This budget amendment is justified as follows:

August 8, 2016

To transfer funds for the Register of Deeds Technology Fund per General Statutes 161.11.3.

This will result in a **net increase** of **\$2,274.00** 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.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>General Fund</b>				
100.3991.000	Fund Balance	<u>\$2,263,540.00</u>	<u>\$2,274.00</u>	<u>\$2,265,814.00</u>
	<b>Totals</b>	<b>\$2,263,540.00</b>	<b>\$2,274.00</b>	<b>\$2,265,814.00</b>
<b>Capital Reserve Fund</b>				
201.3981.000	Transfer from General Fund	<u>\$132,610.00</u>	<u>\$2,274.00</u>	<u>\$134,884.00</u>
	<b>Totals</b>	<b>\$132,610.00</b>	<b>\$2,274.00</b>	<b>\$134,884.00</b>

### **Public Buildings - Budget Amendment #13**

Finance Director Julia Edwards submitted Budget Amendment #13.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Public Buildings</b>				
100.4190.510	Equipment	<u>\$26,265.00</u>	<u>\$6,800.00</u>	<u>\$33,065.00</u>
	<b>Totals</b>	<b>\$26,265.00</b>	<b>\$6,800.00</b>	<b>\$33,065.00</b>
<b>Capital Reserve Fund</b>				
201.4190.013	Public Buildings	\$232,315.00	\$(6,800.00)	\$225,515.00
201.9810.000	Transfer to General Fund	<u>\$145,668.00</u>	<u>\$6,800.00</u>	<u>\$152,468.00</u>
	<b>Totals</b>	<b>\$377,983.00</b>	<b>\$00.00</b>	<b>\$377,983.00</b>

This budget amendment is justified as follows:

To transfer funds from Capital Reserve Fund to replace air conditioning unit at the Health Department.

This will result in a **net increase** of **\$6,800.00** in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received this fiscal year.

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
<b>General Fund</b>				
100.3982.960	Transfer from Capital Reserve Fund	<u>\$145,668.00</u>	<u>\$6,800.00</u>	<u>\$152,468.00</u>
	<b>Totals</b>	<b>\$145,668.00</b>	<b>\$6,800.00</b>	<b>\$152,468.00</b>

#### **Sheriff's Department - Budget Amendment #14**

Finance Director Julia Edwards submitted Budget Amendment #14.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
<b>Sheriff's Department</b>				
100.4310.351	Maint. & Repairs – Auto	<u>\$95,270.00</u>	<u>\$2,128.00</u>	<u>\$97,398.00</u>
	<b>Totals</b>	<b>\$95,270.00</b>	<b>\$2,128.00</b>	<b>\$97,398.00</b>

This budget amendment is justified as follows:

To appropriate insurance claim funding for vehicle repairs due to an accident.

This will result in a **net increase** of **\$2,128.00** 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
<b>General Fund</b>				
100.3839.850	Insurance Claims	<u>\$34,380.00</u>	<u>\$2,128.00</u>	<u>\$36,508.00</u>
	<b>Totals</b>	<b>\$34,380.00</b>	<b>\$2,128.00</b>	<b>\$36,508.00</b>

#### **Emergency Medical Services, Emergency Communications, Animal Control and Contingency - Budget Amendment #15**

Finance Director Julia Edwards submitted Budget Amendment #15.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>Revaluation</b>			
100.4142.000	Salaries & Wages	\$112,399.00	\$4,652.00	\$117,051.00
	<b>Emergency Medical Services</b>			
100.4370.000	Salaries & Wages	\$1,287,646.00	\$1,127.00	\$1,288,773.00
	<b>Emergency Communications</b>			
100.4325.000	Salaries & Wages	\$445,792.00	\$360.00	\$446,152.00
	<b>Animal Control</b>			
100.4380.000	Salaries & Wages	\$88,395.00	\$442.00	\$88,837.00
	<b>Contingency</b>			
100.9910.100	Leave Cost	<u>\$100,000.00</u>	<u>\$(6,581.00)</u>	<u>\$93,419.00</u>
	<b>Totals</b>	<b>\$2,034,232.00</b>	<b>\$00.00</b>	<b>\$2,034,232.00</b>

This budget amendment is justified as follows:

To transfer funds from Contingency for the payoff of terminated, resigned, retired, dismissed, and compensatory time (over the maximum limit) employees for July 2016. (Holiday = \$259; vacation = \$5,878, and compensatory time = \$444)

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

#### **Natural Resources - Budget Amendment #16**

Finance Director Julia Edwards submitted Budget Amendment #16.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>Natural Resources</b>			
100.4960.000	Salaries & Wages	\$109,308.00	\$(34,125.00)	\$75,183.00
100.4960.090	Social Security	\$6,778.00	\$(2,116.00)	\$4,662.00
100.4960.091	Medicare Tax	\$1,585.00	\$(495.00)	\$1,090.00
100.4960.100	Retirement	\$8,046.00	\$(2,152.00)	\$5,534.00
100.4960.101	401(k)	\$675.00	\$(336.00)	\$339.00
100.4960.110	Health Insurance	\$17,840.00	\$(5,946.00)	\$11,894.00
100.4960.111	Dental Insurance	\$999.00	\$(333.00)	\$666.00
100.4960.130	Unemployment Insurance	\$669.00	\$(341.00)	\$328.00
100.4960.170	Term Life	\$202.00	\$(67.00)	\$135.00
	<b>Contingency</b>			
100.9910.000	Contingency	<u>\$120,840.00</u>	<u>\$22,271.00</u>	<u>\$143,111.00</u>
	<b>Totals</b>	<b>\$266,942.00</b>	<b>\$(24,000.00)</b>	<b>\$242,942.00</b>

This budget amendment is justified as follows:

To un-appropriate the Watershed Coordinator position, per approval and request of the Stokes County Soil & Water Board

This will result in a **net decrease** of **\$(24,000.00)** 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.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3301.420	Dan River #319 Grant	\$24,000.00	\$(24,000.00)	\$00.00
	<b>Totals</b>	<b>\$24,000.00</b>	<b>\$24,000.00</b>	<b>\$00.00</b>

#### **Health Department (Title XIX Fund) - Budget Amendment #17**

Finance Director Julia Edwards submitted Budget Amendment #17.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
	<b>Health Dept-Title XIX Fund</b>			
	<b>Adult Health</b>			
110.5101.260	Departmental Supplies	\$00.00	\$2,500.00	\$2,500.00
	<b>General Fund</b>			
	<b>Health Department</b>			
100.5100.511	Equipment – Non Capitalized	\$00.00	\$4,622.00	\$4,622.00
	<b>Totals</b>	<b>\$00.00</b>	<b>\$7,122.00</b>	<b>\$7,122.00</b>
	<b>Capital Reserve Fund</b>			
201.5100.019	Health Department	\$4,622.00	\$(4,622.00)	\$00.00
201.9810.000	Transfer to General Fund	\$152,468.00	\$4,622.00	\$157,090.00
	<b>Totals</b>	<b>\$157,090.00</b>	<b>\$00.00</b>	<b>\$157,090.00</b>

This budget amendment is justified as follows:

To appropriate Diabetes Grant Funds for supplies and to transfer funds from Capital Reserve Fund of Ebola Public Health Preparedness Funds for equipment.

This will result in a **net increase** of **\$7,122.00** 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.



<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Health Dept-Title XIX Fund</b>				
110.3301.001	NWCCN Diabetes Grant	<u>\$00.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
	<b>Totals</b>	<b>\$00.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>
<b>General Fund</b>				
100.3982.960	Transfer from Capital Reserve	<u>\$152,468.00</u>	<u>\$4,622.00</u>	<u>\$157,090.00</u>
	<b>Totals</b>	<b>\$152,468.00</b>	<b>\$4,622.00</b>	<b>\$157,090.00</b>

### **Health Department - Budget Amendment #18**

Finance Director Julia Edwards submitted Budget Amendment #18.

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

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
<b>Health Department</b>				
100.5100.511	Non-Capital Equipment	<u>\$00.00</u>	<u>\$12,175.00</u>	<u>\$12,175.00</u>
	<b>Totals</b>	<b>\$00.00</b>	<b>\$12,175.00</b>	<b>\$12,175.00</b>

This budget amendment is justified as follows:

The Child Care for Children (CC4C) and the Pregnancy Care Management (PCM) Programs are receiving additional funding in the amount of \$12,175.00 to be used to purchase new computers for each program. Will purchase four computers that will allow for a more updated processing in these programs.

This will result in a **net increase** of **\$12,175.00** 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.

<b>Account Number</b>	<b>Account Description</b>	<b>Current Budgeted Amount</b>	<b>Increase (Decrease)</b>	<b>As Amended</b>
100.3301.243	CC4C (CSC) Title XIX	<u>\$67,163.00</u>	<u>\$5,000.00</u>	<u>\$72,163.00</u>
100.3301.238	PCM (MAT Health) Title XIX	<u>\$82,000.00</u>	<u>\$7,175.00</u>	<u>\$89,175.00</u>
	<b>Totals</b>	<b>\$149,163.00</b>	<b>\$12,175.00</b>	<b>\$161,338.00</b>

### **Emergency Medical Services- Budget Amendment #19**

Finance Director Julia Edwards submitted Budget Amendment #19.

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

Account Number	Account Description	Current Budgeted Amount	Increase (Decrease)	As Amended
<b>Emergency Medical Services</b>				
100.4370.350	Maint. & Repairs -Equipment	\$7,280.00	\$244.00	\$7,524.00
100.4370.510	Equipment	<u>\$184,000.00</u>	<u>\$5,959.00</u>	<u>\$189,959.00</u>
	<b>Totals</b>	<b>\$191,280.00</b>	<b>\$6,203.00</b>	<b>\$197,483.00</b>

This budget amendment is justified as follows:

To appropriate funds from insurance claim to repair vehicle due to an accident.

This will result in a **net increase** of **\$6,203.00** 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
<b>General Fund</b>				
100.3839.850	Insurance Claim	<u>\$36,508.00</u>	<u>\$6,203.00</u>	<u>\$42,711.00</u>
	<b>Totals</b>	<b>\$36,508.00</b>	<b>\$6,203.00</b>	<b>\$42,711.00</b>

Commissioner Walker moved to approve the Consent Agenda as presented. Vice

Chairman Booth seconded and the motion carried unanimously.

#### **GENERAL GOVERNMENT – GOVERNING BODY – INFORMATION AGENDA**

Chairman Inman noted there were no items on today's Information Agenda.

#### **GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA**

##### **Social Services Monthly Report**

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

- Metrics (As of July 2016):
  - Income Maintenance
    - NC FAST – In Compliance
    - WorkFirst – In Compliance
      - 72 open cases
    - FNS – In Compliance
      - 2998 open cases
      - \$683,105 in benefits spent in July

- Adult Medicaid, Family/Children's Medicaid – In Compliance
    - 8400 open cases
- Child Support – In Compliance
  - Serving 1350 children with collections at \$208,156 in July
- Program Integrity – In Compliance
  - 143 open cases
  - \$476 of collections retained in county
- Child Day Care – In Compliance
  - 242 children served
  - 151 children on waiting list for service
- Foster Care
  - Foster Care Services – Immediate attention required
    - Caseloads above capacity
    - Work is overwhelming
    - Currently, 97 children in custody along with monitoring 14 other children (just took another child in custody Friday)
    - Need another Social Services Assistant to provide supervision/transportation for visits
    - Having to use social workers to provide this service which takes away from necessary case management work
  - Foster Care Home Licensing – Needs improvement
    - Need licensed foster homes in Stokes County
    - Looking for those who are genuinely interested in making a difference in the life of a child
    - Hoping to have a class in September
  - Adoptions – In Compliance
- Child Protective Services
  - Investigations – Needs improvement
    - Received 41 reports in July
    - Have 49 active CPS cases
    - Having a difficult time replacing the investigator that retired in May
  - Case Management – In Compliance
    - 11 open cases
- Adult Services
  - Adult Protective Services – Needs improvement
    - The APS position is a Social Worker II
    - This position should be held by a Social Worker III
    - This position needs to be reclassified to meet standards
    - Received 12 reports in July
  - Guardianship – Needs improvement
    - Our guardianship position is a Social Worker II
    - This position should be held by a Social Worker III
    - This position needs to be reclassified to meet standards
    - Currently have 34 adult wards

- SSBG/HCCBG/Payee/Adult Day – In Compliance
  - 26 open cases
- Facility Monitoring – In Compliance
  - Monitor 6 adult care facilities
  - No complaints during July
- SA IH/MAC – In Compliance
  - 76 open cases
- CAP DA/CAP C– In Compliance
  - 69 open cases
- Intake – In Compliance
- Other – In Compliance
  - No unclaimed bodies
- Supervision (Staff/Supervisor Ratio) - Needs Improvement
  - Continue to struggle with managing employees and providing quality assurance
  - Due to program growth, supervisors do not have time to supervise
  - Need a Social Work Supervisor III in Child Welfare as well as a Program Manager for all Social Work Services
- Staffing (Years of Service) – In Compliance
  - 34% of our staff have less than 2 years of service with DSS
- Medicaid Transportation – In Compliance
  - One of our Medicaid Transportation workers is a Processing Assistant III
  - The positions needs to be reclassified to an Income Maintenance Caseworker I in order to correctly reflect her job duties
- Clerical – In Compliance
  - Clerical positions are currently Processing Assistant IIIs
  - The positions need to be reclassified to Processing Assistant IVs due to the complexity of work completed, the NCFASST System, and to correctly reflect their job duties
- 20 Customer satisfaction surveys were completed and returned for July 2016
- 100% rated reception/front desk staff as excellent or good (20 responses)
- 100% of the 18 responses rated the caseworker/social worker they saw as excellent or good
- 100% of the 14 responses rated wait time/overall satisfaction as excellent or good

DSS Director Elmes noted:

- Do not have much to report today other than the metrics
- August is “Child Support Awareness Month”
- DSS staff is collecting school supplies for our foster children
- In October, the Agency will begin piloting in the NCFASST System for the Child Day Care Program, hopefully that will go well
- In February and March 2017, we will start working with the Low Income Energy Assistance Program and the Crisis Program in NCFASST System

- After those three programs are up and running, that only leaves Child Welfare and Adult Services to be put into NCFAST; they are a couple of years in the making, but coming
- Will be glad when all the systems are in NCFAST and there is only one system to use
- The most crucial thing on the metrics this month is that we are currently at 97 children in Foster Care along with monitoring 14 other children

Chairman Inman opened the floor for discussion.

Commissioner Jones commented:

- Feel your frustration with all that you have going on and with a shortage of help
- See that Foster Care is in the red
- Do you have anything in place that can help get this in better shape?

DSS Director Elmes responded:

- Not really, can't control the number of children being placed in Foster Care and the when a child is released from foster care

Commissioner Jones continued:

- How many Social Services Assistants do you think it would take to help relieve the Social Workers from being taken away from their jobs to provide supervision/transportation?

DSS Director Elmes responded:

- Have one full time position and really need one more full time position
- Social workers are having to supervise children's visits and take children to necessary appointments

Commissioner Walker commented:

- Want to compliment you and your staff's patience in dealing with NCFAST
- NCFAST has not quite turned out to be "fast"
- Know it has created a lot of extra work for the staff and hopefully there is a light at the end of the tunnel
- Appreciate the continued dedication from you and your staff

Vice Chairman Booth commented:

- Been working to try to get all the metrics in the "green"
- Last year approved four or five new positions to replace contract positions
- Approved incentives for foster care workers
- In April and May this year, saw all the metrics become "green" and was very pleased to see that
- Noticed when you did not get any new positions in the FY 2016-17 budget, several areas became "yellow" and now "red"
- How did this happen in one month's time?

DSS Director Elmes responded:

- In Foster Care, the numbers have started to creep up
- Department did receive three new Income Maintenance Caseworker positions in FY 2015-16; those metrics are “green”
- Our hugest issue right now is Foster Care
- Yes, the Board did approve two Social Work positions in FY 2015-16, but our numbers have outgrown our number of workers
- The workload has increased
- Foster children have various appointments that must be kept
- Foster parents often work and can’t get off work, so that is left for the Agency
- We are the guardians for all these foster children
- Have to make sure that the parents have visits; many have to be supervised
- Have orders from the judge that must be met
- It is very serious

Vice Chairman Booth continued:

- Can’t understand all this happening in one month’s time?
- Reiterated that in April and May, everything was “green”

DSS Director Elmes responded:

- It is progressive
- The numbers were lower in April and May
- The numbers have skyrocketed
- Our Child Protective Service reports are high and we are taking custody of more children because of drugs, because of parents not taking care of their children
- We are having to be a parent to all these children

Commissioner Lankford:

- When I was a manager, not in the public service but in the private enterprise, and we had these kinds of situations, we always put together a core group and sat down and tried to see how we could solve these problems
- My suggestion is that you might want to try that

DSS Director Elmes responded:

- We do talk quite frequently

Commissioner Lankford continued:

- I am talking about sitting down and trying to problem solve instead of just saying that this is what we need
- I won’t just say that to you in Social Services, I would say that to any department
- When you got a problem, you got to solve it
- It is so easy to just say, “I have a problem and the only way I can fix it is a or b
- There may be other ways to fix it
- I would like to have feedback come back to this Board to say we have tried this, etc.
- I would ask that to be done

Chairman Inman expressed appreciation to DSS Director Elmes for her report.

### **Tax Administration Report – July 2016**

Tax Administrator Jake Oakley presented the following informational data for the July 2016 Report:

<b>Fiscal Year 2016-17</b>	<b>Budget Amt</b>	<b>Collected Amt</b>	<b>Over Budget</b>	<b>Under Budget</b>
<b>Current 2016 Taxes Percentage = 3.52%</b>	\$20,420,409.00	\$719,766.12		\$19,700,642.88
<b>New Schools F-Tech Fund Percentage = 4.02%</b>	\$1,317,445.00	\$52,989.95		\$1,264,455.05
<b>Prior Taxes County Regular &amp; Motor Vehicles Percentages = 20.54%</b>	\$450,000.00	\$92,440.18		\$357,559.82

Tax Administrator Oakley noted that so far, there was approximately \$17,000 discounted due to the 2% discount in July; will normally top out at about \$270,000.

### **NCVTS Motor Vehicle Billings and Collections Report (July 2015 – June 2016)**

Tax Administrator Jake Oakley presented the following informational data for the NCVTS Motor Vehicle Billing and Collection Report (July 2015 – June 2016):

<b>Tax Code Jurisdiction</b>	<b>Number of Vehicles</b>	<b>Levy Billed</b>	<b>Interest Paid</b>	<b>Adjustment Made</b>	<b>Billing Cost</b>	<b>Total Collected To Date</b>
<b>King City</b>	6,182	\$ 217,450	\$ 1,426	\$ (843)	\$ (11,192)	\$ 206,841
<b>King Car Fee</b>	5,709	\$ 28,545	\$ 127	\$ (10)	\$ -	\$ 28,662
<b>Walnut Cove Town</b>	1,306	\$ 33,192	\$ 261	\$ (67)	\$ (1,484)	\$ 31,902
<b>Danbury Town</b>	155	\$ 2,396	\$ 11	\$ (4)	\$ (105)	\$ 2,298
<b>School Tax</b>	54,292	\$ 146,093	\$ 996	\$ (537)	\$ (6,602)	\$ 139,950
<b>King Fire</b>	8,332	\$ 41,448	\$ 268	\$ (181)	\$ (1,891)	\$ 39,644
<b>Rural Hall Fire</b>	1,575	\$ 7,914	\$ 49	\$ (47)	\$ (360)	\$ 7,556
<b>Walnut Cove Fire</b>	5,921	\$ 25,916	\$ 177	\$ (66)	\$ (1,164)	\$ 24,863
<b>General County</b>	54,292	\$ 2,246,918	\$ 15,287	\$ (8,190)	\$ (101,621)	\$ 2,152,394
<b>Service Fire</b>	30,976	\$ 134,876	\$ 922	\$ (469)	\$ (6,094)	\$ 129,235
<b>Totals</b>	54,292	\$ 2,884,748	\$ 19,524	\$ (10,414)	\$ (130,513)	<b>\$ 2,763,345</b>
				<b>Total</b>	<b>Refunds</b>	<b>\$ (10,365)</b>
						<b>\$ 2,752,980</b>

- 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
- Billing Cost in car fees for the City of King are calculated in the King City Bills
- Lowest cost billed = \$2.19
  - County, School Fund, Service Fire
  - Based on 54,292 cars
- Highest cost billed = \$3.80
  - County, School Fund, Service Fire
  - Based on 6,182 cars
- Average cost per bill = \$2.40 per bill

### **EMS Collection Rate**

Tax Administrator Jake Oakley presented the following information, as requested, regarding the EMS Collection Rate:

- Per the Board's request, the Tax Collection Department contacted some of our neighboring counties seeking information pertaining to the billing/collection rates for EMS Services
- Obtained the number of transports, billings, adjustments, and write-offs that each county applies (in accordance with mandated State and Federal regulations) as well as the overall collection rate
- It was commonly agreed upon by the counties who participated in the survey that very little can be done to improve upon the current mid 80% rate of collection due to contractual allowance, Medicare/Medicaid exceptions enforced at the State and Federal level along with HIPAA regulations
- Stokes County also receives additional funding for an EMS Cost Settlement which is not reflect in the EMS Collections
- Average collection rate is about 55% of what is billed

Tax Administrator Oakley provided the following EMS Billing and Collection Rates Survey Information per County:

<b><u>Stokes County:</u></b>	<b><u>Collection rate 82%</u></b>	<b>after current collections</b>
<b>are exhausted they use garnishment, debt setoff and report to credit bureau.</b>		
<b># of transports:</b>	<b>4952</b>	
<b>Charges:</b>	<b>\$3,084,058.03</b>	
<b>Collected:</b>	<b>\$1,723,593.49</b>	
<b>Contractual:</b>	<b>\$795,509.41 (26%)</b>	
<b>Write-offs:</b>	<b>\$16,419.19</b>	

<b><u>Forsyth County:</u></b>	<b><u>Collection rate 85%</u></b>	<b>after current collections</b>
<b>are exhausted they use garnishment, debt setoff and report to credit bureau.</b>		
<b># of transports:</b>	<b>29,249</b>	
<b>Charges:</b>	<b>\$18,238,656.35</b>	



Collected: \$8,775,557.49  
 Contractual: \$5,109,277.81 (28%)  
 Write-offs: \$1,700,000.00

**Surry County:** **Collection rate 89%** after current collections  
 are exhausted they use garnishment, debt setoff and report to credit bureau.

# of transports: 11,270  
 Charges: \$4,828,246.40  
 Collected: \$3,538,299.72  
 Adjustment: \$756,899.08 (they did not indicate if this was contractual)

**Rockingham County:** **Collection rate 83%** after current collections are  
 exhausted they use garnishment, debt setoff and report to credit bureau.

# of transports: 13,720  
 Charges: \$6,375,750.30  
 Collected: \$3,587,258.83  
 Contractual: \$1,674,477.69 (26%)

**Wilkes County:** **Collection rate 86%** after current collections  
 are exhausted they use garnishment, debt setoff and report to credit bureau.

# of transports: 8663  
 Charges: \$4,577,217.70  
 Collected: \$2,467,398.80  
 Contractual: \$1,002,489.43 (22%)  
 Write-offs: \$456,620.94

\*Davie, Caswell and Davidson County were part of this survey, but have not responded at this time.

### **Releases Less than \$100 – Real and Personal Property**

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

Real and Personal Property (July 2016) at the August 8<sup>th</sup> meeting for the Board's review:

<b>Releases Less Than</b>	<b>\$100 Real/Personal</b>	<b>Property</b>
<b>Name</b>	<b>Bill Number</b>	<b>Amount</b>
County of Stokes	289681-2015-2015	\$ 71.54
Chelsea Love Mabe	849360-2016-2106	\$ 2.03
William H Smith	3767-2016-2016	\$ 64.10
Kenneth C Marshall	283533-2016-2016	\$ 6.00
Michael D Denny	283476-2016-2016	\$ 12.00
Gaye M Lowery	8612-2016-2016	\$ 24.89
Deborah M Smith	304-2016-2016	\$ 24.89
	<b>Total Amount</b>	<b>\$ 205.45</b>

### **Refunds Less than \$100 – Real and Personal Property**

Tax Administrator Jake Oakley presented the following Refunds less than \$100 – Real and Personal Property (July 2016) at the August 8<sup>th</sup> meeting for the Board's review:

Refunds Less Than Name	\$100 Real/Personal Bill Number	Property Amount
John E Davis	7987-2016-2016	\$ 4.05
	<b>Total Amount</b>	<b>\$ 4.05</b>

### **Releases More than \$100 – Real and Personal Property**

Tax Administrator Jake Oakley presented the following Releases more than \$100 – Real and Personal Property (July 2016) at the August 8<sup>th</sup> meeting for the Board's review with consideration at the August 22<sup>nd</sup> meeting:

Releases Less Than Name	\$100 Real/Personal Bill Number	Property Amount	Reason
Ann Dalton Willis	314607-2016-2016	\$ 266.06	House burned prior to Jan. 1, 2016 Upper story not finished for 2015 billing
Brian T Beverly	301310-2015-2015	\$ 370.11	
Marlene M Parnell	316543-2016-2016	\$ 126.35	Removed late listing penalty
	<b>Total Amount</b>	<b>\$ 762.52</b>	

### **Refunds More than \$100 – Real and Personal Property**

Tax Administrator Jake Oakley presented the following Refunds more than \$100 – Real and Personal Property (July 2016) at the August 8<sup>th</sup> meeting for the Board's review with consideration at the August 22<sup>nd</sup> meeting:

Refunds Less Than Name	\$100 Real/Personal Bill Number	Property Amount	Reason
Vincent M Castillo	25147011	\$ 140.06	Vehicle Sold
James S Foreman II	23497432	\$ 103.03	Vehicle Sold
Eric Scott Lickfeld	19026266	\$ 134.40	Vehicle Sold
	<b>Total Amount</b>	<b>\$ 377.49</b>	

### **Late Application for Elderly Exemption for 2016**

Tax Administrator Jake Oakley presented the following Late Application for Elderly

Exemption for 2016 at the August 8<sup>th</sup> meeting for the Board's review with consideration at the August 22<sup>nd</sup> meeting:

- Applicant – Vertie B Hill
- Parcel Number – 6935-00-26-8729
- Property owned - acreage of 1.81 acres with a single-wide mobile home
- Location – 1271 Mountain Road, Walnut Cove, NC
- Tax Value - \$39,373
- Review of application accompanying documents indicate the applicant qualifies for the exemption
- Per NC General Statute 105-282.1(a1), Tax Administration recommends approval of the late application for Ms. Hill

Tax Administrator Oakley requested the following be placed on the August 22<sup>nd</sup> Consent

Agenda for consideration for approval:

- Releases More than \$100 – Real and Personal Property
- Refunds More than \$100 – Real and Personal Property
- Late Application for Elderly Exemption for 2016

### **Revaluation Work**

Tax Administrator Jake Oakley presented the following information regarding a request for a part time contract position for the 2017 Revaluation:

- Work on the scheduled 2017 County-wide Revaluation continues along with the finalization of our new Land Records Software package
- 2017 Revaluation Schedule of Values will be presented to the Board later in the today's meeting
- Mr. Danny Nelson, Appraisal/Revaluation Technician, retired on July 1, 2016
- That position has been filled by Matthew Nunn
- Although, Mr. Nunn is quickly learning the processes of real property appraisal, we will continue to be handicapped in completing the 2017 Revaluation
- The complexities of training a new appraiser will limit the amount of time that the staff can devote to conducting the required revaluation responsibilities
- Understand the extremely difficult position that the county commissioners were in regarding the adoption of the FY 2016-17 Budget that fulfills the need to keep our county government running both effectively and efficiently and at the same time does not place an additional tax burden on the citizens of Stokes County
- The Tax Department/Revaluation 2016-17 Budgets requested part time help to complete the 2017 Revaluation in a timely manner
- With the denial of this request in the FY 2016-17 Budget, it will be very difficult to meet the deadline for completion of the Revaluation (effective January 2017)

- Tax Office will do everything possible to complete this project on time, even with the certainty of requiring overtime work from our three person experienced group of staff (including myself)
- At least one experienced employee will remain in the office while two employees are conducting field assessment work, including verifying current sales data and appraising new construction
- If the Board chooses to deny this second request for temporary part time assistance with the 2017 Revaluation, I feel it is my duty to make you aware that I will advise the Board of Commissioners no later than the first Board meeting in November if the Tax Office will request a one-year delay for the Revaluation which would be 2018
- Truly hope this action does not become necessary, but feel it is my obligation to keep the Board informed of matters of this nature
- NC Department of Revenue strongly advises that we stay the course and not delay our revaluation schedule
- A delay effects future revaluation dates (for example – would you conduct the following revaluation in three years or change your whole future schedule of county-wide Revaluations)
- Requesting monies for this temporary contracted part time position be allocated through a budget amendment from the County's Contingency Fund at the next meeting in the amount of \$14,400
- If allowed to contract this part time position, feel the delaying of the 2017 Revaluation would not be necessary
- Would look at starting the part time position beginning September 1, 2016
- In summary, the Tax Office will do everything possible to complete the 2017 Revaluation as scheduled, but we have an "overflowing plate" at this time
- Request the item be placed on the August 22<sup>nd</sup> Consent Agenda

Chairman Inman opened the floor for discussion.

Commissioner Jones commented:

- Have no problems with the tax report
- Have no problems with the request for contractual part time staff
- Would like to meet the deadline in order for the Revaluation to be effective 2017
- Feel the cost of the contractual work will be offset with the increase in Revaluation values

Commissioner Walker commented:

- Confirmed with Tax Administrator Oakley that he had been performing the duties of Tax Administrator for the past eight years
- Believe Tax Administrator Oakley has a good feel from year to year how things are going
- Confirmed with Tax Administrator Oakley that things are coming together and are just about where they should be
- You have quite a string going – the length of time that I have received no complaints with any aspect of the Tax Department, dealing with what you do, with so many sensitive issues, on a daily basis, that is fantastic

- Your department operates smoothly
- Have had some compliments regarding the Tax Department
- Good with items going to the Consent Agenda

Tax Administrator Oakley responded:

- It is the dedicated staff that I have
- Try to allow them to do their jobs without micro managing which gives the employee the ability to perform their jobs

Vice Chairman Booth commented:

- Confirmed with Tax Administrator Oakley there was no part time contractual work needed during the last Revaluation

Tax Administrator Oakley responded:

- Was currently running under the old software
  - Started with the new software approximately two years ago
- Did not have anyone retiring
  - Retirement of Danny Nelson, who has been replaced by Matthew Nunn who is very capable to handle the position, but does not have the experience in Revaluation that Mr. Nelson did
  - Mr. Nelson had approximately 16 years of experience
- Have a lot on our plates with bringing all these things together by January 1, 2017
- Need some help with the Revaluation this year
- Will be a one-time thing to help get the Revaluation completed on time

Vice Chairman Booth continued:

- Confirmed with Tax Administrator Oakley that if Mr. Nelson had not retired, would not be asking for the additional part time help
- Confirmed with Tax Administrator Oakley that Mr. Nelson's replacement is state certified and has hit the ground running

Tax Administrator Oakley responded:

- Very hard for our Senior Appraiser to have enough time to train Mr. Nunn and conduct a Revaluation at the same time
- Requesting \$14,400, which was requested and recommended by Manager Morris in his recommended budget, be approved for contractual personnel
- Without the additional help, will be presenting to the Board in November, whether the Revaluation can be completed in time or recommend a year postponement (2018)

Vice Chairman Booth continued:

- Confirmed with Tax Administrator Oakley that there would be some lapse salaries (not sure at this time how much) with the retiring of Mr. Nelson and the replacement for Mr. Nunn

Commissioner Lankford commented:

- When I reviewed your request, which was turned down with the adoption of the FY 2016-17 budget, I didn't know that Mr. Nunn was an experienced, certified appraiser

Tax Administrator Oakley responded:

- Mr. Nunn has just stepped into the job
- He is certified by the State of North Carolina, Department of Revenue
- The experience will come with on the job training

Commissioner Lankford continued:

- Confirmed with Tax Administrator Oakley that Mr. Nunn needs to get experience with procedures within the department (working with the Senior Appraiser)

Tax Administrator Oakley responded:

- Needs to get the feel of how Stokes County is, how it lays, various housing across the County, etc. – all of which is hands on experience that will come in time

Commissioner Lankford continued:

- Would personally like to hold off at least a month before making any decision to see if the work can be done and if Mr. Nunn gains the needed experience

Tax Administrator Oakley responded:

- I am sure Mr. Nunn will do what is needed to try to get the job done
- Have got four months before having to notify the citizens of the new values
- Will do everything we possibly can to make sure this Revaluation is done
- Will do the needed overtime to try to get the job done
- This is my responsibility and will accept the responsibility

Commissioner Lankford continued:

- Appreciate the effort
- We are at a point, when you ask for just a little bit of money, it is like asking for \$2 million

Tax Administrator Oakley responded:

- Understand the Board's situation
- Any possible funding you could provide during this entire Revaluation would be greatly appreciated
- If you can, we will work to hopefully get it done

Commissioner Walker commented:

- You are in a pretty select category with me which includes you, the Sheriff, and certain others
- When you request something, you have a lot of creditability
- I know any request you send our way, you have put thought and time into the request

- Along with what Commissioner Lankford was sharing, we have, in my opinion, one of the most stressed, stretched budgets that I have ever dealt with in my 20+ budgets that I have been a part of with the City of King and Stokes County
- One of the most challenging budgets that I have had to deal with
- There were several things recommended by the manager that I wished could have been approved with the adoption of the FY 2016-17 budget
- We had to cut, cut to get the budget to where it is
- Will have an open mind with the request you have submitted
- Questioned how the amount was rendered and if it could be done with a lesser amount?

Tax Administrator Oakley responded:

- The amount is based at \$15 per hour – 20 hours per week = \$300 per week
- \$14,400 for the remainder of FY 2016-17
- Any amount of funding would help, especially assisting with the fieldwork

Vice Chairman Booth commented:

- Would like to know how much lapsed salaries there would be in the Tax Department budgets
- Like Commissioner Lankford stated, it could not take the entire time for Mr. Nunn to become familiar with the Revaluation process

Chairman Inman commented:

- Remember when the County used to contract the Revaluation out with a private entity which was a total chaos – absolute disaster
- Confirmed with Tax Administrator Oakley that the average cost today for contracting an outside entity to perform the Revaluation would be approximately \$600,000
- Our folks work extremely hard with the Revaluation which saves the number of appeals for this Board to hear
- It costs approximately \$1,000 when the Board meets – that is taxpayers' money being used to hear appeals
- As a practicing realtor, Administrator Oakley's department does a great job
- Confirmed with Tax Administrator Oakley that there could be a possibility that the Revaluation may have to be postponed
- Hate to see the Revaluation postponed
- Confirmed with Tax Administrator Oakley that the contracted employee would not receive any fringes
- Would like to give the Board something to consider: 20 hours per week at \$15 per hour would be \$300 a week (12 weeks would cost \$3600)
- Feel it would be beneficial for the part time help to be done during the field work
- Would rather see \$3600 appropriated and then see where he is in 12 weeks
- It is the pleasure of this Board
- Extremely important work, if we get back the 5% lost in the last Revaluation, that would equate to approximately \$700,000

Commissioner Lankford commented:

- Don't think that is the question
- You can say it anyway you want to
- Think the question is that the request was denied in the budget
- Got to have a little more time to think about this, can't make any decision today

Chairman Inman responded:

- Not asking for any motion today
- Just giving the Board something to think about

Commissioner Walker suggested placing this on the Action Agenda for the next meeting.

The Board unanimously agreed to place the item on the Action Agenda for the next meeting.

Vice Chairman Booth confirmed that all Revaluation work must be done by Dec. 31, 2016.

Chairman Inman, with full consensus, directed the Clerk to place the following items on the August 22<sup>nd</sup> Consent Agenda:

- Releases More than \$100 – Real and Personal Property
- Refunds More than \$100 – Real and Personal Property
- Late Application for Elderly Exemption for 2016

Chairman Inman, with full consensus, directed the Clerk to place the following item on the August 22<sup>nd</sup> Action Agenda:

- Request for part time, contractual services for Revaluation

### **2017 Revaluation of Real Property Schedule of Values**

Tax Administration Jake Oakley presented the Board the proposed 2017 Stokes County Real Property Schedules of Values including the Present-Use Value Deferred Taxation Schedule for the Board's review with Discussion at the August 22<sup>nd</sup> meeting and consideration of approval at the September 12<sup>th</sup> meeting.

Tax Administrator Oakley noted:

- A required Public Hearing regarding the 2017 Real Property Schedule of Values is scheduled for the August 22<sup>nd</sup> meeting
- Provided proposed 2017 Real Property Schedule of Values included:
  - Introduction



- Sales Utilization and Fair Market Value
- Mapping
- Land Appraisal
- Calculation of System Values
- Income Property Valuation
- Statistics of the Appraisal Process
- Codes and Valuation Methods
- Copy of the proposed 2017 Real Property Schedule of Values is available in the Tax Department for public inspection

Chairman Inman opened the floor for discussion.

The Board had no issues with the presentation of the proposed 2017 Revaluation Real Property Schedule of Values.

Chairman Inman, with full consent of the Board, directed the Clerk to place the following on the August 22<sup>nd</sup> Discussion Agenda:

- Public Hearing – Proposed 2017 Real Property Schedules of Values

Chairman Inman, with full consent of the Board, directed the Clerk to place the following on the August 22<sup>nd</sup> Discussion Agenda with consideration at the September 12<sup>th</sup> meeting:

- Proposed 2017 Real Property Schedules of Values

#### **Funding Request – Stokes County Board of Education**

County Manager Rick Morris presented the following information/request from the Stokes County Board of Education:

- Stokes County Schools is facing a financial crisis in the 2016-17 school year
- The County Commissioners allocated \$10,271,763 for Current Expense Budget
- The Stokes County Schools and Board of Education presented a budget request that took into account cost increase (i.e. salary/benefit increases) and still reduced the budget where possible, trying to keep the budget cuts from negatively impacting students
- The result was the request for \$11,337,95 (\$10,799,697 from commissioners and \$538,238 from other revenue)
- This year, the County Commissioners allocated \$9,817,340 for Current Expense plus an additional \$200,000 for the Golden LEAF Grant for a total of \$10,017,340
- This is \$782,357 less than requested

- The Commissioners based this reduction on a reduction in average daily membership (ADM) of 741 students since 2013
- The biggest reduction that corresponds to the loss of ADM is in employee (teachers and classified staff) allotments
- The Department of Public Instruction (DPI) has reduced the county's allotments due to the reduction in ADM
- Most current expense expenditures are fixed cost items (i.e. insurance) or do not correspond to the number of students in the building (i.e. electricity & fuel oil)
- Central Office staff met on Wednesday, July 27<sup>th</sup> to balance the \$782,357 deficit and the loss of an additional four teachers due to DPI's projected enrollment
- Staff looked at past expenditures to see where any budget cuts could be made
- Board of Education (BOE) met on Monday, August 1<sup>st</sup>
- As part of the meeting, the BOE considered the proposed cuts made by Central Office staff and in principle, agreed to most of the cuts
- However, the BOE decided the cuts to the employee supplement and school resource officers (SRO) are cuts they are unwilling to make
- Having a qualified staff to educate our students is important and the safety of our students and staff should not be items for negotiation
- The BOE would like to request being added to the Commissioners' Agenda for the August 22<sup>nd</sup> meeting to discuss these cuts with the County Commissioners:
  - Certified/Classified Supplements = \$125,877
  - Resource Officers = \$75,000
  - State Funded SRO Grant Match = \$28,000
  - Total = \$228,877
- BOE would like to request the commissioners increase the current expense budget \$228,887 to cover the three above mentioned items
- BOE 2016-17 budget request included appropriating \$312,438 from Fund Balance to balance the budget
- To balance the final approved budget by the County Commissioners, the BOE needs to appropriate \$273,878 from Fund Balance which would bring the total amount appropriated from Fund Balance to \$586,316
- This would leave an estimated \$276,000 in the BOE Fund Balance for emergencies
- This \$276,000 is 2.62% of the \$10,555,578 approved budget
- This is much less than the 8% recommended by the auditors
- Consideration of this request would be a decrease in funding compared to the 2015-16 county funding
- Board of Education Current Expense Cuts
 

Hospital Rate Increases	\$ 32,020
Awards Increase	\$ 7,000
Liability insurance Increase	\$ 1,366
Salary Adjustments	\$ (6,652)
Dental Insurance	\$ (2,078)
Life Insurance	\$ (955)
Music Supplement	\$ (2,154)
Clerical Positions (4)	\$(111,111)

Technology Facilitator	\$ (73,038)
Travel	\$ (10,000)
EC Supplies	\$ (4,000)
Testing	\$ (10,000)
Heating/Utilities	<u>\$ (100,000)</u>
<b>Total</b>	<b><u>\$(279,602)</u></b>

- Dr. Brad Rice, Superintendent and Tony George, Assistant Superintendent were in attendance for today's meeting

Chairman Inman opened the floor for discussion.

Commissioner Walker commented:

- Read the letter and the request that this item be discussed at the August 22<sup>nd</sup> meeting
- Did not come prepared for a detailed discussion today
- Have no problem with the request to add this item to the August 22<sup>nd</sup> meeting
- This will give me additional time to obtain any additional information needed
- I received the official notification on Thursday, August 4<sup>th</sup> when I received the Agenda packet
- Spent the weekend out of town and have not had time to research the request
- Prefer the item be deferred until the August 22<sup>nd</sup> meeting

County Manager Morris reiterated the formal request included in the letter:

- The BOE would like to request being added to the Commissioners' Agenda for the August 22<sup>nd</sup> meeting to discuss these cuts with the County Commissioners
- The embedded request is to increase the current expense budget which will take discussion and analysis

Commissioner Jones commented:

- Thought the request was clear enough, don't have any problem discussing the issue today
- Fine with holding off until the August 22<sup>nd</sup> meeting

Vice Chairman Booth commented:

- Can go along with what Commissioner Walker is talking about
- Would also like to get additional information

Commissioner Lankford commented:

- Don't have any problems with the August 22<sup>nd</sup> date if that is the direction the Board wants to go
- Haven't personally met Dr. Rice
- Good to have Dr. Rice, Mr. George and one of the school board members at today's meeting
- Would like this to be a separate meeting with the Board of Education possibly before the County Commissioners' meeting on August 22<sup>nd</sup>

Dr. Rice responded:

- Feel the Board of Education would be open to either option
- Only been on the job for 5 weeks, apologize if I did not follow correct protocol
- Did not know if the request would make this meeting
- Wanted to be here when we found out it was on the Discussion Agenda to decide if the request would be heard on August 22<sup>nd</sup> and if there were any questions for the BOE/school staff

Commissioner Lankford continued:

- I am sort of a stickler for being consistent
- Consistency that we meet separately with the Board of Education so that we have more time to discuss the issue back and forth
- I am sure there will be some questions regarding what it took to make the budget work
- Congratulations to the school board, would not want to see us get into the certified/classified supplements – don't see that happening
- Need additional information about the resource officers and how that works with high school and middle schools
- Know the statutes require certain resource officers
- I don't want to miss out on the state funding School Resource Officer (SRO) Grant Match

Assistant Superintendent Tony George responded:

- We have 9 SROs
- Four at the high schools and five that are stretched among the 11 elementary schools
- If there is an issue at an elementary school, we will place a SRO at that particular elementary school
- The matching grant is very important – providing SROs at the elementary schools
- We had some issues at some of the elementary schools last year and the SROs were very beneficial

Finance Director Julia Edwards noted:

- \$28,000 is the match for \$84,000 state grant for SROs at the elementary schools
- \$75,000 is for the high school SROs

Commissioner Lankford continued:

- Just throwing the idea of a separate meeting out for discussion
- Would prefer a separate meeting

Chairman Inman commented:

- The request for consideration today was to decide if the Board of Education would be on the August 22<sup>nd</sup> Agenda for discussion for additional current expense funding
- Did not come prepared to discuss the funding request

Commissioner Walker commented:

- Understand Commissioner Lankford's request for a separate meeting, but would prefer that we simply place this on the August 22<sup>nd</sup> Discussion Agenda
- If we need another meeting with the Board of Education, we can schedule that then
- I am not into extra meetings if we can do what we need to do without creating an additional separate meeting
- Honor the request for the August 22<sup>nd</sup> for discussion
- Have the option to schedule a joint meeting with the Board of Education if needed

Commissioner Lankford commented:

- Commissioner Walker, I was not saying set up a separate meeting
- I was saying meet prior to our August 22<sup>nd</sup> meeting if the BOE could make that available
- The reason why I am saying this is because if it is on the Discussion Agenda, we can't have any back and forth dialogue
- The commissioners are the ones that are supposed to be discussing the request, not someone else
- If we put it on the Agenda, then the school board has to produce everything we need so the commissioners have discussion without asking questions
- This is where I am coming from

Vice Chairman Booth commented:

- Can't get together with the BOE in a separate meeting without it being advertised
- If there was a special meeting, there could be back and forth dialogue and a decision could actually be made at the meeting

Commissioner Walker responded:

- This would not be the Board's protocol
- Normal procedure is discussion, then action
- Even if there was a special meeting and concurrence reached, it would seem, in fairness to the situation, that it would still need to be on the next Agenda
- We actually had discussion about these things at our budget work sessions this year
- Normally, even if we discuss something at a work session, we place the item on an upcoming agenda
- We are still the county commissioners, three votes still determine a lot of things that happen in the county
- But we do have procedures to follow
- I am in favor of placing the item on the August 22<sup>nd</sup> Discussion Agenda with option to call a special meeting if needed
- Keeping an open mind
- This is another budget request with a tight budget
- Want to be as fair as possible with all requests

Commissioner Jones commented:

- I will just be honest, I think it is a utter waste of money to have a separate meeting

- We have already had a very clear presentation from the BOE during the budget season
- We knew they were going to have a shortfall before we voted on the FY 2016-17 budget
- This letter is quite clear
- It is clear that they are going to be below their threshold
- I don't see anything to talk about
- They have scraped their barrel and they are just asking us to meet them halfway
- I think it is clear and don't know what other information that we need
- I don't see any point in belaboring the issue because they have got to function
- We have already heard we don't want them to have to go into their supplement
- That is all I am going to say

Chairman Inman confirmed with Dr. Rice that the BOE would not pass an official budget until an answer is received regarding the additional funding from the county commissioners.

Chairman Inman also confirmed with Dr. Rice that the BOE has passed a continuation budget to get them started and that the supplement is paid half in November and half in the spring.

Dr. Rice noted that they would continue with the continuation budget until an answer is received from the county commissioners.

Commissioner Jones added:

- The supplement is very essential in this county
- Have looked at the pay for the teachers and it has not hardly changed since I left a teaching position ten years ago
- Don't care what is going on in Raleigh, the fact remains, the money is just not there
- We need to protect the supplement in order to keep our teachers

Commissioner Walker added:

- Not to belabor the point, we have a simple request from our BOE regarding the need for additional funding and to be placed on the August 22<sup>nd</sup> Agenda
- My position is to honor their request for the August 22<sup>nd</sup> meeting
- Have the concurrence, I think, of three board members to place the item on the August 22<sup>nd</sup> Agenda

Chairman Inman noted Commissioner Lankford's concern of back and forth discussion.

Commissioner Walker responded:

- We do it all the time with items on the Agenda
- We just did it with the Tax Administrator

Commissioner Lankford commented:

- Just can't be done

Chairman Inman commented:

- Have no problem with placing the item on the August 22<sup>nd</sup> Agenda
- Would ask that members request any additional information before the August 22<sup>nd</sup> meeting
- As Chair, will not allow the entire audience to engage in the discussion
- Board members can ask a question to a specific member of the BOE or school administration staff

The Board agreed to place the item on the August 22<sup>nd</sup> Discussion Agenda.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on August 22<sup>nd</sup> Discussion Agenda.

**Proposed Agreement – Home & Community Care Block Grant for Older Adults – Provision of County-Based Aging Services for Fiscal Year 2016-17**

County Manager Rick Morris presented the following information regarding the proposed Agreement – Home & Community Care Block Grant for Older Adults Provision of County-Based Aging Services for Fiscal Year 2016-17:

- Home and Community Care Block Grant (HCCBG) is inclusive of the federal Older Americans Act funds, Social Services Block Grant funds and state contributions
- The County Funding Plan is approved and recommended by your County Planning Committee
- Signing and returning the Agreement and County Funding Plan will allow the release of checks in the end of August to local county HCCBG Funded Partners
- Appropriations were approved with the adoption of the FY 2016-17 County Budget
- Has been sent to County Attorney Ty Browder for review

Chairman Inman opened the floor for discussion.

The Board had no issues with the request.

Vice Chairman Booth confirmed with Manager Morris that this was not a time sensitive item.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on August 22<sup>nd</sup> Action Agenda.

**Proposed Agreement – Department of Agriculture & Consumer Services – Protection, Development, and Improvement of Forest Lands for Fiscal Year 2016-17**

County Manager Rick Morris presented the following information regarding the proposed Agreement – Department of Agriculture & Consumer Services – Protection, Development, and Improvement of Forest Lands for Fiscal Year 2016-17:

- Agreement for services provided by Forestry Services
- Allocates \$70,114 County Funding for Fiscal Year 2016-17
- Has been forwarded to County Attorney Browder for review and approval

Chairman Inman opened the floor for discussion.

The Board had no issues with the proposed agreement.

Chairman Inman, with full consensus of the Board, directed the Clerk to put the item on the August 22<sup>nd</sup> Agenda.

**Funding for Gap Letter – Stokes County Art Market Project**

County Manager Rick Morris presented the following information regarding the need to release the funding approved (December 2015) in the Gap Letter for the Stokes County Art Market Project:

- The Arts Council is requesting that the County release the \$100,000 that was approved in the enclosed gap funding letters to ensure the project is completed on time and in accordance with the funding requirements of the other granting agencies, specifically the requirement that all local funds be dispersed before agencies like Golden LEAF, and ARC will disperse their share of the funding at the end of the project
- In addition to their earlier renovation of the Apple Gallery for approximately \$10,000, the Arts Council has committed \$68,000 of their own donated funds to the project and they also purchased the old barbershop for an additional \$16,000 and gifted that property to the County
- A major contributing factor for the need of the gap funds now is that the contractor is significantly ahead of schedule
- If the current schedule holds, the construction on the project will be completed by the end of October 2016 instead of the expected December/January timeframe, which has accelerated the progress payment schedule to the contractor for work completed on the project



- It is the intention of the Arts Council to pay these gap funds back to the County as soon as funds from donations materialize that have been promised, but not yet received
- The Arts Council is also initiating a capital campaign this week with a mass mailing to potential donors to raise additional funding for the new facility and its operations
- You should receive your letter from the Arts Council prior to Monday's Board meeting
- Before you approve this request, I would suggest that during the next two weeks each of you try to visit the Art Market Property and have Eddy give you a tour of the project to bring you up to speed on what has been completed to date with no direct county investment other than the lease of the property to the Arts Council
- I think you will be pleasantly surprised by the project design and the capability it will bring to Danbury to provide a wide variety entertainment, training and retail opportunities all of which will support economic development and prosperity for the county
- Arts Council Eddy McGee and President Ellen Peric will be at the August 22<sup>nd</sup> meeting to answer any question
- This is going to a fantastic venue
- The contractor specializes in old building restoration and is doing a great job
- Need to stay in good standing for Golden LEAF which could possibly impact the next item on the Agenda – Community Based Grantsmaking Initiative
- The sooner the project is done the sooner revenue will start
- Venue will have a portable stage that can be moved in order to accommodate the specific type of event, will have movie night, etc.

Chairman Inman opened the floor for discussion.

Vice Chairman Booth noted that he had noticed the new construction is as big or bigger than the current structure.

Vice Chairman Booth confirmed with Manager Morris that the Board had already agreed to this with the approval of the Gap Letter.

Commissioner Lankford noted he had no issues with the intention that the Arts Council will reimburse the County for the funding.

Commissioner Walker questioned Manager Morris what type of revenues could the county be expecting?

Manager Morris noted he would need to get more specifics from Director McGee.

Manager Morris noted that there are spaces for performing, retail sales, classes, training, and events like dinner theater.

Commissioner Lankford noted those revenues would go back to the Arts Council.

Commissioner Jones had no issues with the Agenda item and was ready to place on the Action Agenda.

Commissioner Walker noted that he was on board with the item and supports the arts, recreation, and other quality of life types of things for our county.

Chairman Inman commented:

- This is going to be a great venue and asset for the county
- An older sign I have seen says “Danbury – Gateway to the Mountains”; this venue is going to be the “Gateway to Stokes County Economic Development”
- Initial discussion included this venue being the county’s visitor center

Vice Chairman Booth noted it should be the visitor’s center instead of the library.

Commissioner Lankford responded:

- That is questionable
- That has been a good practice of the library since personnel is already available
- Don’t know if that needs to happen
- Could be in both places

Commissioner Walker confirmed with County Manager Morris that Director McGee is working with CenturyLink regarding a possible parking lot behind their facility and have already met with the Town of Danbury and done a parking drill which met all the Town’s requirements.

Manager Morris noted possible shuttles from Moratock Park and the Government Center. when operations begin.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on August 22<sup>nd</sup> Action Agenda.

#### **Golden LEAF Foundation – Community Based Grantsmaking Initiative**

County Manager Rick Morris presented the following information regarding the Golden

## LEAF Foundation – Community Based Grantsmaking Initiative:

- Along with Interim Economic Development/Planning Director David Sudderth, attended a meeting with the Golden LEAF Foundation at Forsyth Tech in Winston Salem on August 2, 2016 to hear the presentation of Community Based Grantsmaking Initiative
- Community Based Grantsmaking Initiative
  - Presented by President Dan Gerlach and Senior Vice President Mark Sorrells
  - Golden LEAF Foundation has budgeted \$20 million for this Initiative in Fiscal Year 2016-2017
  - Total requests could equal \$31.5 million (21 counties multiplied by \$1.5 million)
  - Does not interfere with other programs
  - Targeting counties that are the most in need
  - Promoting economic growth and development in long term
  - Doing the most good for the most people
  - It is competitive to any county within a region
  - Counties may submit between 1-3 Letters of Inquiry for project ideas that total no more than \$1.5 million
  - Only project ideas that are endorsed by the county manager will receive consideration
  - Not all counties, nor all project ideas, will receive funding
  - A 20% cash match is required which is 20% of the total project cost (or 25% of the Golden LEAF Foundation grant request)
  - All counties will be able to apply when it is their region's turn
  - Stokes County is in the Piedmont-Triad (Central) Region which is for Fiscal Year 2016-17 (11 counties)
  - The county manager serves as the key contact of the process, in terms of responsibility for submitting a slate of projects that are ready to go
  - Projects do not have to be administered by county government
  - Projected Process:
    - September 30, 2016 – Letter of Inquiry (LOI) form for 1-3 projects are due from county manager
      - County manager must endorse the LOI and provide a cover letter explaining how the LOI(s) were selected and how the project will address economic transition
    - October 19, 2016 – Golden LEAF staff completes review of LOIs and president will provide feedback on submissions at a location to be announced
    - Will be a brief window of opportunity to strengthen the case for a project and provide clarifying information
      - Deadline for revision updates will be October 28, 2016
    - December 1, 2016 – Golden LEAF Board of Directors votes on LOIs
      - Vote is whether or not to invite a full proposal based on the LOI
    - January 20, 2017 – For those invited – full grant proposal packages are due

- Late January – February 2017 (dates to be announced) – Golden LEAF conducts site visits with proposal applicants
- April 6, 2017 – Golden LEAF Board votes on full proposals from the Piedmont Triad
- The potential and capacity of project organizations to carry out the work, achieve results, maintain sustainability, and manage reporting/documentation requirements is a strong consideration
- Eligible Applicant must be a 501(c)3 or governmental entity
- Eligible Uses of Fund
  - Must be charitable – no impermissible private benefit
  - Typically do not make grants for purchase of land or buildings
  - Typically do not make grants to reimburse for prior expenditures
  - Typically do not make grants to capital campaigns or to build endowments
- Funded projects subject to all reporting requirements of Golden LEAF Foundation and Office of NC State Auditor/Office of State Budget and Management as applicable
- Grantees must meet all compliance conditions as outlined in the grantee agreement
- Golden LEAF Board of Directors makes final funding decisions
- Would request direction from the Board on how the projects would be selected
- Would like for the Board to select the projects
- This is a fast moving train, need to get the projects selected by the end of August so that the LOI can be done by September 30<sup>th</sup>
- Projects are open to the cities and towns in the County
- Golden LEAF Foundation will be advertising the grant, will not be the responsibility of the County
- Reiterated the need to have someone who can manage the project
- The County does not have the staff to manage and administer this type of project
- One thing to also keep in mind is that the County must be in good standing on previous projects; County is in good standing with the Water and Sewer and the Art Market Projects
- While at the meeting, had a short discussion with Dr. Gary Green regarding a possible project for a grant in conjunction with the additional funding from the Bond Referendum (approximately \$800,000) that the college is planning to spend in Stokes County
- Possibly use the Bond Referendum money to meet the Golden LEAF match requirement and use the grant for putting something in the building which has not been determined yet
- Dr. Green also agreed that his staff could administer and manage the grant

Chairman Inman opened the floor for discussion.

Vice Chairman Booth commented:

- Could the grant be used toward the high speed internet project to unserved and underserved citizens that the County has already started?

- Could lessen the burden on the county; county has already committed to \$1.8 million

County Manager Morris responded:

- Not sure since there would be a private benefit which is not allowed, will look into that idea

Commissioner Walker commented:

- Would like to look at Ronda's initiative with the Farmers' Market
- Have always supported agriculture, the farmers, and local produce, etc.
- Feel that could be a possible good project
- If that type of group needed some administrative help, where could the group get that type of help from?

County Manager Morris responded:

- Would be happy to work with any group
- I actually have to endorse the project
- The real issue is administering the grant and convincing Golden LEAF that the grant can be administered
- A good project could actually take the entire \$1.5 million

Commissioner Walker confirmed with Manager Morris that there could be up to 3 projects.

Commissioner Lankford commented:

- Would like to look at the water project in the Meadows area that the county did not pursue
- Feel this is a critical asset needed

Vice Chairman Booth noted there is a 20% match which would be \$300,000 for the \$1.5 million unless there is a source that already has the match like the Forsyth Tech. (bond money).

County Manager Morris noted that the only part of the water project that was done was to drill a well.

Chairman Inman suggested that the manager look into the areas that had been mentioned today:

- Agriculture – Farmer's Market
- Water Project – Meadows area
- Expansion of high speed internet
- Forsyth Tech Product
- Any others that come to mind

Chairman Inman requested the manager to let the Board members know any information

as soon as possible regarding the potential projects suggested by the Board.

Manager Morris suggested having Dr. Green and staff at the next meeting to discuss the new building and a possible project associated with the new building.

Commissioner Walker confirmed with Manager Morris that there is \$20 million budgeted by Golden LEAF for this initiative in FY 2016-17 which is capped at \$1.5 million per county.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on the August 22<sup>nd</sup> Discussion Agenda.

**Proposed Lease – River Access – HWY #704**

County Manager Rick Morris presented the following proposed Lease – River Access – HWY #704 for the Board's review and consideration at the August 22, 2016 meeting:

**NORTH CAROLINA  
STOKES COUNTY**

**LEASE AGREEMENT**

**THIS LEASE AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between **Joel J. Hart** of the County of King, State of Washington and **Joann L. Hart** of the County of Forsyth, State of North Carolina, hereinafter referred to as the Lessors; and **STOKES COUNTY**, a body politic and corporate, of Stokes County, North Carolina, hereinafter referred to as the Lessee.

**WITNESSETH:**

The Lessors have agreed to lease the Lessee and, do hereby demise and lease unto the said Lessee that certain tract or parcel of land located on the Dan River in Stokes County as shown on the attached Exhibit A incorporated herein.

**TO HAVE AND TO HOLD** said land and premises together with all privileges and appurtenances thereunto belonging to the Lessee, and its successors and assigns, and upon the conditions hereinafter set forth:

1. **TERM AND RENTAL:** This lease shall begin as of the date hereof and, unless sooner terminated as herein provided, shall exist and continue until the **31<sup>st</sup> day of December 2026**, at the rental of One Dollar (\$1.00) per year.
2. **USE OF PREMISES AND GENERAL TERMS AND CONDITIONS:**
  - a. The property herein leased is to be used only for park and recreational purposes and as an access site to the adjacent Dan River under the administration and direction of **STOKES COUNTY** subject to conditions as have hereinbefore been set out.
  - b. **STOKES COUNTY** will be responsible for the maintenance of the park and recreational area to be leased hereby. This maintenance will include mowing during the canoe season (April to November) and the addition of a suitable trash receptacle which

is to be emptied as needed. **STOKES COUNTY** may also coordinate with Wildlife Management/State Game for periodic improvements to the site.

- c. The park and recreational area leased herein will be open and available for use by the general public in connection with the adjacent public highway and river, subject to rules and regulations established by the Lessee.
- d. **STOKES COUNTY** shall not have the right to assign this lease, either in whole or in part, without the written consent of the Lessors.
- e. This lease agreement may be terminated by either party if and when the property leased hereby is no longer used for Public Park and recreational purposes in connection with the adjacent public highway and adjacent Dan River.
- f. It is expressly agreed that the demised premises shall not at any time during the term of this lease be used for such purpose or in such manner so as to constitute a nuisance.
- g. Should any of the conditions hereinabove set forth be breached by the Lessee in whole or in part, this lease at the option of the Lessors may be terminated and cancelled upon thirty (30) days written notice given by the Lessors to the Lessee.
- h. Lessors shall have a right to use that portion of the leased property which is presently used by Lessors as a farming road in conjunction with farming and gardening operations.
- i. Lessee shall not be liable for any damages to Lessor arising out of the public use of the above described property.
- j. William F. Hart will act as the local point of contact for the Lessors during the period of the lease.

**IN WITNESS WHEREOF**, the Lessors have hereunto set their hands and seals; and the Lessee has caused these presents to be signed in its name by its Chairman, and attested by its Clerk to the Board, and the corporate seal hereto affixed, all by authority of the Board of Commissioners, all as of the day and year first above written.

**Joel J. Hart, Lessor**

By: \_\_\_\_\_

**Joel J. Hart**

Name

**Joann L. Hart, Lessor**

By: \_\_\_\_\_

**Joann L. Hart**

Name

**County of Stokes, Lessee**

By: \_\_\_\_\_

August 8, 2016

**J. Leon Inman – Chairman of the Board of County Commissioners**

Name and Title of Officer

**Lessee**

**STATE OF NORTH CAROLINA**

**STOKES COUNTY**

I, \_\_\_\_\_, Notary Public of the County and State aforesaid,

certify that \_\_\_\_\_ for the

**County of Stokes** personally appeared before me this day and acknowledged the execution of the foregoing Lease.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Notary Public

My commission expires \_\_\_\_\_

County Manager Morris noted:

- This is getting back the HWY #704 canoe access
- Board of Education Member Bill Hart has diligently worked with family members to get this access back
- Rental is \$1 per year
- Term of the lease is until December 31, 2026
- County will be responsible for mowing and trash pickup which has already been worked out between Day Reporting and Public Works
- Will be also working with the Wildlife Management/State Game

Chairman Inman opened the floor for discussion.

Commissioner Lankford commented:

- Not in favor of the County doing the maintenance at the facility – mowing and trash pickup

Commissioner Walker commented:

- 100% for recreational purposes

Commissioner Lankford responded:

- There are plenty river accesses up and down the river

Commissioner Jones responded:

- There is definitely not enough river accesses



Commissioner Walker commented:

- Very nice river access
- Good location
- Agree with Commissioner Jones regarding the need for more river accesses

Commissioner Lankford continued:

- There is one right up the road – Jessup’s Mill

Commissioner Jones commented:

- Different sections of the river have different types of water flow
- Not just anyone can do all sections of the river
- Each access has a different characteristic and a different mileage

Commissioner Lankford commented:

- Don’t agree with the ten-year lease

Vice Chairman Booth commented:

- Other than the Moratock Park access, this is the only other one originally started with a grant that can be possibly leased back

Commissioner Lankford noted the access at Hanging Rock State Park and others.

Commissioner Jones noted it is also a safety point.

Vice Chairman Booth confirmed with Manager Morris that maintenance such as mowing and picking up trash could be done by Day Reporting and Public Works.

Chairman Inman noted that hopefully the recent action taken by this Board reduces some of the trash, will not reduce all of it.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on the August 22<sup>nd</sup> Action Agenda.

**Proposed Schedule for Monthly Meetings with our Communities of Northwest Stokes – Francisco Elementary School Property**

County Manager Rick Morris presented the following information regarding the monthly meetings with our Communities of Northwest Stokes – Francisco Elementary School Property along with a brief update from the committee:

- Committee has formed and tasked with the responsibility to evaluate the current septic system to determine existing capacity and , if necessary, determine repairs or expansions to ensure the system meets the requirements for its intended use
- Bids have been solicited and received for soil testing to determine design parameters necessary to evaluate the capacity for the current system
- Bids are currently being evaluated
- Physical condition of the system is being evaluated concurrent with design capacity determination
- Monthly Meetings with two commissioners, county personnel, and the committee will be held the first Wednesday of each month in the third floor conference room of the Administration Building in Danbury (11:00 am -12:00 noon)
- County staff attendees are County Manager Rick Morris and Interim Economic/Planning Director David Sudderth
- Need two commissioners for the following dates:
  - September 7, 2016
  - October 5, 2016
  - November 2, 2016
  - December 7, 2016
- Will place the following dates on a December Agenda for the new Board to schedule:
  - January 4, 2017
  - February 1, 2017
  - March 1, 2017
  - April 5, 2017
  - May 3, 2017
  - June 7, 2017

Chairman Inman opened the floor for discussion.

Commissioners volunteered for the following dates:

- September 7, 2016
  - Commissioner Lankford
  - Vice Chairman Booth
- October 5, 2016
  - Commissioner Walker
  - Chairman Inman
- November 2, 2016
  - Commissioner Lankford
  - Vice Chairman Booth
- December 7, 2016
  - Commissioner Jones
- January 4, 2017
  - Commissioner Jones

Chairman Inman noted that the one thing that is still out there is the septic issue, but

understand they are working on that with the manager's update from the Committee.

Commissioner Walker noted at the last meeting he attended that there seems to be less attention toward sustainable funding.

Vice Chairman Booth noted that at his last meeting, the sewer lines had been located by Mr. Mabe who had actually put the original lines in.

County Manager Morris noted the other dates would be brought back to the Board after the new Board is seated in December.

**Amendment to the Jail Expansion Contract – Mosely Architects**

County Manager Rick Morris presented the following information regarding an Amendment needed for the Moseley Architect jail contract:

- County originally deleted the Mosely services to provide Record Drawings based on contractor's marked up as-built construction documents
- Compensation for additional services is \$12,500
- If the project is approved and USDA is the funding source, USDA requires that these as-built construction documents be done
- Drawings will be completed after the jail expansion project is approved and completed
- Funding for the as-built construction documents will be included in the financing
- County Attorney Ty Browder has approved the amendment to the Moseley contract
- Plan to have Mosely Architect at the August 22<sup>nd</sup> meeting to provide information to where we are at which is ready to bid out the project
- The County has funding allocated to do the design work, bid the project, and evaluate the bids
- At that point, the County will decide whether to move forward with construction of the project
- It will probably be in late October or early November when the Board will need to make a decision whether to move forward with the construction of the project
- This will not be paid unless the County moves forward with the project and will be incurred when the project is completed

Chairman Inman opened the floor for discussion.

The Board had no issues with the amendment to the Moseley Architect contract.

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

August 22<sup>nd</sup> Action Agenda.

**Fiscal Year 2016-17 Equipment (Vehicles) Purchase – Sheriff's Department**

County Manager Rick Morris presented the following information regarding the Fiscal Year 2016-17 Vehicle Purchase for the Sheriff's Department:

- Sheriff Mike Marshall and Support Services Supervisor Danny Stovall recommend to move forward with the purchase of Fiscal Year 2016-17 budgeted vehicles for the Sheriff's Office utilizing North Carolina Sheriff's Association Contract pricing
- Contract 15-01-0611 – Asheville Ford - \$23,758.35 each
- FY Budget approves for the purchase of (6) six 2016 Ford Police Interceptor
- Funding Source – Lease Purchase Agreement
- NC Sheriff's Association Contract pricing is \$100 per vehicle less than state contract

Chairman Inman opened the floor for discussion.

The Board had no issues with the purchase of the vehicles for the Sheriff's Department already approved in the FY 2016-17 budget.

Chairman Inman, with full consent of the Board, directed the Clerk to place the item on the August 22<sup>nd</sup> Action Agenda.

**Proposed Resolution – Lease Purchase Agreement for Equipment Purchases – Fiscal Year 2016-17**

County Manager Rick Morris presented the following proposed Resolution for the Lease Purchase Agreement for Equipment Purchases for Fiscal Year 2016-17 for the Board's review and consideration at today's meeting:

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

At a duly called meeting of the governing body of **Stokes County, North Carolina** held in accordance with all applicable legal requirements, including open meeting laws, on the **8<sup>th</sup> day of August 2016**, the following resolution was introduced and adopted:

**A RESOLUTION OF THE GOVERNING BODY OF STOKES COUNTY AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT WITH PNC EQUIPMENT FINANCE, LLC, AS LESSOR, AND SEPARATE LEASE SCHEDULES THERETO FOR THE ACQUISITION, PURCHASE, FINANCING AND**

**LEASING OF CERTAIN EQUIPMENT WITHIN THE TERMS HEREIN PROVIDED;  
AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS REQUIRED IN  
CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO  
THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.**

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

**WHEREAS,** the governing body of the Lessee (the "*Board*") has determined that a true and very real need exists for the acquisition, purchase and financing of certain property consisting of 1 EMS Ambulance and installed equipment, 6 Sheriff's patrol vehicles and installed equipment, Finance AD software package and a Vehicle Maintenance front-end alignment machine, (collectively, the "*Equipment*") on the terms herein provided; and

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

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

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

*Section 1.* It is hereby found and determined that the terms of the Master Lease (including the form of Lease Schedule and Payment Schedule attached thereto), in the form presented to this meeting, are in the best interests of the Lessee for the acquisition, purchase, financing and leasing of the Equipment.

*Section 2.* The form, terms and provisions of the Master Lease (including the form of Lease Schedule and Payment Schedule attached thereto) are hereby approved in the forms presented at this meeting, with such insertions, omissions and changes as shall be approved by the **County Manager Rick Morris and Finance Director Julia Edwards** of the Lessee (the "*Authorized Officers*") executing the same, the execution of such documents being conclusive evidence of such approval. The Authorized Officers of the Lessee are each hereby authorized and directed to sign and deliver the Master Lease, each Lease Schedule thereto, each Payment Schedule relating thereto and any related exhibits attached thereto if and when required; *provided, however,* that, without further authorization from the governing body of the Lessee, (a) the aggregate principal component of Rent Payments under all Leases entered into pursuant to the Master Lease shall not exceed **\$400,420.00**; (b) the maximum term under any Lease entered into pursuant to the Master Lease shall not exceed **3** years; and (c) the maximum interest rate used to determine the interest component of Rent Payments under each Lease shall not exceed the lesser of the maximum rate permitted by

law or (1.38%) per annum. The Authorized Officers may sign and deliver Leases to the Lessor on behalf of the Lessee pursuant to the Master Lease on such terms and conditions as they shall determine are in the best interests of the Lessee up to the maximum aggregate principal component, maximum term and maximum interest rate provided above. The foregoing authorization shall remain in effect for a period of two years from the date hereof during which the Authorized Officers are authorized to sign and deliver Leases pursuant to the Master Lease on the terms and conditions herein provided and to be provided in each such Lease.

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

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

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

**ADOPTED AND APPROVED** by the Board of the Commissioners on **August 8, 2016**.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect and further certifies that the Master Lease (including the form of Lease Schedule and Payment Schedule attached thereto) are the same as presented at said meeting of the governing body of Lessee, excepting only such changes, insertions and omissions as shall have been approved by the officers who executed the same.

Date: \_\_\_\_\_ 2016

\_\_\_\_\_  
(Secretary/Clerk)

County Manager Morris noted:

- Request for loan quotes were sent to the following for capital for Fiscal Year 2016-17 vehicle purchases
  - Capital Bank
  - NewBridge
  - PNC
  - SunTrust
  - BB&T
- Received the following quotes:
  - PNC - 1.38% fixed rate
  - BB&T – 1.41% fixed rate
  - SunTrust – 1.53% fixed rate
- NewBridge did not submit a bid

- Capital Bank submitted bid after the deadline
- PNC interest rate of 1.38% was the lowest rate quote
- Request approval of the submitted resolution for PNC at 1.38% interest rate be moved to the August 8<sup>th</sup> Action Agenda in order to move forward with loan closing

Chairman Inman opened the floor for discussion.

The Board had no issues with the proposed Resolution or moving the item to the today's Action Agenda.

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

## **GENERAL GOVERNMENT – GOVERNING BODY – ACTION AGENDA**

### **Board of County Commissioners – Rules of Procedure**

Chairman Inman noted that the Rules of Procedure have been amended as follows at the request of the Board at the July 25<sup>th</sup> meeting: (wordage added bolded and underlined)

- The board may, by majority vote, add an item that is not on the agenda **or remove an** item from the agenda. Any item added to the agenda **or removed from the agenda** must be added **or removed** at the time of the adoption of the agenda, any item brought up after that time will be ruled out of order by the Chairman, action items added to the agenda at the time of the meeting cannot be acted on at the meeting unless the Board by majority vote agrees to take action.

Clerk Bullins noted that County Attorney Browder had reviewed and approved the noted changes.

Chairman Inman entertained a motion to approve the Rules of Procedure as amended.

Commissioner Lankford moved to approve the amended Rules of Procedure.

Commissioner Walker seconded the motion.

Chairman Inman opened the floor for discussion.

Chairman Inman noted that Commissioner Walker had noted that an Agenda is not an official Agenda until approved by the Board of Commissioners at the beginning of the meeting.

Chairman Inman requested the following comments be placed in the minutes:

- It was brought out that the Chair may have kind of gotten out in front of the Board
- It has never been my intent to do that
- Certainly, never in any way, shape, form or fashion, agreed to any action that this Board would not act on
- With that being said, I have asked the county manager and the county attorney to not include me on any further discussions or conference calls with the Pioneer Hospital bankruptcy situation
- I will get the same information that the rest of the Board gets at the same time

Commissioner Walker responded:

- Would like to say that I appreciate the Chairman receiving that in the spirit that it sounds like he did
- Commend the Chairman for that
- We are a team

Chairman Inman responded:

- The Chair has exactly one vote
- Will say that I attended an American Disability Act Anniversary of the signing of the Act at Hanging Rock State Park and the dedication of the new shelter
- I did make comments on behalf of the Board
- Believe at that the Chairman or any commissioner can speak at such events on behalf of the Board

Commissioner Walker commented:

- At meetings, such as Francisco, have noted that I can only speak for myself, but feel the Board will be on board with a particular subject

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

### **Proposed Lease – The Friends of Stokes Shelter, Inc. (FOSS)**

County Manager Rick Morris submitted the following amended proposed lease with FOSS which was originally submitted at the July 25<sup>th</sup> meeting:

**NORTH CAROLINA**

### **GROUND LEASE AGREEMENT**

**STOKES COUNTY**

This Lease Agreement is made and entered into effective \_\_\_\_ date of August, 2016 by and between the **County of Stokes**, North Carolina, a body politic and political subdivision of the State of North Carolina (hereinafter referred to a “County” and “Lessor”; and **The Friends of Stokes Shelter Inc.**, a non-profit corporation organized and existing under the laws of the State of North



Carolina, having its principal office in the Town of Walnut Cove, North Carolina (hereinafter referred to as "FOSS" and "Lessee");

**Whereas**, the County is the owner of a tract of real property (.482 acres), located on a portion of property at 1075 Dodgetown Road in the Meadows Community, Walnut Cove, NC 27052; and as more particularly described on the attached Exhibit A (the "Premises"); and

**Whereas**, the parties have agreed to enter into this lease agreement for the above described property based on the terms and conditions set forth below; and

**Whereas**, the County is authorized to enter into this Lease Agreement pursuant to Sections 160A-279 and 160A-267 of the North Carolina General Statutes;

**Now therefore**, in consideration of the premises and other good and valuable consideration, the sufficiency of which the parties hereby acknowledge, the County hereby leases to FOSS the property described on the attached Exhibit A on the following terms and conditions:

1. **Use of leased premises:** FOSS hereby leases the leased premises for the construction and operation of a Humane Animal Shelter located at 1075 Dodgetown Rd., Walnut Cove N.C. 27052.
2. **Term of Lease:** This lease shall be effective on the date it is signed by both parties, and unless terminated as provided in this agreement, shall continue for a period of ten (10) years (the initial lease term).
  - a. Renewal – Provided Lessee is in compliance with all terms of this lease, Lessee shall have the option of renewing this lease for three successive terms of five (5) years each commencing at the end of the then existing term. The option to renew shall be exercised by Lessee giving written notice to the Lessor at least ninety (90) days prior to the end of the existing term.
3. **Termination:** During the term of this lease the Lessor may terminate this lease if the Lessee fails to meet any of the terms and conditions agreed to in all sections of the lease, by providing written notice of termination upon a date specified in such notice. The termination date shall be not less than thirty days after the date of such notice. The Lessee may terminate the agreement prior to expiration of the term by giving written notice to the Lessor of Lessee's intent to terminate if the Lessor fails in any material respect to fulfill or perform any duty, obligation or responsibility under this agreement and if such failure continues for a period of ninety days after written notice of such failure. Either party may terminate this lease if this Lease Agreement is declared unenforceable or invalid by a court of competent jurisdiction.
4. **Lease Payments:** FOSS shall pay the County annual rent of \$1.00 (One Dollar) for lease of the Premises. Lease payment shall be due and payable the first day of July each year of the Lease term.
5. **FOSS Responsibilities:** FOSS agrees to the following terms and conditions:

a. **FOSS** will construct and open within five (5) years from the date of this Agreement, a non-profit animal shelter for the protection, care and adoption of abandoned, abused and neglected animals within the boundaries of Stokes County. After the opening of said shelter, FOSS will staff and maintain and operate the shelter continuously during the term of this lease.

b. **FOSS** will maintain continuous comprehensive liability and hazard insurance coverage in such amounts and against such hazards as may be necessary to protect the parties from liability and insure the Leased Premises fully against all hazards. If the building shall be damaged by fire or other casualty, and such damages are minor in nature, the same shall be repaired by FOSS from the proceeds of insurance coverage, as quickly as is reasonable possible. If the property is damaged to such an extent as to render the same unfit for use or occupancy, then FOSS shall have the option of rebuilding and continuing this Lease in full force and effect. If FOSS chooses not to rebuild then this Lease shall terminate.

c. **FOSS** shall be responsible for providing insurance against fire, theft, water or other damage for its personal property, including fixtures installed on the property. FOSS shall also be responsible for providing insurance against fire, theft, water or other damage for the personal property of its employees, agents, invitees, and guests, including but not limited to all exhibits owned by third parties that may be located on the property.

d. **FOSS** shall be responsible for the payment of all utility bills for electrical, heating/air, and all tele communications services.

e. **FOSS** will provide general day-to-day maintenance, repairs, and custodial services to the building.

f. **FOSS** will be responsible for all ground maintenance including parking area on the leased premises.

g. **FOSS** shall not use or permit the use of the property in violation of any present or future applicable law of the United States or of the State of North Carolina, or in violation of any present or future applicable county ordinance or regulation.

h. All revenue generated from the use of leased property shall be retained by the FOSS and used to pay operational costs of the animal shelter in compliance with the non-profit status of FOSS.

i. FOSS shall maintain its non-profit status at all times during the term of this lease.

6. **Disclaimer of Warranties:** County leases, and FOSS accepts the property in its current unimproved "As Is" condition. County makes no express or implied warranties or representations regarding the property and its condition. FOSS hereby agrees to hold County harmless from any and all liability arising out of any defects that may exist in the property.

7. **Indemnity:** Lessee agrees to indemnify the Lessor against any and all claims and losses arising out of the use of the leased premises during the term of this lease.
8. **Lease termination:** At the termination of this lease, FOSS shall vacate the leased premises, and all improvements and fixtures shall remain and be the property of the Lessor.

**County of Stokes, Lessor**

By: \_\_\_\_\_

**J. Leon Inman, Chairman - Stokes County Board of County Commissioners**  
Name and Title of Officer

**The Friends of Stokes Shelter, Inc., Lessee**

By: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Officer

County Manager Morris noted that the proposed lease submitted at the July 25<sup>th</sup> meeting had been amended regarding the term for completion of the project which is changed to five years instead of two years.

County Manager Morris noted that both County Attorney Ty Browder and FOSS mutually agreed to the amendment.

Chairman Inman entertained a motion regarding the Ground Lease Agreement between County of Stokes and The Friends of Stokes Shelter Inc. (FOSS).

Vice Chairman Booth moved to approve the Ground Lease Agreement with the Friends of Stokes Shelter, Inc. (FOSS) as submitted. Commissioner Walker seconded the motion.

Commissioner Walker confirmed with Manager Morris that the five-year term for completion was the only change from the July 25<sup>th</sup> submission and the FOSS group is on board with the five-year timeframe.

The motion carried unanimously.

### **Surplus Arts Council Glass Pane**

Chairman Inman noted the following information regarding the purchase of a surplus glass window pane that had been removed from the Art Market Building:

- Bid from Ms. Donna Petree in the amount of \$50 was received and submitted to the Board of Commissioners on June 13, 2016
- Board, with full consensus, directed staff to proceed with the upset bid process as required by General Statutes
- Advertisement was placed in the Stokes News on July 14<sup>th</sup>
- No upset bid was received before the 5:00 pm Monday, July 25<sup>th</sup> deadline
- All statutory requirements per 160A-269 have been satisfied
- Staff recommends that the County should proceed with selling the surplus pane to Ms. Petree for \$50.00

Chairman Inman entertained a motion regarding the \$50 bid from Ms. Petree for the purchase of a surplus window pane.

Commissioner Jones moved to approve the selling of a surplus window pane to Ms. Donna Petree in the amount of \$50.00. Vice Chairman Booth seconded and the motion carried unanimously.

### **Appointments – Stokes County Human Services Advisory Committee**

Clerk to the Board Darlene Bullins noted the Stokes County Human Services Advisory Committee has one vacancy:

- General Public – associated with an interest or background in Social Services
- Human Services Advisory Committee will be placing this vacancy on their August 16<sup>th</sup> Agenda unless the Board had someone for nomination at today's meeting

Chairman Inman opened the floor for nominations.

There were no nominations.

Chairman Inman entertained a motion to close the nominations.

Vice Chairman Booth moved to close the nominations. Commissioner Lankford seconded

and the motion carried unanimously.

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the August 22, 2016 Action Agenda.

**Appointments – Walnut Cove Senior Center Advisory Council**

Clerk to the Board Darlene Bullins noted the Walnut Cove Senior Services Advisory Council has one vacancy:

- o Council is still seeking recommendations

Chairman Inman opened the floor for nominations.

There were no nominations.

Chairman Inman entertained a motion to close the nominations.

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

Chairman Inman, with full consensus of the Board, directed the Clerk to place the item on the August 22, 2016 Action Agenda.

**Proposed Resolution – Lease Purchase Agreement for Equipment Purchases – Fiscal Year 2016-17**

Chairman Inman entertained a motion to approve the proposed Resolution – A Resolution of the Governing Body of Stokes County Authorizing the Execution and Delivery of a Master Equipment Lease-Purchase Agreement with PNC Equipment Finance, LLC, as Lessor and Separate Lease Schedules thereto for the Acquisition, Purchase, Financing, and Leasing of Certain Equipment within the Terms Herein provided; Authorizing the Execution and Delivery of Other Documents required in Connection Therewith; and Authorizing all Other Actions Necessary to the Consummation of the Transactions Contemplated by this Resolution which was presented at today's meeting.

Vice Chairman Booth moved to approve the Resolution of the Governing Body of Stokes County Authorizing the Execution and Delivery of a Master Equipment Lease-Purchase Agreement with PNC Equipment Finance, LLC, as Lessor and Separate Lease Schedules thereto for the Acquisition, Purchase, Financing, and Leasing of Certain Equipment within the Terms Herein provided; Authorizing the Execution and Delivery of Other Documents required in Connection Therewith; and Authorizing all Other Actions Necessary to the Consummation of the Transactions Contemplated by this Resolution. Commissioner Lankford seconded and the motion carried unanimously.

**Adjournment**

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

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

---

**Darlene M. Bullins**  
**Clerk to the Board**

---

**J. Leon Inman**  
**Chairman**