

**OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY FEBRUARY 18, 2019**

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, February 18, 2019 at 6:00 pm with the following members present:

Vice Chairman Andy Nickelston
Commissioner Rick Morris
Commissioner Jimmy Walker
Commissioner Jamie Yontz

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager / Clerk to the Board Shannon Shaver
County Attorney Ty Browder
Finance Director Julia Edwards
Tax Administrator Richard Brim
Support Services Supervisor Glenda Pruitt
Economic Development Director Will Carter

(Chairman Mendenhall was absent from the meeting)

Vice Chairman Nickelston called the meeting to order and welcomed those in attendance.

Vice Chairman Nickelston noted that Chairman Mendenhall would not be in attendance tonight due to a family emergency.

INVOCATION

Commissioner Walker delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

Vice Chairman Nickelston invited those in attendance to join the Board in the Pledge of Allegiance.

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Vice Chairman Nickelston entertained a motion to approve or amend the February 18th Agenda.

Assistant County Manager/Clerk to the Board Shannon Shaver noted that the minutes from the Special Called Meeting from February 5th were included in the agenda packet but not listed on the agenda.

Commissioner Morris moved to approve the amended February 18th Agenda with the addition of the minutes from the Special Called Meeting from February 5, 2019.

Commissioner Yontz seconded the motion.

Chairman Mendenhall opened the floor for discussion/questions/comments.

With no further discussion the amended February 18th Agenda was approved 4-0.

COMMENTS – MANAGER AND COMMISSIONERS

Commissioner Morris commented:

- Welcome to everyone.

Commissioner Walker commented:

- Welcome to everyone.
- It is always good to see people at our meetings.
- I hope that whatever has brought you here tonight, that you find your time well spent.
- Good to have Adam here from RiverStreet tonight.
- If I can be of any help tonight at the meeting I would be happy to help.
- I am sure any of the other Commissioners would be glad to help as well.

Commissioner Yontz commented:

- Good to see everyone here tonight.
- I am glad to see our meetings being so well attended.
- I appreciate your support and concerns.
- I encourage you to continue to bring your concerns to us.
- I am enjoying my time so far.

Vice Chairman Nickelston commented:

- Welcome to everyone.
- I am going to do my best tonight to fill in for Chairman Mendenhall.

PUBLIC COMMENTS

Vice Chairman Nickelston noted that the Board of Commissioners will hear Public Comments but will not respond to Public Comments and that each speaker will be allowed three (3) minutes.

The following spoke during Public Comments:

Ellen Peric
1095 Wheeler Smith Road
Lawsonville, NC 27022

RE: Arts Update

The Apple Gallery – February

The Stokes County Arts Council welcomes David Kirkland and Timothy Porter to the Apple Gallery

An artist meet and greet was held at the Apple Gallery on Friday, February 8th.

The Jayebird Gallery at Hanging Rock State Park – Jan / Feb

The Stokes County Arts Council presents the works of artist Angela Torrey. Torrey is a plein aire artist who works in pastels and oils.

Come Hear North Carolina, 2019 NC Music Celebration

Come Hear NC is a promotional campaign of the North Carolina Department of Natural & Cultural Resources and the North Carolina Arts Council designed to celebrate North Carolinians' groundbreaking contributions to many of America's most important musical genres — blues, bluegrass, jazz, gospel, funk, rock and everything in-between.

All proceeds go toward supporting our "Junior Mountain Music" program – teaching local students grades 3-5 on traditional acoustic instruments. We have a matching grant for this program from the NC Arts Council.

Caleb Caudle – Feb 9th

What a show! We had 120 attendees – many were folks who knew Caleb all his life. It was truly like a homecoming.

He is definitely on his way!

Other musicians in this series:

March 17th – John Cowan with Darin and Brooke Aldridge

April 26th – Leigh Nash

May 19th – Suzy Bogguss

Trivia Night – The Arts Place – Second Thursdays of the Month

A huge turnout of about 75 folks came out on Valentine's Day to play trivia and enjoy the Taco Bar! We won't say that this was a cheap date for their Valentine – they all had a great time!

Mud to Art – Adult Beginner Pottery Classes 2-21 to 4-11

We are ready to open up our brand new Pottery Studio at The Arts Place of Stokes!

Satisfy your curiosity, and experience a fun and thorough introduction to throwing on the potter's wheel. During this 8-week class you will learn the skills necessary to throw cylinders, cups, bowls and more in this exciting beginner pottery class.

Instructor Meredith Van Meter will guide you through the process of throwing, shaping and trimming pots on the wheel. Basic surface decoration and glazing techniques will also be demonstrated.

Space is limited to 12 students. Cost is \$150 and includes instruction and supplies.

Jesse Moore
1473 Ellis Lawson Rd
Lawsonville, NC 27022

RE: Wellness Center

- I would love to have a Wellness Center in the Meadows Community.
- In about 10 years, when every Elementary School, Middle School and High School student and their teachers all have high speed internet access at home.
- It would cost about the same.

Leslie Staples
1304 P-East Road
Westfield, NC

RE: FOSS Update

- I'm here to give you your monthly update on the animal adoption center that we're building over on Dodgetown Road.
- The last time I was here was mid-January, so I'm just going to continue on where I left off.
- We have completely primed to whole building inside and out.
- It's all painted white and is lovely.
- The roof is on.
- The electrical and HVAC ducting is all in place.
- None of the systems are in yet, but we're at the stage where it is starting to look like a real building.
- It's beautiful.

- The outside runs have been primed as well.
- Next on our list is dry wall.
- Outside we are trenching for water runoff and start to work on the sidewalk.
- The construction team has been working hard despite all the weather interruptions we've had.
- They have been doing a very good job.
- I understand from our general contractor that the waterline is in, down to our site.
- We don't have any hookups yet because we're not ready, but I've given Mark Delehant our information for our accounts, so we will be in the system and ready to go once we get going.
- We don't know yet when that's going to be.
- We are pretty far along on the operational funds.
- We have completed the first draft of our standard operating procedures.
- We have also prepared the first draft of the job description for our paid position.
- We will have one paid position, the director of the center.
- The board is now reviewing those documents.
- Our annual fundraiser will be held in late August.
- In addition to the annual fundraiser we are currently planning on having a golf tournament in mid-July at Pilot Knob Country Club.
- I'll be back in March to give you another update.
- Meanwhile, I want to put a plugin for our Facebook page, Friends of Stokes Shelter.
- It is the place to find out what is going on.
- We post all of our pictures, there's contact information, and donate buttons as well.
- If you feel inclined to donate, that would be great.
- We would appreciate it.
- I thank you very much for your time.

Andy Stevens
157 Old Garner Drive
King, NC 27021

RE: Wellness Center

- How can this Board of Commissioners justify the building and operation of a Community Wellness Center?
- Have we not learned a costly, expensive lesson that government should not be in the hospital business?
- Have we not learn an additional lesson dropping \$1.8 million of taxpayer's money into a venture that has yet to show success in connecting the unconnected to the worldwide web?
- At least with the ventures you can weakly argue that there are private entities sharing some of the expenses and the risks.
- Our current plan for a Wellness Center has the county going it alone.
- The facility tentatively approved last November is not the right size.

- It is not equipped with the necessary features, nor situated on the right parcel of real estate.
- Universally a facility designed to meet to projected needs identified would cause double if not triple the \$4.2 million so far acknowledged.
- Additionally, it will take a staff of county employees to manage, maintain, and operate.
- How many new hires?
- Three five, nine.
- Regardless, government fails and fails miserably when it competes with the private sector.
- Let the private sector meet this need.
- This county has more pressing priorities to consider.
- Let's finally put this Wellness Center matter to rest and move on.
- I suspect as a foregone conclusion that this county does not pay its employees well enough to retain a skilled and knowledgeable workforce.
- We face a crisis in that every good employee, seeks green pastures just beyond the horizon to counties like Forsyth, Guilford, and Wake.
- So how can it be that even these greener pastures suffer migrations of their flocks as well?
- All of them have the same song and dance.
- Let's make this painless.
- We've gone recently to breaking our taxes in to buckets.
- Let's just make a new bucket and call it county employee salary supplement.
- Let's make Stokes County public employees the highest paid in the state.
- That way no other local government can plunder what we have.
- County employees have an expectation you're going to do right by all of them and not just for one or two.
- For starters, you can raise the teacher supplement to 10% and give every non- education county employee a 25% pay raise while you're at it.
- Get yourself a healthy boost in pay as well.
- After all, we don't want to lose any of you either.
- If you're smart about this, you won't even need to raise taxes.
- If planned correctly, you can draw down the county fund balance to a miserly 10%.
- You can then bank that double digit appreciation in two years when our property tax revaluation occurs.
- It will be a win win for everybody.
- Even the paper will win with the additional space required to publish the annual list of new tax liens will bring in big bucks too.
- Thank you.

Durwood Dunlap
3270 Dodgetown Road
Walnut Cove, NC 27052

RE: Wellness Center

- Just one comment that I didn't have prepared.
- He says that the county shouldn't be involved in these kinds of things, health and wellness.
- So why did this county put all that money up front money to be able to build one on the Forsyth County, Surry County, and Yadkin County line?
- That wasn't in the central part of the county where everybody could access it.
- Why did they spend and we're still spending \$117,000 a year?
- Why are we in that business, if he says that we shouldn't be in that business?
- Why did we do that?
- What about the \$30,000 or \$35,000 that does not fund any of the programs in the county.
- It goes directly to the YMCA.
- That's something he needs to answer.
- I would like to have his answer on that sometime.
- A Health and Wellness center and the early college at the same site go hand in glove.
- This is a well thought out plan.
- It's been going on for a long time.
- This is not a quickie.
- This has been done over the years.
- The student usage, the young families, individuals and retirees; this is what it is for.
- The question of a survey keeps coming up and that's a valid question.
- Who does it?
- When is it done?
- How long will it take?
- Who will interpret the information once you get it?
- What does it mean?
- Then we will debate the information, the meaning of the numbers and the words used to describe it.
- We'll even debate that.
- It just goes on and on.
- I mean, what's the point?
- Makes me tired to think about it.
- I keep hearing it can't be done in house.
- I don't believe that.
- You've got educated people here working in this county that can do this a hundred percent.
- They know how to do this and come up with a good idea.
- We know that you can look the numbers up, median incomes, how many people per square mile?
- It's public knowledge.
- Then, guess what?
- You finally, as a Board are going to make an in house decision based on the information received.
- By nature you're going to see in that data what you want to see.
- You can deny it all you want, but it is human nature.

- You are going to manipulate it in your mind to see what you want to see.
- People do that.
- Forsyth Tech built a \$6 million school on Dodgetown Road.
- They did it with an in house study.
- I got that straight from the horse's mouth.
- I know what I'm talking about.
- I see this is a momentum killer.
- It is paralysis by analysis, plain and simple.
- Micromanaging a project like this is the wrong way to go.
- The good common sense approach works in situations like this.
- The people of Eastern Stokes County deserve to have a Health and Wellness center close enough to their population centers for easy access and convenience.
- The money is there.
- The population can support it.
- The location ties in with the early college.
- Build it now as opposed to later.
- It's cheaper now than later.
- Board of commissioners and decisions you make are influenced by the decisions made by previous Boards.
- You in effect are standing on the shoulders of previous Boards.
- You need to look at the big picture.
- It's always a good time to do the right thing.

Leroy Smith
 3868 Piney Mountain Road
 Walnut Cove, NC 27052

RE: Wellness Center

- I'm sorry you guys couldn't be here last Monday night.
- I was; Durwood told me the meeting was on Monday night.
- He didn't tell me which Monday.
- I went to church on Sunday and the sermon that the preacher gave us in that church told me I had to come back here again.
- I want to memorize this verse out of Philippians Chapter 4:11, "I have learned to be content in whatever circumstance I am. I know both how to have little and I know both how to have much. I have learned the secret of being content, whether well fed or hungry, whether in abundance or in need. I am able to do all things through him."
- I am going to memorize that where I can use it for myself and if anybody asks me what kind of person I am, that's the kind of person I am going to be.
- If I'm not doing it yet, I want to.
- I want to tell you you're going in the wrong direction if you turn down this opportunity.
- Not many opportunities like this come along for Stokes County.

- You have a great opportunity here from the federal government to lend you money at a rate that you cannot borrow anywhere else.
- Everything seems to have gone to King.
- One reason is that's where most of the people are at.
- That's understandable, but it's not understandable to not do some of the same things on the east side of this county.
- There are good, hard working people on this side of the county too.
- A lot of them worked at Brook Cove.
- I was over the operation for several years myself.
- It was good opportunity for this county that we had for jobs.
- I would encourage you to think hard about the decision you making here.
- It surprises me a little bit that the old Board was right on the brink of doing this, and then we bring in three new Commissioners, and it seems like you're heading the other way with it.
- I want to tell you that is very disappointing.
- Surely all three of you don't think alike on everything.

James D. Booth
1045 Moore's Knob View Road
Westfield, NC 27053

RE: Wellness Center

- I want to explain to the citizens how this began.
- It was something like eight or 10 months ago when they started talking about the Wellness Center.
- Jimmy Walker was the main one talking about it then.
- Then he got Commissioner Lankford on board and, and then everybody else is on board.
- I was the one that said, show me why we need one and how will it be sustainable, and how much is it going to cost?
- So they started to work on traveling to different counties.
- Commissioner Walker, Commissioner Lankford, along with Economic Development Director Will Carter and our County Manager looked at about eight different facilities.
- They came up with a blueprint, had the architectural work done and showed it to me.
- It impressed me because I was thinking it was going to cost so much more than the \$4.2 million quoted.
- It changed my mind.
- I guess I waited too long to make up my mind.
- If we could have moved on it sooner and gotten it under contract we would not be here.
- We have the funds to do it.
- We have a fund balance up to about 33.35%.

- Even after the \$2.2 million allocated for this, it leaves it at 29% to 30%.
- We have the authority to borrow money at a great interest rate.
- You can go out and get grants.
- If you match something with 50% down, I think you will have no problem finding grants.
- I think it should be at the original site proposed because of the early college.
- We are blessed to have the property to use.
- I keep hearing that the property is too valuable.
- We let an animal adoption center go in over there on that expensive property.
- We put water down to it and I was all for it.
- This cost about \$60,000.00.
- Then we got the sewer to it.
- If we can use this property for the animal center, why not use it for a Wellness Center.
- It is ready to go.
- The space is there and there is room to expand later if you decide to.
- I think it's time to do it because just like with the jail, it took a year to do the architectural work and it ended up costing \$900,000 more.

CONSENT AGENDA

Vice Chairman Nickelston entertained a motion to approve or amend the following items on the Consent Agenda.

Minutes

Minutes of January 28, 2019 – Regular Meeting
 Minutes of January 24, 2019 – Budget Goals Session
 Minutes of February 4, 2019 – Budget Goals Session
 Minutes of February 5, 2019 – Special Called Meeting
 Minutes of February 5, 2019 – Planning Meeting

Budget Amendments #55, #56, #57, #58, #59, #60, #63, & #64

Budget Amendment #55 – Jail

Finance Director Julia Edwards submitted Budget Amendment #55:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Jail			
100.4320.000	Salaries & Wages	\$ 919,582.00	\$ (50,000.00)	\$ 869,582.00
100.4320.020	Salaries & Wages-Part Time	\$ 100,000.00	\$ 50,000.00	\$ 150,000.00
	Total	\$1,019,582.00		\$1,019,582.00
This budget amendment is justified as follows:				
To cover the expenses incurred by coverage for those out due to sickness or injuries. This line item also pays for bailiffs, transports, and courthouse security.				
This will result in a net increase of \$0.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

Budget Amendment #56 – Jail

Finance Director Julia Edwards submitted Budget Amendment #56:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Jail			
100.4320.440	Misc. Contractual Services	\$ 109,750.00	\$ (30,000.00)	
100.4320.510	Equipment	\$ 135,510.00	\$ 30,000.00	\$ 165,510.00
	Total	\$245,260.00		\$245,260.00
This budget amendment is justified as follows:				
To purchase the needed kitchen equipment upgrades for the expansion.				
This will result in a net increase of \$0.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

Budget Amendment #57 – Jail

Finance Director Julia Edwards submitted Budget Amendment #57:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Jail			
100.4320.220	Food & Provisions	\$ 199,680.00	\$ 1,000.00	\$ 200,680.00
	Total Schools Current Expense Fund	\$ 199,680.00	\$ 1,000.00	\$ 200,680.00
This budget amendment is justified as follows:				
To appropriate funds from sale of mattresses to purchase mattresses.				
This will result in a net increase of \$250,000.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3839.005	Jail Miscellaneous	\$ 15,000.00	\$ 1,000.00	\$ 16,000.00
	Total General Fund	\$ 15,000.00	\$ 1,000.00	\$ 16,000.00

Budget Amendment #58 – Sheriff's Department

Finance Director Julia Edwards submitted Budget Amendment #58:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Sheriff's Department			
100.4310.510	Equipment	\$ 924,717.00	\$ 5,591.00	\$ 930,308.00
	Total	\$ 924,717.00	\$ 5,591.00	\$ 930,308.00
This budget amendment is justified as follows:				
To appropriate insurance claim funds for the replacement of a totaled vehicle.				
This will result in a net increase of \$5,591.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3839.850	Insurance Claims	\$ 4,343.00	\$ 5,591.00	\$ 9,934.00
	TOTALS	\$ 4,343.00	\$ 5,591.00	\$ 9,934.00

Budget Amendment #59 – Sheriff's Department

Finance Director Julia Edwards submitted Budget Amendment #59:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Debt Services			
100.9100.805	Equipment-Principle	\$ 141,605.00	\$ 8,140.00	\$ 149,745.00
	Total	\$ 141,605.00	\$ 8,140.00	\$ 149,745.00
This budget amendment is justified as follows:				
To appropriate funds for the partial buyout on lease purchase agreement for a totaled Sheriff's vehicle. This buyout is to receive title for the insurance company.				
This will result in a net increase of \$8,140.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
100.3831.450	Interest on Investments	\$ 30,998.00	\$ 8,140.00	\$ 39,138.00
	TOTALS	\$ 30,998.00	\$ 8,140.00	\$ 39,138.00

Budget Amendment #60 – Governing Body

Finance Director Julia Edwards submitted Budget Amendment #60:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Administration			
100.4120.000	Salaries & Wages	\$ 184,186.00	\$ 1,092.00	\$ 185,278.00
	Social Services			
100.5310.000	Salaries & Wages	\$ 2,436,926.00	\$ 5,936.00	\$ 2,442,862.00
	Senior Services			
100.5860.000	Salaries & Wages	\$ 133,270.00	\$ 3,069.00	\$ 136,339.00
100.5860.030	Salaries & Wages-Permanent Part Time	\$ 35,678.00	\$ 777.00	\$ 36,455.00
	Contingency			
100.9100.100	Leave Contingency	\$ 20,908.00	\$ (10,874.00)	\$ 10,034.00
	Total	\$ 2,810,968.00	\$ -	\$ 2,810,968.00
This budget amendment is justified as follows:				
To transfer funds from leave payoff contingency for retired, resigned, terminated and comp time over limit payoff as of 02/01/19.				
This will result in a net increase of \$0.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	General Fund			
	TOTALS	\$ -	\$ -	\$ -

Budget Amendment #63 – Governing Body

Finance Director Julia Edwards submitted Budget Amendment #63:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Capital Projects Fund				
400.5919.600	Petree Projects	\$ 242,312.00	\$ 77,000.00	\$ 319,312.00
	Total	\$ 242,312.00	\$ 77,000.00	\$ 319,312.00
This budget amendment is justified as follows:				
To appropriated Petree donation for additional funding of picnic shelter and walking trail.				
This will result in a net increase of \$77,000.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Capital Projects Fund				
400.3821.000	Petree Donations	\$ 242,312.00	\$ 77,000.00	\$ 319,312.00
	TOTALS	\$ 242,312.00	\$ 77,000.00	\$ 319,312.00

Budget Amendment #64 – Governing Body

Finance Director Julia Edwards submitted Budget Amendment #64:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
District Resource Center				
100.4321.511	Equipment Non Capitalized	\$ 645.00	\$ 4,000.00	\$ 4,645.00
	Total	\$ 645.00	\$ 4,000.00	\$ 4,645.00
This budget amendment is justified as follows:				
To appropriate fees for the purchase of a cargo trailer for District Resource Center operations.				
This will result in a net increase of \$4,000.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
General Fund				
100.3433.410	District Resource Center Fees	\$ 2,651.00	\$ 4,000.00	\$ 6,651.00
	TOTALS	\$ 2,651.00	\$ 4,000.00	\$ 6,651.00

Fiscal Year 2018-2019 Audit Contract

LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 10/2018

The of and	Governing Board Board of Commissioners
	Primary Government Unit Stokes County, NC
	Discretely Presented Component Unit (DPCU) (if applicable) NA

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Ave Dr SE, Hickory, NC 28602

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/19	10/31/19

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

County and Multi-County Health Departments: The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).

10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.

PRIMARY GOVERNMENT FEES

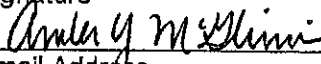
Primary Government Unit	Stokes County, NC
Audit	\$ See fee section of engagement letter
Writing Financial Statements	\$ N/A
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval	\$ 51,000.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	NA
Audit	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed) Amber Y. McGhinnis	Signature 
Date 01/24/19	Email Address amcghinnis@martinstarnes.com

GOVERNMENTAL UNIT

Governmental Unit Stokes County, NC	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed) Ronnie Mendenhall, Chairman	Signature
Date	Email Address ronniem428@gmail.com

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer (typed or printed) Julia Edwards, Finance Director	Signature
Date of Pre-Audit Certificate	Email Address jedwards@co.stokes.nc.us

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU NA	
Date DPCU Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed) NA	Signature
Date of Pre-Audit Certificate	Email Address

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

Lottery Funds Application for Fiscal Year 2018-2019

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: STOKES

Contact Person: JULIA EDWARDS

LEA: 850

Title: STOKES COUNTY FINANCE

Address: PO BOX 50 DANBURY NC 27016

Phone: 336-593-2811

Project Title: NANCY REYNOLDS ELEMENTARY SCHOOL CONSTRUCTION

Location: 1585 HWY 66 N WESTFIELD NC 27053

Type of Facility: ELEMENTARY SCHOOL

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds.
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. *Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.*

Short description of Construction Project: CONSTRUCTION OF NANCY REYNOLDS ELEMENTARY SCHOOL

Estimated Costs:

Purchase of Land	\$	_____
Planning and Design Services		_____
New Construction		_____
Additions / Renovations		_____
Repair		_____
Debt Payment / Bond Payment		450,000.00
TOTAL	\$	450,000.00

Estimated Project Beginning Date: 2-4-10

Est. Project Completion Date: 4-17-13

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 450,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

Charles R. Kinsler

(Signature — Chair, Board of Education)

(Date)

1/22/19

(Date)

Form Date: July 01, 2011

M.O.E. Funding/Request for Unused Money – Budget Amendment #61

MAINTENANCE OF EFFORT FUNDING 2018-2019

Account #	Original Budget ('18-'19)	Revised or New Budget Amounts (approved 8/27/18) (\$\$ left over from '17-'18 MOE)	'18-'19 Final Budget Amounts	'18-'19 Monies Spent Through 9/30/18	'18-'19 Monies Spent Through 12/31/18	Projected to Spend By 6/30/19
100.5200.000 Monarch	\$156,259		\$156,259	\$39,064.74	\$78,129.48	\$156,259
111.5200.003 Insight Human Services	\$71,000		\$71,000	\$10,000.00	\$24,000.00	\$71,000
111.5200.004 NC 211	\$5,000		\$5,000			\$5,000
111.5200.006 Narcans Kits	\$2,500	\$10,000	\$12,500			\$11,700
111.5200.007 Substance Abuse Liaison	\$30,000		\$30,000			\$30,000
111.5200.008 DSS Placements/CCA Assists/Etc.	\$25,000		\$25,000			\$10,000
111.5200.010 Media/Education	\$15,000		\$15,000			\$10,000
111.5200.011 CIT Training	\$5,000	\$10,000	\$15,000			\$15,000

111.5200.012 Med Lock Boxes	\$7,000		\$7,000			\$2,500
111.5200.013 Transportation to SA/MH Appointments		\$18,951.74	\$18,951.74	\$409.08	\$1145.33	\$7,500
111.5200.016 Comm. Paramedic Program Account #	\$25,000 Original Budget (‘18-‘19)	\$21,000 Revised or New Budget Amounts (approved 8/27/18) (\$\$ left over from ‘17-‘18 MOE)	\$46,000 ‘18-‘19 Final Budget Amounts	 ‘18-‘19 Monies Spent Through 9/30/18	\$526.37 ‘18-‘19 Monies Spent Through 12/31/18	\$46,000 Projected to Spend By 6/30/19
111.5200.014 Youth Haven	\$47,061		\$47,061	\$23,530.50	\$47,061.00	\$47,061
111.5200.017 Med Assist Event		\$8,500	\$8,500	\$7,500		\$8,500
111.5200.018 Faith Based Initiative		\$5,000	\$5,000			\$3,000
111.5200.019 Smoking Cessation/Etc.		\$5,000	\$5,000	\$3,317.50	\$4,925.50	\$4,925.50
111.5200.002 SOC Transportation	\$10,000		\$10,000			\$10,000

Total Spent Thru

12/31/18

TOTALS:	\$398,820	\$78,451.74	\$477,271.74
\$163,287.68	34%		

Projected to Spend by 6/30/19 (without the below additions):
\$438,445.50 92%

Request for remaining monies in this year's budget to be approved for:

1. **Stokes Partnership for Children – to help fund a Behavior Inclusion Support Specialist position. This position will be hired by the Partnership and right now the Partnership is looking for a part time person to fill this position. This position really needs to be full time as evidenced by the Needs Assessment completed by county recipients. \$33,000 requested. The Partnership has half of the funds for this position and is requesting assistance with the other half. This request is to allow the Partnership these funds and they will fill the position and use these monies towards this position—whether it be in this fiscal year or in the new fiscal year.**
2. **Stokes County Health Department—testing to be done on clients who might be positive for Hepatitis C. Many drug users (using needles) are apt to contract Hepatitis C and need treatment. Many of these clients cannot afford the test to determine whether they are positive for this disease. \$5,826.24 requested for these tests to be completed on clients that cannot afford it.**

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Mental Health MOE Fund			
111.5200.010	Media/Education	\$ 20,000.00	\$ (5,000.00)	\$ 15,000.00
111.5200.012	Med Lock Boxes	\$ 7,000.00	\$ (4,500.00)	\$ 2,500.00
111.5200.013	Transportation	\$ 18,952.00	\$ (11,482.00)	\$ 7,470.00
111.5200.018	Faith Based Initiative	\$ 5,000.00	\$ (2,000.00)	\$ 3,000.00
111.5200.002	SOC Transportation	\$ 10,000.00	\$ (5,000.00)	\$ 5,000.00
111.5200.008	DSS Placements/CCS Assists	\$ 25,000.00	\$ (10,845.00)	\$ 14,155.00
111.5200.020	Stokes Partnership for Children	\$ -	\$ 33,000.00	\$ 33,000.00
111.5200.021	Health Department	\$ -	\$ 5,827.00	\$ 5,827.00
	Total	\$ 85,952.00	\$ -	\$ 85,952.00

This budget amendment is justified as follows:

To transfer funds for Stokes Partnership for Children to fund a behavior inclusion support specialist position and Stokes County Health Department for clients who may test positive for Hepatitis C.

This will result in a net increase of (\$0.00) 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 in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Mental Health MOE Fund			
				\$ -
				\$ -
	TOTALS	\$ -	\$ -	\$ -

Grinder Pump Purchase Budget Amendment #62

At the meeting on January 28, 2019 Public Works directed presented the following information to the Board of Commisisoners:

Public Works Director Mark Delehant provided the following information to the Board:

- Over the years the flow of waste water that comes from the jail has been found to contain everything from food wrappers to plastic spoons, and forks, large trash bags, jump suits, and even bed sheets.
- These items eventually end up at the sewer station.
- The sewer pumps are capable of handling small debris, but the larger items cause issues leading to costly repairs.
- The new jail expansion already has a grinder pump installed and this one would be installed to take care of the flow from the existing jail and would need to be installed prior to paving to be done in the spring.
- Both the plumbing and electrical contractors were involved in the installation of the grinder pump already installed and are already working on site.
- They are familiar with what is required.
- They were the lowest bid with the total cost for purchase and installation being \$33,149.25.
- This would be paid from the fund balance of the regional sewer fund.
- This balance is healthy.
- I have the full support of the Sheriff and the Jail staff on this.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Regional Sewer Fund				
501.7140.510	Equipment	\$ 14,000.00	\$ 33,150.00	\$ 47,150.00
	Total	\$ 14,000.00	\$ 33,150.00	\$ 47,150.00
This budget amendment is justified as follows:				
To appropriate fund balance for the purchase of a grinder pump for the Jail.				
This will result in a net increase of \$33,150.00 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 in this fiscal year.				
Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
Regional Sewer Fund				
501.3991.000	Fund Balance	\$ -	\$ 33,150.00	\$ 33,150.00
	TOTALS	\$ -	\$ 33,150.00	\$ 33,150.00

Commissioner Yontz moved to approve the Consent Agenda

Commissioner Walker seconded.

Vice Chairman Nickelston opened the floor for discussion/questions/comments.

Commissioner Morris commented:

- On page 4 in the January 22nd minutes I would like to add the word study after feasibility in the 9th bullet down.

With no further discussion, the Board approved the Consent Agenda with the noted change from Commisisoner Morris with a 4-0 vote.

INFORMATION AGENDA

Northwestern Regional Library Presentation

Vice Chairman Nickelston turned the floor over to Joan Sheriff, NWRL, Lisa Lawless, Danbury Branch Librarian, Christine Boles, Walnut Cove Branch Librarian, Ann Nichols, King Branch Librarian.

Joan Sheriff, NWRL, Lisa Lawless, Danbury Branch Librarian, Christine Boles, Walnut Cove Branch Librarian, Ann Nichols, King Branch Librarian presented the following information to the Board:

Registered library patrons: 22,495

Circulation: 112,562

Bookmobile Circulation: 5,268

Library Programs: 786

Program Participants: 10,513

Summer Reading Registrants: 908

Door Counts: 84,434

Computer and Wi-Fi use: 54,296

Job Assistance Programs : 164

Job Participants: 598

2017 Free tax preparation for patrons: 85

Total refund amount: \$58,357.00

Joan Sheriff, NWRL commented:

- It is a pleasure to be here.
- We appreciate all the county has done over the years.
- Thank you for your support.
- You have an amazing resource with your 3 libraries here.
- The regional library started about 60 years ago.
- The libraries are funded by the 4 counties involved.
- Those 4 counties are Alleghany, Stokes, Surry, and Yadkin.
- We have a wonderful system called NC Cardinal which gives our patrons access to the state library.
- We have been members for about 4 years.
- NC Live .org is a new service we were able to start.
- It is a collection of about 90 data bases.
- It is especially good for students.
- We started student access in working with Sara Wood at the Central Office to help students have access to more materials.
- We have a courier van that goes around to all of our libraries delivering materials.
- The headquarters are in Elkin.
- We provide continuing education for our staff.

Ann Nichols, King Branch Librarian commented:

- We are busy at the King Public Library.
- We partner with Forsyth Tech to have a job lab at the library.
- Last year we were able to help over 400 individuals find jobs.
- We help them with all aspects of finding a job, from resumes to fuel for their vehicle to get to an interview.
- We offer free tax preparation for those with lower income
- We also offer free tax help on our NWRL website.
- We thank you so much for the help and support we receive from you.

Christine Boles, Walnut Cove Branch Librarian commented:

- We have a patron at the library that is 34 years old.
- She is a single mother.
- We went to work immediately to help her.
- We pulled as many community agencies together as we could.
- This is just an example of how much we care about our people and how much they care about us.
- Her son who is in 1st grade did not want to go to school anymore and just shut down.
- I as a former teacher started tutoring him and his reading level is now extremely high.
- He now goes to school and tells everyone how much he loves the library.
- We do so much more than check out books at the library.
- Thank you all so much for your support in helping us to help the people of Stokes County.

Lisa Lawless, Danbury Branch Librarian commented:

- One of the cool things about the library is the bookmobile.
- A lot of libraires in our region do not have that service.
- Jeannie Wall is our driver.
- She visits our nursing homes and day cares.
- We hear from a lot of people that Jeannie is the only person they see.
- At the Danbury library we have a history room.
- We are currently working on a book called Stokeslore so if you have any stories you would like to share please do.
- Thank you for your support.

Vice Chairman Nickelston expressed thanks to the presenters on the behalf of the Board.

DISCUSSION AGENDA

Tax Administration – Monthly Report

Vice Chairman Nickelston turned the floor over to Tax Administrator Richard Brim.

Tax Administrator Richard Brim presented the following information to the Board:

TAX COLLECTION STATUS REPORT TOTAL AMOUNT COLLECTED BY MONTH FY 2018-2019

CURRENT 2018 TAX	COUNTY REG & MV	SCHOOL OPERATING EXP	USE VALUE TAX BILLS	INTEREST PEN & FEES	DOGS	KING (FIRE)	RURAL HALL (FIRE)	WALNUT COVE (FIRE)	SERVICE (FIRE)	CITY OF KING	TOWN OF WALNUT COVE	DANBURY	EDU DEBT BLOG FUND
JULY	185,092.57	185,292.92	3,003.38	482.80	751.97	7,649.15	639.00	3,566.71	27,478.69	41,922.78	4,379.95	884.14	24,117.44
AUGUST	5,452,692.52	5,452,178.49	6,745.59	1,083.62	12,536.82	210,398.58	38,874.07	116,442.81	739,246.70	1,342,016.38	242,022.07	16,682.05	704,046.95
SEPTEMBER	359,522.21	360,648.59	13,744.25	2,287.76	2,229.93	13,679.65	4,005.31	7,983.37	47,835.89	103,642.80	7,244.00	1,153.49	47,488.78
OCTOBER	280,429.83	279,440.24	8,038.97	1,422.67	952.42	10,161.38	2,125.67	5,636.41	38,774.07	76,175.37	10,330.25	748.08	36,746.98
NOVEMBER	234,378.92	234,684.83	3,946.28	697.39	854.74	7,965.31	1,414.61	8,442.72	34,386.81	36,914.51	8,982.92	322.13	30,577.06
DECEMBER	1,131,016.44	1,129,626.18	1,019.79	186.31	3,288.63	31,633.12	6,114.52	46,314.73	147,538.62	226,750.59	85,882.67	5,932.12	145,925.46
JANUARY	2,505,188.47	2,502,658.04	1,864.75	7,276.23	3,016.56	34,384.39	8,277.38	28,070.71	525,469.68	204,532.60	57,711.16	3,628.86	323,609.99
FEBRUARY	-	-	-	-	-	-	-	-	-	-	-	-	-
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 10,148,320.96	\$ 10,144,529.29	CONT'D	CONT'D	\$ 23,631.07	\$ 315,871.58	\$ 61,450.56	\$ 216,457.46	\$ 1,560,730.46	\$ 2,031,955.03	\$ 416,553.02	\$ 29,350.87	CONT'D
BUDGET AMT	\$ 10,670,525.00	CONT'D	CONT'D	CONT'D	\$ 30,000.00	\$ 330,363.00	\$ 64,206.00	\$ 230,278.00	\$ 1,641,470.00				CONT'D
BALANCE	\$ 522,204.04				\$ 6,368.93	\$ 14,491.42	\$ 2,755.44	\$ 13,820.54	\$ 80,739.54				
PERCENTAGE	95.11%				78.77%	95.61%	95.71%	94.00%	95.08%				
PRIOR	COUNTY REG & MV	SCHOOL OPERATING EXP	USE VALUE TAX BILLS	INTEREST PEN & FEES	DOGS	KING (FIRE)	RURAL HALL (FIRE)	WALNUT COVE (FIRE)	SERVICE (FIRE)	CITY OF KING	TOWN OF WALNUT COVE	TOWN OF DANBURY	EDU DEBT BLOG FUND
JULY	65,031.50	-	-	12,461.78	96.65	716.89	122.44	686.23	5,555.76	3,544.63	2,922.89	138.46	4,578.54
AUGUST	66,589.39	-	275.20	13,907.53	50.85	858.95	32.67	1,199.15	5,441.46	4,487.33	522.00	136.12	4,880.03
SEPTEMBER	40,630.59	-	-	12,504.38	82.55	306.86	42.94	436.34	3,875.47	2,053.36	82.97	144.76	2,546.53
OCTOBER	53,274.43	-	-	13,182.50	55.63	231.58	123.87	835.09	4,063.29	8,439.16	312.36	-	4,063.42
NOVEMBER	45,551.69	-	-	12,715.10	48.00	474.61	32.59	818.84	3,474.11	3,969.68	327.52	135.00	3,374.76
DECEMBER	52,175.64	-	-	18,201.44	6.06	202.22	5.35	2,032.85	3,159.22	2,438.65	1,507.56	145.33	3,451.69
JANUARY	37,239.38	-	-	8,736.07	36.00	232.12	14.42	456.89	2,779.35	5,884.52	958.76	132.31	2,746.57
FEBRUARY	-	-	-	-	-	-	-	-	-	-	-	-	-
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 360,492.62	\$ 10,144,529.29	\$ 38,638.21	\$ 105,145.58	\$ 375.74	\$ 3,023.23	\$ 374.28	\$ 6,465.39	\$ 28,348.66	\$ 30,817.33	\$ 6,634.06	\$ 831.98	\$ 1,338,154.20
BUDGET AMT	\$ 550,000.00	\$ 10,670,525.00	\$ 35,000.00	\$ 200,000.00	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,200.00	\$ 42,000.00				\$ 1,376,842.00
BALANCE	\$ 189,507.38		\$ (3,638.21)	\$ 94,854.42	\$ 1,976.77	\$ 625.72	\$ (1,265.39)	\$ (1,265.39)	\$ 13,651.34				\$ 38,687.80
PERCENTAGE	65.54%	95.07%	110.39%	52.57%	37.57%	60.46%	37.43%	124.33%	67.50%				97.19%

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR JANUARY, 2019

REAL AND PERSONAL PROPERTY REFUNDS LESS THAN \$100 PER NCGS 105-381(b)

NAME	ADDRESS	BILL NUMBER	LEDGER NO	AMOUNT
JOHNSON, GARRY B	1603 COON RD, PINNACLE, NC 27043	320347-2018-2018	100.3210.150	\$6.00
TEDDER, MARK A	1320 SANDY MABE RD	282360-2018-2018	100.3100.160	\$1.55
TEDDER, CAROLYN SYKES	GERMANTON, NC 27019		112.3100.160	\$1.55
			209.3100.160	\$0.40
			211.3100.160	\$0.20
TEDDER, MARK A	1320 SANDY MABE RD	282360-2017-2017	100.4140.390	\$3.10
TEDDER, CAROLYN SYKES	GERMANTON, NC 27019		209.3100.160	\$0.40
			211.3100.160	\$0.20
TEDDER, MARK A	1320 SANDY MABE RD	282360-2016-2016	100.4140.390	\$3.10
TEDDER, CAROLYN SYKES	GERMANTON, NC 27019		209.3100.160	\$0.38
			211.3100.160	\$0.20
TEDDER, MARK A	1320 SANDY MABE RD	282360-2015-2015	100.4140.390	\$3.44
TEDDER, CAROLYN SYKES	GERMANTON, NC 27019		209.3100.160	\$0.39
			211.3100.160	\$0.23
TEDDER, MARK A	1320 SANDY MABE RD	282360-2014-2014	100.4140.390	\$3.83
TEDDER, CAROLYN SYKES	GERMANTON, NC 27019		209.3100.160	\$0.41
			211.3100.160	\$0.26
TOTAL AMOUNT				\$25.64
RICHARD T. BRIM TAX ADMINISTRATOR	DATE	JULIA EDWARDS FINANCE DIRECTOR	DATE	

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR JANUARY, 2019

REAL AND PERSONAL PROPERTY RELEASES MORE THAN \$100

NAME	ADDRESS	BILL NO.	AMOUNT	REASON
SISK, MARIE L	147 PINE ARBOL	10754-2018-2018	\$106.01	MOBILE HOMES TORN DOWN AND REMOVED
	BUDA, TX 78610	10754-2017-2017	\$105.73	
		10754-2016-2016	\$105.01	
TOTAL AMOUNT			\$316.75	
RICHARD T. BRIM TAX ADMINISTRATOR	DATE	RONNIE MENDENHALL CHAIRMAN-STOKES COUNTY BOARD OF COMMISSIONERS	DATE	

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR JANUARY, 2019**REAL AND PERSONAL PROPERTY REFUNDS MORE THAN \$100 PER NCGS 105-381(b)**

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
GOIN, JAMES DAVIS GOIN, RENEE STEVENS	1130 GOIN FARM RD WESTFIELD, NC 27053	11563-2018-2018	100.3100.160	\$50.22	BOAT LISTED IN CATAWBA CO
			112.3100.130	\$50.22	
			100.3839.012	\$6.96	
			209.3100.160	\$12.96	
			211.3100.160	\$6.48	
			112.3100.170	\$5.02	
GOIN, JAMES DAVIS GOIN, RENEE STEVENS	1130 GOIN FARM RD WESTFIELD, NC 27053	11563-2017-2017	100.4140.390	\$123.78	BOAT LISTED IN CATAWBA CO
			100.3839.012	\$14.78	
			209.3100.160	\$15.97	
			211.3100.160	\$7.99	
LAWSON, SAMMY RAY	1948 BUFFALO RD SANDY RIDGE, NC 27046	35264333	100.3100.113	\$492.64	VEHICLE SOLD
			209.3100.112	\$63.57	
			211.3100.001	\$31.78	
		TOTAL AMOUNT		\$882.37	
RICHARD T. BRIM TAX ADMINISTRATOR	DATE	RONNIE MENDENHALL CHAIRMAN-STOKES COUNTY BOARD OF COMMISSIONERS	DATE		

Advertisement of 2018 Tax Liens

Based on NCGS 105-369(a), "In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property...". "Upon receipt of the report, the governing body must order the tax collector to advertise the tax liens..."

Based on NCGS 105-369(b1), "After the governing body orders the tax collector to advertise the tax liens, the tax collector must send a notice to the record owner of each affected parcel of the property, as determined as of the date the taxes became delinquent. The notice must be sent to the owner's last known address by first-class mail at least 30 days before the date of advertisement is to be published...". Our projected date for the mailing of second notices is March 1, 2019.

(As of February 1, 2019)

Delinquent 2018 Tax Bills

of Bills

Principal Due

General County	3885	\$ 720,803.76
Schools Operating Expense	3879	\$ 720,307.18
Education Fund	3885	\$ 92,974.87
Town of Danbury	11	\$ 782.45
City of King	177	\$ 88,331.42
Town of Walnut Cove	94	\$ 22,464.28
King Fire District	342	\$ 18,510.11
Rural Hall Fire District	98	\$ 4,055.25
County Service Fire District	2732	\$ 122,383.43
<u>Walnut Cove Fire District</u>	<u>439</u>	<u>\$ 19,758.83</u>
Total Bills Delinquent	3885	\$1,810,371.58

Through this memo, I am requesting the governing body order the tax collector to advertise these unpaid accounts no earlier than 30 days after the mailing of past due notices (less any bills paid between the report date and the advertising date). Our projected date for the publication of the 2018 tax liens in The Stokes News is April 11, 2019.

Mailing of 2019 Valuation Change Notifications

The purpose of this memo is to inform the Board that the Tax Office will be mailing approximately 1,000 Valuation Change Notification Letters around the middle of February. This is something we do every non-revaluation year to inform the taxpayers of a change in real property value from the previous year. Generally this occurs when a property owner constructs, remodels or improves structures on their property or if a parcel of land is subdivided or merged into a different configuration.

Vice Chairman Nickelston opened the floor for any discussion/questions/comments.

With no further discussion and full consensus of the Board, Vice Chairman Nickelston directed the Clerk to place the Real and Personal Releases more than \$100.00, Real and Personal Refunds more than \$100.00, and the Advertisement of 2018 Tax Liens on the next meetings Consent Agenda.

Phase II – Pine Hall Community Campus Shelter and Trails

Vice Chairman Nickelston turned the floor over to Support Services Supervisor Glenda Pruitt.

Support Services Supervisor Glenda Pruitt presented the following information to the Board:

Phase II – Pine Hall Community Campus Shelter and Trails located at 3853 US Hwy 311 N Pine Hall, NC 27042

- Single Shelter – 1512 sq. ft. with bathrooms
- Walking Trails with Foot bridge over creek

Attached is a 3D photo, site map.

Below are the sealed bids that were received on December 12, 2018.

Company Name	License #	Base Bid
Dreambuilt, Inc	75480	\$413,100.00
Garanco, Inc.	34928	\$296,200.00
RPM Partners	23125	\$364,800.00
Smith-Rowe, LLC	70021	\$298,800000

Additional funding of \$77,000.00 has been provided and received from Mr. Ron Petree to construct the Shelter with bathrooms and walking trails as Peterson/Gordon Architects designed with no alterations to original design approved by Mr. Ron Petree.

I am requesting approval to award the Phase II Pine Hall Community Campus Shelter and Trails to the lowest base bidder Garanco, Inc.

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

Commissioner Morris commented:

- It looks good to me.
- I don't have any questions.
- I am in favor of Garanco.

Vice Chairman Walker commented:

- It's very commendable for Mr. Petree to have blessed us with this.
- We should be very thankful.
- I'm glad that we are proceeding on with this.
- He has been very generous to our County.
- I would like Commissioner Morris if he would to remind me how much Mr. Petree has contributed to the county thus far.

Commissioner Morris responded:

- The Pine Hall building was about \$2.2 million.
- This project is around \$318,000.00.
- He also donated 32 acres of land.

Commissioner Yontz commented:

- It seems we are becoming partners with Granaco in Stokes County.
- I know they are a good company and we dealt with them a lot with the school system.
- It's nice to see Garanco continuing to give us competitive bids.
- Thanks for putting this together and it all looks good to me.

Vice Chairman Nickelston commented:

- Everything looks nice to me.
- I've actually done work with Garanco and they are a good company.

With no further discussion and full consensus of the Board, the Vice Chairman instructed the Clerk to place this item on the next meetings Action Agenda.

RiverStreet – Live Streaming of Commissioners Meetings

Vice Chairman Nickelston turned the floor over to Adam Foster with RiverStreet.

Adam Foster with RiverStreet presented the following information to the Board:

Adam Foster commented:

- I am here to mostly answer questions for you.
- If you need me to explain kind of what we're thinking and my understanding of what we think you are wanting to do here.
- In Wilkes County, and Wilkesboro we go to the meetings and film.
- It is aired on our local channel, but we also provide a copy for the county and the town.
- We actually come and set up a couple of cameras, record the event and it while we're there and then it takes a day or two to turn it around.
- We do also have the capability to live stream as well.

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

Commissioner Yontz commented:

- You actually just answered my question in that you do have the capability to live stream and then put it back out for publication.
- Are you prepared with any kind of cost analysis as to what we would be looking at approximately?

Adam Foster responded:

- Initially my understanding is that I would actually be doing it with our equipment.
- I was told somewhere in the six to nine month range, but after that it would be to teach I.T. or someone here once you obtained your own equipment.
- I can't say off hand exactly how much.
- It's roughly \$ 2000.00 for the actual system that you use to record or stream.
- You can literally connect an iPhone to it.
- My biggest concern personally is audio.
- When I sit in the back it's kind of difficult to hear already.
- There's no audio system here to plug into so that would need to be addresses.
- So you can spend anywhere from, I'd say \$3,000.00 to \$4,000.00 on the lower end.
- You can see how it goes and add more if needed.
- I would only be able to personally shoot one meeting per month since I am in Wilkes as well.
- It will require a hard wired internet connection for livestreaming.

Commissioner Walker commented:

- This would be a step in the right direction.
- We work for the citizens of the county and they should be able to see what is going on.
- It doesn't seem to cost that much.
- It is also hard for those in attendance to the meetings to hear sometimes.
- I would like to see that addresses with this as well to make it easier for everyone to hear.

Commissioner Morris commented:

- My preference would certainly be to livestream.
- How would people access that?

Adam Foster responded:

- The easiest way is to create a YouTube channel if the county does not already have one.
- It can be streamed and recorded at the same time.
- Anyone can create a YouTube channel for free.

Commissioner Morris responded:

- It would be my preference to livestream and have it where if someone misses it then they can watch it anytime.
- I really want to include a microphone system when we do this.
- Can someone else come and record on the nights that you are not available?

- Is there any reason we shouldn't do this ourselves so we won't miss every other meeting when you are unavailable?
- We could get someone from our I.T. Department to give us a good internal perspective on how we can proceed with this on our own.

Adam Foster responded:

- We only have one switcher so there would be no way to do that.
- I am happy to come and help in any way to help get it started and then someone here can take it over.
- I can recommend someone to give you a quote.

David Jones, Stokes I.T. commented:

- We can do that and have some quotes hopefully.
- We can be here to answer some questions.
- I came tonight just to listen and get an idea of what we are looking at doing and what equipment we will need.
- We will also need to look at broadband width.

Commissioner Yontz commented:

- I would like to see this item on the Action Agenda next week.
- We can still discuss it and if they are able to get enough information on this for next week hopefully we can move forward.

With no further discussion and full consensus of the Board, the Vice Chairman instructed the Clerk to place this item on the next meetings Action Agenda.

Proposed Draft of Request for Proposal (RFP) for Salary Study

Vice Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the following information to the Board:

REQUEST FOR PROPOSALS

Stokes County seeks proposals for a pay and classification study.

I. Scope of Work

Conduct an employee compensation study for the entire County and a classification study for all non-health and human services positions comparing the County to other public and private employers who are providing similar or equal services. The study should take into account factors such as the cost of living in Stokes County.

Based on that study, determine if changes to position/job descriptions are needed, and if so, create those job descriptions.

Based on the study, determine if pay inequities exist and develop a plan for addressing them.

In addition, based on the study, prepare a comprehensive analysis that identifies Stokes County's competitive position in the labor market and provide recommendations for total salaries.

Responding consultants should have significant experience conducting salary surveys and comparative analyses, preferably involving both public and private employers.

Separate price for updating county personnel policy.

II. Background

As of 2/1/19 Stokes County Government had a total of 315 full time employees, and 181 part-time under approximately 232 job classifications including those where pay grades have been established for broad classifications having varying responsibilities or required qualifications.

The County has one salary schedule consisting of pay grades, broken up by quartiles, each with a minimum, and maximum salary.

A copy of the current salary schedule is included as Attachment A.

III. Scope of Services

- (1) A comprehensive evaluation of every job within Stokes County Government to determine relative worth within the organization (internal equity), placement in the organizational structure, and for the establishment of pay ranges.

Establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar jobs (external equity) of comparable local governments, as well counties in which our employees are being recruited such as Forsyth, Rockingham, Guilford, Surry, and Yadkin.

In addition, the study should consider private employers in various markets for which the County competes for labor supply. Organizations in the comparison are to be shared with key County staff involved in the process who will reserve the right to designate that organizations be added and/or deleted from the comparable organizations used by the consultant.

- (2) Base pay salary survey and analysis of positions for organizations included in A. The County will provide current position information according to the needs of the consultant. The base pay salary survey shall include:
 - a. Pay plan salary range comparison to Stokes County for each position for

- each participant organization by minimum, midpoint, and maximum;
 - b. Existing employee average salary comparison to Stokes County for each position for each participant organization;
 - c. Combined average pay plan salary range comparison to Stokes County for each position by minimum, midpoint, and maximum;
 - d. Combined existing employee average salary comparison to Stokes County for each position;
 - e. Comparison of Stokes County's existing employee average salary for all benchmarks to the combined average for all organization participants;
 - f. Stokes County's market position for each benchmark individually, and overall;
 - g. Analysis of pay practices and salary structure;
 - h. Recommended salary ranges or pay bands to include per cent spreads between ranges/bands. Prepare a new salary structure, based on the results of the study.
 - i. Fair Labor Standards Act (FLSA) designation for each job title/classification/exempt v non-exempt;
 - j. Class/position descriptions in a standardized format that include at a minimum a classification summary; listing of essential duties; required education, training, and experience; and required knowledge, skills, abilities (KSAs) for each position class. Health and Human Services positions are excluded from the classification study as their job descriptions are up-to-date.
- (3) Recommend a classification/compensation and position evaluation system that adheres to the following basic elements and characteristics:
- a. Must meet all legal requirements, be totally nondiscriminatory and provide for compliance with all pertinent federal, state and local requirements.
 - b. The system must be easy for management to administer, maintain and legally defend.
 - c. The system must easily accommodate organization change and growth or conversion.
 - d. The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
 - e. The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan's effectiveness.

IV. Study Conclusion

- (1) Prepare a written final report of recommendations, including discussion of methods, techniques and data used to develop the classification and compensation plan.

- (2) Prepare a report of the total compensation system that compares the County and its relation to the market.
- (3) Prepare an analysis of the financial impact for various implementation dates of the new classification and compensation plan and define funding issues.
- (4) Provide instructional information and instructions to allow County staff/Human Resources to conduct individual salary audits and recommend adjustments consistent with study methods.

V. Selection Criteria

- (1) Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work, including what methods will be employed.
- (2) Cost of Services.
- (3) Experience in similar consulting services.
- (4) Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced.
- (5) Performance History (References)
- (6) Demonstration of the firm's ability to utilize existing information in order to reduce initial and future costs of service

VI. General Information

All inquiries concerning this RFP shall be directed in writing to:

Glenda Pruitt
P.O. Box 20
Danbury, N.C. 27019
Phone: (336) 593-2452
Fax: (336) 593-2346
E-mail: gpruitt@co.stokes.nc.us

VII. Instructions for submitting proposals

Submission of Proposals

Proposals will be received until _____ All proposals shall be submitted in a sealed envelope(s) and properly identified with the name:

RFP: Classification and Compensation Study 2018

Sealed proposals must be received by the Stokes County Support Services Department no later than the time and date specified. Proposals may be emailed, mailed, or hand-delivered to:

Glenda Pruitt
Support Services Supervisor

P.O. Box 20
1014 Main Street (Ronald Reagan Building 2nd floor)
Danbury, N.C. 27019
gpruitt@co.stokes.nc.us

It is the bidder's responsibility to ensure the proposal is received prior to the proposal acceptance time. Late proposals will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

VIII. Time for Completion

The Contractor shall have one hundred twenty days (120) after the contract has been signed by both parties to compete the project.

IX. Limitations

This Request for Proposal does not commit Stokes County to award a contract, pay any costs incurred in preparation or travel to Stokes County, NC to present a proposal to this request, or to procure or contract for services.

Attachment

A. Classification and Position List

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

Assistant County Manager / Clerk to the Board Shannon Shaver commented:

- Support Services Supervisor Glenda Pruitt and I worked on this.
- We tried to include everything that we thought that the Board wanted in that and also looked back at the proposals that were received last time.
- I won't bore you with reading the entire thing to you.
- I have seen a couple of things that need to be changed myself such as 2018 to 2019.
- If there's anything that you see after looking over it in your packet that you'd like to add to it, change, or take away we would appreciate any suggestions.

Commissioner Morris commented:

- I have a lot of questions on this.
- First of all thank you guys, you did a really good job putting this draft together.
- I would add an attachment with the current personnel policy since we are asking for that to be revised.
- Make that attachment B.
- If you would like to send me a copy by email I would be glad to make some suggestions.
- You could also after that send it out to some companies and let them give you feedback on the RFP to see if there is anything that needs to be clearer.

- I would like to also have the companies include resumes and executive summaries.

Assistant County Manager/Clerk to the Board Shannon Shaver responded:

- I would be glad to send it to you in a word document for review.

With no further discussion and full consensus of the Board, the Vice Chairman instructed the Clerk to place this item back on the Discussion Agenda at the meeting on March 11th allowing time to make suggested changes.

Vice Chairman Nickelston requested that the Wellness Center be moved up on the agenda due to the request of those in attendance.

With no objections the Wellness Center was moved to the next item on the agenda.

Wellness Center

Vice Chairman Nickelston turned the floor over to County Manager Jake Oakley and Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver commented:

- I do not really have any new information on this.
- I have placed the capital project ordinance back in the packet you received.
- Other than that I was asked to place this item back on the agenda due to March 6th being the 100th day after the capital project ordinance was first introduced on November 26th.

County Manager Jake Oakley commented:

- I think you have to decide if you want to have this in the budget.
- Do you want to move forward with any kind of a feasibility study?
- Did you want participation from other entities in the county that can help you with this?
- I'm just curious about the operation of the task force.
- I would like to have a snapshot of how that worked.
- I would like to ask a few members of the task force to speak on that.
- If I could have Derek Edwards and Ruth Ann Hardin come up and share some information on the task force.

Derek Edwards commented:

- Ruthann and I were both appointed to the task force by the Commissioners.
- Ruthann was appointed as Chair of the task force.
- Ruthann and the task force were actually on an agenda for a meeting to present a proposal for a feasibility study and there was a recommendation at that meeting to strike the presentation from the agenda.
- The cost of the study was approximately \$25,000.00.

Ruth Ann Hardin commented:

- Just to give you a little history on the task force, the task force was created by the Commissioners.
- We met three times.
- We were prepared to present information and a recommendation for a proposal for a feasibility study.
- The proposal had been passed out earlier.
- It was taken off the agenda at the beginning of the meeting.
- The task force was put on hold and never reconvened.

Durwood Dunlap commented:

- After that point, we had heard that the task force had been disbanded.
- I don't remember the whole group agreeing to do a feasibility study.
- There was no vote taken that I remember.

Ruth Ann Hardin responded:

- We have different views about that because I did think that we had a consensus.
- That was the most logical way to move forward.
- The task force is really a dynamic group of individuals.
- We have a strong background in dealing with businesses and organizations.
- A lot of us like myself have worked in low income areas and can see the possibility of pulling organizations together in a positive way
- You have to be very logical about how you're moving forward.
- If you're going to spend a lot of the tax money on a Wellness Center, which we all see and agree that this is much needed for this area, then you are going to have to move forward in a very logical way.

Commissioner Morris commented:

- You answered my question.
- Thank you very much.

Commissioner Walker commented:

- I would like to ask a couple of task force members to come up and speak as well.
- I would like them to share their thoughts on the committee.

Durwood Dunlap commented:

- We were charged with going out into the community and getting the feel for what this could be like and what the people thought about it.
- I spoke with a lot of people.
- I didn't write all the names down but got a good feel for how much this was needed and wanted.
- My understanding was that the task force was dissolved.

Ernest Lankford commented:

- I only attended the first meeting.

- In my opinion the meeting was totally out of control.
- I am not sure how they even elected a Chairperson.
- Everything seemed out of order.

Commissioner Walker continued:

- As far as I was concerned the task force was put on hold.

Ernest Lankford responded:

- That is exactly what happened with the task force.
- After that we started going out and visiting sites and ended up going to eight different sites.
- We got ideas for what we wanted to build.
- The county spent money on the YMCA in King.
- I believe it was around \$400,000.00.
- That is why I can't understand people on the other side of the county being so against this.

Commissioner Walker continued:

- We put a lot of effort into talking about the facility being built at the old prison site.
- I did not really expect the resistance on this.
- I support the Wellness Center going to the original location it was proposed.
- We have hopes to get substantial grants.
- The bottom line is that unless this Board is behind this then it will not move forward.

Commissioner Yontz commented:

- I am perplexed at just listening to what I just heard I am confused and as a new Commissioner, how I'm getting labeled as being completely going against this.
- It's not that I'm completely against it.
- There's so many unknowns.
- I have heard reduced insurance rates, how much?
- How is it going to be used as an economic development tool?
- I am not saying that it is not, I just want to know how.
- I've heard staffing plans that include volunteers.
- I have heard that we will have after school childcare for students; volunteers and this do not go hand in hand.
- I don't know why we even have it on discussion because I thought that the consensus of this group was that we were putting it in the 19-20 budget for discussion.
- I've said this many times Stokes County is poor at phase two, by the time we get to phase two, we have to tear down phase one and start over.
- I mean, that's just the truth.
- If we are going to do it, let's do it and do it right to begin with, let's invest in this and make it something that would be an economic development.
- A walking track around a gym is not economic development.
- You put two or three or four gyms in there and you bring sports teams to the county.
- What does that demand?
- It demands lodging and restaurants.

- And I've heard a lot of people say that we put this committee together.
- I live in Walnut Cove.
- No offense to any of you that were on that committee, but I didn't talk to any of you about it.
- My father is very involved and lives there as well and he didn't know anything about it.
- I have family members that work in the government center that were never contacted, never asked about it, and they live in walnut cove.
- So if we're going to do it, let's do it right and let's get input from everyone.
- Not just from a select few that want to push a certain agenda.

Vice Chairman Nickelston commented:

- I have to say I agree with a lot of what Commissioner Yontz said on this.
- I am not totally against it.
- Right now with all if the information I have I don't see this being an economic tool.
- One of the things that the new Commissioners ran on was economic development.
- If we are going to do this let's do it right the first time.

Commissioner Morris commented:

- I will summarize my thoughts on this.
- First off I am guilty for having this on the agenda again due to that March 6th deadline.
- There is no way I would be able to approve this by March 6th.
- It sounds like the task force was on the right path to have a feasibility study.
- What we agreed to talk about in the budget is funding a feasibility study.
- I will not agree to an in house study.
- It won't hold water when you start looking at trying to get funding.
- The project is not fully funded.
- It is half funded.
- To get loans you have to have public hearings.
- To obtain grants you have to have a feasibility study from a credible source.
- We keep talking about the early college using this.
- I thought when you went to the early college you waived your rights to athletics.
- The trades building has an area for fitness.
- I would like to have an update on that 600 square feet that the money was allocated for physical fitness.
- Everyone who has talked to us during the campaign said we do not want a tax increase.
- This would take \$2 million right out of the fund balance before we even get started.
- We are trying to balance what all the other spending requirements are for the county.
- I really don't like using that valuable piece of commercial property that we have in our 2035 plan.
- I think it should go somewhere else.
- I don't like the design.
- I particularly don't like it because there is not a swimming pool.
- I am certainly not against this.
- I would like to consider a feasibility study.

- I would be willing to talk with anyone about this.

Ruthann Hardin commented:

- I recorded the task force meetings if anyone is interested in hearing what went on at those meetings.

Commissioner Walker commented:

- The people in King keep asking why I am pushing this.
- I tell them one thing, the people of this part of the county want it and they need it.
- We have a declining population.
- Where are they going?
- We have to offer people more options.
- I don't see an issue with leaving the funds where they are.

County Manager Oakley commented:

- I believe the Board needs to at least take action to reallocate the funds back to where they came from so that Julia can take care of the financial part.

County Attorney Browder commented:

- An action does need to be taken to do that.
- With the capital project ordinance, if it is not approved it just fails.

Vice Chairman Nickelston commented:

- If everyone is good with placing this item on the Action Agenda at the next meeting when everyone will be here we can do that.

With no further discussion and full consensus of the Board, the Vice Chairman instructed the Clerk to place this item on the next meetings Action Agenda.

Office Use Policy for Buildings Owned by Stokes County

Vice Chairman Nickelston turned the floor over to County Attorney Ty Browder.

County Attorney Browder presented the following information to the Board.

Office Use Policy for Buildings Owned by Stokes County

WHEREAS, Stokes County owns office buildings located in Stokes County which are used by various departments of county government as well as state and federal agencies; and

WHEREAS, the Stokes County Board of Commissioners desires to establish a uniform policy for the use of said office buildings;

NOW THEREFORE, the Stokes County Board of Commissioners hereby establishes the following office use policy for buildings owned by Stokes County:

The use of all office space owned by Stokes County shall be determined exclusively by the Stokes County Board of Commissioners. The Stokes County Board of Commissioners delegates the authority to assign individual offices within a department of county, state or federal government using said space, to the respective department head as long as said office space is used for departmental purposes. The Stokes County Board of Commissioners shall designate an office within the Ronald Reagan Administrative Building, which may be used by each Commissioner on a rotating basis for the purpose of meeting with Stokes County Citizens and other interested parties in connection with their duties as Stokes County Commissioners. The Commissioners shall develop and publish a schedule setting forth when each Commissioner will be available for meetings. The designated office shall also be available for use by state and federal representatives to meet with Stokes County officials and citizens.

This policy was adopted by majority vote of the Stokes County Board of Commissioners on the ____ day of _____, 2019.

Ronnie Mendenhall, Chairman

Shannon Shaver, Clerk to the Board

County Attorney Browder commented:

- I made some revisions based on the comments from the Board at the last meeting.
- I added as long as said office space is used for departmental purposes to the first paragraph.

- I changed the portion concerning each Commissioner rotating the space and publishing a schedule.

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

Commissioner Yontz commented:

- I don't really have any major questions.
- I just want to know how we will develop the schedule.
- I also want to make sure that if we need to switch days it will not be an issue.

County Attorney Browder responded:

- I can clarify that at the direction of the Board.

Commissioner Walker commented:

- I believe it was Commissioner Walker that came up with the idea to have the Commissioners rotate the space.
- I think that is a good idea.
- We have made some progress on this and I feel like it will be a positive thing.

Commissioner Morris commented:

- I just want to set a certain day of the week with specified hours.
- I would like to alternate some day and some evening hours.
- For instance 4:00-7:00pm would work as I could get in before the doors are locked and then go out and let the door lock behind me.
- I just want to pick a day that fits my schedule the best and advertise it on the website.
- I think you have made all the changes that we talked about.
- It doesn't have to be the same room as long as it is private.

County Attorney Browder commented:

- The Board can coordinate a meeting schedule and as long as it is posted for the public to see that should be fine.
- The meeting space can also be designated.

Assistant County Manager/Clerk to the Board Shannon Shaver commented:

- Is this something that can posted to the county website monthly and noted that the schedule is subject to change?
- This would be simple for the general public to see.

County Attorney Browder commented:

- I can revise to include how the schedule will be advertised.
- I can have that ready for the next meeting.

With no further discussion and full consensus of the Board, the Vice Chairman instructed the Clerk to place this item on the next meetings Action Agenda.

Stokes County Board of Adjustments – Re-Appointments

Vice Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the following information to the Board:

- The following vacancies of the Stokes County Board of Adjustments need to be re-appointed.
- Three of the current members, Amos Elvis, Carl Hill and Dennis Robinson have agreed to continue to serve if appointed.
- The Alternate member position is currently vacant and needs to be filled.
- Boards of Adjustment members serve on a quasi-judicial board that deals strictly with zoning issues.
- This Board hears variance requests, appeals and makes interpretations concerning the zoning ordinance.
- The members serve three (3) year terms.

Current Board of Adjustment Members

<u>Members</u>	<u>Community</u>
Marvin Cavanaugh – Chairman	Sandy Ridge
Stephen Jessup – Member	Westfield / Francisco
Amos Elvis – Member	King
Carl Hill – Member	Germanton
Dennis Robinson – Member	King
Vacant – Alternate	

Vice Chairman Nickelston opened the floor for nominations.

Commissioner Walker nominated Amos Elvis, Carl Hill, and Dennis Robinson.

Commissioner Walker moved to close the floor for nominations.

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

With no further discussion and full consensus of the Board, the Vice Chairman instructed the Clerk to place this item on the next meetings Action Agenda.

Stokes County Board of Commissioners Joint Meeting with Rockingham and Caswell County- proposed dates

Vice Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the following information to the Board:

- I have reached out to Rockingham and Caswell County and compiled some possible dates for the annual joint meeting.
- I originally tried to coordinate with the Arts Place to host the event.
- The dates are a little tricky due to the busy schedules.
- I was unable to work that out due to the only date that they had available is Thursday, April 4th which is the date for this year's Farmers Appreciation Dinner.
- March 14th or April 11th are our best options.
- The meeting typically begins at 6:30 pm.

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

Commissioner Walker commented:

- I would like to host it at the Pine Hall Center.

With no further discussion and consensus of the Board the Joint Meeting between Stokes, Rockingham, and Caswell Counties will be held on April 11, 2019 at 6:30 at the Pine Hall Community Campus.

Stokes County Board of Commissioners Meeting with Legislative Delegation – proposed dates

Vice Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver.

Assistant County Manager/Clerk to the Board Shannon Shaver presented the following information to the Board:

- I have two possible dates after coordinating with Representative Hall and Senator Berger.
- Those dates are March 11th, and you have a Commissioners Meeting that day.
- The other date is March 18th and you have the DSS Meeting and Board of Health Meeting at 1:00 pm and 3:00 pm.

- This meeting is typically held in the morning or afternoon in the third floor conference room.

Vice Chairman Nickelston opened the floor for discussion/comments/questions.

After discussion by the Board, the first choice for the Board was March 18th at 4:00 pm, with the second choice being March 11th in the morning or afternoon prior to the Commissioners Meeting at 6:00 pm.

ACTION AGENDA

Petree Board of Trustees – Designated Trustee Appointment

Vice Chairman Nickelston entertained a motion regarding an appointment of a Designated Trustee to the Petree Board of Trustees.

Vice Chairman Nickelston opened the floor for nominations.

Commissioner Walker moved to close the floor for nominations.

Commissioner Morris seconded.

Vice Chairman Nickelston opened the floor for any discussion/comments/questions.

With there being no discussion Vice Chairman Nickelston polled the Board.

Vice Chairman Nickelston: Commissioner Morris
Commissioner Yontz: Commissioner Morris
Commissioner Walker: Commissioner Morris
Commissioner Morris: Commissioner Morris

The appointment for Commissioner Morris as the Designated Trustee to the Petree Board of Trustees was approved 4-0.

PART Appointment

Vice Chairman Nickelston entertained a motion regarding an appointment to the PART Board.

Vice Chairman Nickelston opened the floor for nominations.

Commissioner Walker moved to close the floor for nominations.

Commissioner Morris seconded.

Vice Chairman Nickelston opened the floor for any discussion/comments/questions.

With there being no discussion Vice Chairman Nickelston polled the Board.

Vice Chairman Nickelston: Commissioner Morris

Commissioner Yontz: Commissioner Morris

Commissioner Walker: Commissioner Morris

Commissioner Morris: Commissioner Morris

The appointment for Commissioner Morris to the PART Board was approved 4-0.

King Planning Board Appointments – ETJ Alternate Member

Vice Chairman Nickelston entertained a motion regarding an appointment of an ETJ Alternate Member to the King Planning Board.

Vice Chairman Nickelston opened the floor for nominations.

Commissioner Walker moved to close the floor for nominations.

Vice Chairman Nickelston seconded.

Vice Chairman Nickelston opened the floor for any discussion/comments/questions.

With there being no discussion Vice Chairman Nickelston polled the Board.

Vice Chairman Nickelston: Steven Booe

Commissioner Yontz: Steven Booe

Commissioner Walker: Steven Booe

Commissioner Morris: Steven Booe

The appointment for Steven Booe as the ETJ Alternate Member to the King Planning Board was approved 4-0.

Closed Session

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

To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5)

To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a) (6)

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

Commissioner Yontz moved to enter Closed Session for the following:

To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property pursuant to G.S. 143-318.11(a)(5)

To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a) (6)

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

Commissioner Walker seconded.

Chairman Mendenhall opened the floor for any discussion/comments/questions.

Commissioner Walker commented:

- I have a self-imposed time limit for myself.
- If this goes too long I will be unable to stay.
- I am still not at 100 percent.

With no further discussion the Board entered into closed session.

The Board re-entered the open session of the February 18, 2019 meeting.

Vice Chairman Nickelston opened the floor for any additional business in open session.

Adjournment

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

Commissioner Morris moved to adjourn the meeting.

Commissioner Yontz seconded and the motion carried unanimously.

Shannon Shaver
Clerk to the Board

Ronnie Mendenhall
Chairman