

STATE OF NORTH CAROLINA)	OFFICE OF THE COMMISSIONERS
)	STOKES COUNTY GOVERNMENT
COUNTY OF STOKES)	DANBURY, NORTH CAROLINA
)	MONDAY MARCH 11, 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, March 11, 2019 at 6:00 pm with the following members present:

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris

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
DSS Director Stacey Elmes
Support Services Supervisor Glenda Pruitt
Public Works Director Mark Delehant
Solid Waste/Landfill Supervisor Harry France
Economic Development Director Will Carter

(Commissioner Jamie Yontz was absent from the meeting)

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

INVOCATION

Commissioner Mendenhall delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

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

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Nickelston entertained a motion to approve or amend the March 11th Agenda.

Commissioner Morris moved to approve the March 11th agenda as presented.

Commissioner Mendenhall seconded the motion.

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

With no further discussion and full consensus of the Board the March 11th Agenda was approved with a 4-0 vote.

COMMENTS – MANAGERS AND COMMISSIONERS

Commissioner Mendenhall commented:

- Welcome to everyone.
- It is good to see everyone here tonight.
- I love having the citizens be a part of their governmental process.

Vice Chairman Walker commented:

- Welcome to everyone.
- It seems we have a different mix of folks here each time.
- Whatever your reason for being here is, I hope you find your time well spent.

Commissioner Morris commented:

- Welcome to everyone.
- I am glad to see everyone here.

Chairman Nickelston commented:

- Thank you for being here.
- I certainly love seeing all of the citizens at the meetings.

County Manager Oakley commented:

- I want to take a moment to recognize the hard work of Stokes County Veterans Service Employee Mr. Larry Hunsucker.
- I received an email from Mr. Alan McGill praising Mr. Hunsucker for all of his hard work, and dedication to the Veterans.
- I also want to mention that the Stokes County Animal Shelter is in full compliance with the state.
- I want to say a big thank you to those at the shelter for all of their hard work.
- With that I would also like to welcome everyone here.

PUBLIC COMMENTS

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 Rd.
Lawsonville, NC 27077

RE: Arts Update

Apple Gallery – March 2019

We welcome a show by the Stokes County Schools Art Faculty. The show includes sculpture, pottery, photography and paintings in oil and watercolor. A reception was held on March 8th.

Jayebird Gallery - Hanging Rock State Park – March & April

Rebecca Dresser is featured in the Jayebird Gallery these two months. Her work focuses on nature, animals and birds so it is perfect for this gallery.

Winter Dessert Series

This series wrapped up this past weekend with “Flights of Imagination”, a one woman show starring Terri Ingalls. She related stories of her long career at Piedmont Airlines. The audience included many veterans of the Airlines – it was like a class reunion!

Classes

*Beginning Pottery Class started in February and the students are really enjoying this class.

*Kudzu Basket Weaving Class begins *March 16th* – just a few spots remain open for this class. Fee of \$50 includes all supplies.

“Kaleidoscope Class” is scheduled for *March 30th*.

March 16th 4:30 pm

Short reading by local author Sarah Vaden from her book series - Legend of Zelkova, followed by signing.

S. L. Vaden started writing stories at a young age and kept her dream of being an author a secret until her first book was published. Her vivid imagination and love for nature are one of her major driving forces for her books

Come Hear NC Music Celebration continues.....

March 17th at 4pm John Cowan returns with Darin & Brooke Aldridge. Always a sold out show, a few tickets remain - \$30 Advance / \$35 Day of.

Carolina Live – March 24th 3 pm

Carolina Live! - Our Musical History brings history to life through NC music. Through words and song, top-notch NC performers inspire the audience with music from NC trailblazers, including Doc Watson and John Coltrane.

Tickets are \$10 Adults, \$5 Students (K-12) Proceeds go to our Junior Mountain Music Program.

This show will be touring the schools on March 20th.

Arts DAY – Annual Conference of Art and Action / Raleigh- March 26th / 27th

ARTS Day is a gathering of artists and arts leaders from across the state to convene as peers and prepare for action, then meet with their elected representatives at the NC General Assembly to deliver a message about the ARTS

Eddy will be presenting during the program and will be meeting with Legislators. Four members of our board will be attending all the sessions to learn and share.

Derek Edwards
Stokes Family YMCA
105 Moore Rd.
King, NC 27021

RE: Stokes Family YMCA

Good evening Staff, County Management and Commissioners;

On Saturday March 16th the Stokes Family YMCA celebrates its 22nd Anniversary. We are thankful to all that believed in the initial investment to create the Stokes Family Y. We are also thankful to those that contributed their time, talent and resources; along with having a vision for the Y to serve others. The Y is proud to serve all of Stokes county and surrounding communities; serving children, teens, adults, families and seniors. Through community support provided during the Y's Annual Giving Campaign; no one is ever turned away for their inability to pay.

Today the Stokes Family YMCA serves over 7,300 members; along with numerous visitors and guests. In fact during January and February, of this year, the Stokes Family Y had over **44,000** scanned visits.

The Y's Mission is: Helping people reach their God-given potential in spirit, mind and body. Our 5 core values are: caring, honesty, respect, responsibility and faith. We strive to make a difference daily by focusing on three key areas: **Youth Development, Healthy Living, and Social Responsibility.**

I want to share 3 recent examples of how we strive to make a daily difference through our three key areas:

Youth Development: (nurturing the potential of every child and teen).

Students from West Stokes High School joined over 1,000 North Carolina high school students in attending the 27th annual YMCA North Carolina Youth and Government Conference February 14th through the 17th in Raleigh. They took on the roles of senators, representatives, media reporters, attorneys, lobbyists, and budget analysts.

The purpose of the conference is to prepare students for moral and political leadership through training in the theory and practice of developing public policy.

At the conference this year, West Stokes High School won Model Delegation out of 40 schools in attendance. The Model Delegation demonstrates: leadership, compassion, respect, sportsmanship, open-mindedness, responsibility, and honesty as well as exceeding expectations at both the delegation and conference levels. We are very excited for their accomplishments and salute the future leaders involved in this program. I'm hopeful you will extend this group an invitation to attend one of your Commissioner Meetings for recognition of their achievement.

Healthy Living: (improving the nation's health and well-being)

Livestrong at the YMCA will begin on Monday April 8th and will run for 12 consecutive weeks on Monday and Thursday for 90 minute sessions; 1:30 to 3:00. LiveStrong is a small group program for Adult Cancer survivors who are in post-treatment; up to five years. The program is free and requires a physician's consent for participation. This program fulfills the important need of supporting the increasing number of cancer survivors who find themselves in the transitional period between completing their cancer treatment and the shift to feeling physically and emotionally strong enough to attempt to return to their normal life or their "new normal". The program is of no cost to participants and also includes a free Y membership for the programs duration. Our community partners include Forsyth Medical Center, Wake Forest Baptist Medical, Piedmont Hematology and Oncology, and Cancer Services.

Social Responsibility: (giving back and providing support to our neighbors).

The Stokes Family YMCA has received the YMCA of The USA Safety Around Water Swim Grant for the third year in a row. This Year we received \$3,000 from YMCA of the USA to teach children Safety Around Water. This funding will allow 8 free lessons for 50 children in Stokes County. Safety around Water introduces children to water with a sequenced set of skills that include: Jump, Push, Turn Grab along with Swim, Float Swim. These skills help children who may fall into the water un-expectantly. There are also specific safety topics that are reviewed during the sessions such as Boat Safety, Sun Safety, Rescue Skills and 911 Communications.

The Stokes Family YMCA will be partnering with Stokes County DSS and the Stokes County Foster Association to identify families and submit applications; providing Safety Around Water at no cost through the Grant.

It is a pleasure, and an honor, to serve those in our communities and appreciate the opportunity to share these examples of the work of the Y.

I have a package of information for each of you to review at your convenience. Thank you for the opportunity to share with you.

CONSENT AGENDA

Chairman Nickelston entertained a motion to approve the Consent Agenda.

Minutes

February 18, 2019 - Regular Meeting
February 25, 2019 – Regular Meeting

Budget Amendment #71 –

Finance Director Julia Edwards submitted Budget Amendment #71 for approval:

Budget Amendment #71- General Fund

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Administration			
100.4120.000	Salaries & Wages	\$ 203,978.00	\$ 1,327.00	\$ 205,305.00
	Social Services			
100.5310.000	Salaries & Wages	\$ 2,442,862.00	\$ 2,086.00	\$ 2,444,948.00
	Sheriff's Department			
100.4310.000	Salaries & Wages	\$ 1,912,982.00	\$ 2,795.00	\$ 1,915,777.00
	Emergency Communications			
100.4325.000	Salaries & Wages	\$ 472,417.00	\$ 4,443.00	\$ 476,860.00
	Emergency Medial Services			
100.4370.000	Salaries & Wages	\$ 1,250,899.00	\$ 5,862.00	\$ 1,256,761.00
	Contingency			
100.9910.100	Leave Contingency	\$ 10,034.00	\$ (10,034.00)	\$ -
100.9910.300	Personnel Contingency	\$ 27,426.00	\$ (6,479.00)	\$ 20,947.00
	Total	\$ 6,320,598.00	\$ -	\$ 6,320,598.00
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 03/01/19.				
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	\$ -	\$ -	\$ -

M.O.E. – FY 2019-20 Funding

MAINTENANCE OF EFFORT FUNDING 2019-2020

Account #	Original Budget ('19-'20)	Revised or New Budget Amounts	'19-'20 Final Budget Amounts	'19-'20 Monies Spent Through 9/30/19	'19-'20 Monies Spent Through 12/31/19	Projected to Spend By 6/30/20
100.5200.000 Monarch	\$139,320					
111.5200.003	\$61,000					

Insight Human Services						
111.5200.004 NC 211	\$4,000					
111.5200.006 Narcan Kits	\$12,000					
111.5200.007 Substance Abuse Liaison	\$30,000					
111.5200.008 DSS Placements/CCA Assists/Etc.	\$10,000					
111.5200.010 Media/Education	\$5,000					
111.5200.011 CIT Training	\$5,000					
111.5200.012 Med Lock Boxes	\$2,000					
111.5200.013 Transportation to SA/MH Appointments	\$10,000					
111.5200.016 Comm. Paramedic Program	\$100,000					
Account #	Original Budget (‘19-‘20)	Revised or New Budget Amounts	‘19-‘20 Final Budget Amounts	‘19-‘20 Monies Spent Through 9/30/19	‘19-‘20 Monies Spent Through 12/31/19	Projected to Spend By 6/30/20
111.5200.017 Med Assist Event	\$7,500					
111.5200.002 SOC Transportation	\$10,000					
111.5200.001 ABC Bottle Tax	\$3,000					

TOTALS: \$398,820

PROPOSAL FOR MOE FUNDS

2019-2020

TRANSPORTATION TO SUBSTANCE ABUSE/MENTAL HEALTH TREATMENT

Requested Amount: \$10,000

Use: Monies will be used to provide transportation assistance to residents in Stokes County who do not have Medicaid and cannot access Medicaid transportation assistance. Monies will assist Stokes County residents get to appropriate substance abuse and mental health treatment.

Assistance will be provided by gas voucher (if the individual has a vehicle or has someone who can provide the transportation). Gas vouchers are issued after the confirmation of appointment has been received and are issued based on the amount of mileage from the individual's home to the treatment provider and back to the home at 27 cents per mile. If the individual does not have access to a vehicle, the option for using JD Cruise or YVEDDI exists.

MED ASSIST EVENT

Requested Amount: \$7,500

Use: \$7,500 of these dollars will be used to fund a Med Assist event in Stokes County in the Spring. These dollars will be paid directly to the Med Assist Company to provide the medications, etc. during the event.

NARCAN KITS

Requested Amount: \$12,000

Use: These dollars are to be used to purchase Narcan kits for local law enforcement agencies and local EMS agencies in the county (including volunteer agencies).

CIT TRAINING

Requested Amount: \$5,000

Use: Monies would be used to fund employees (law enforcement or EMS professionals) to receive Critical Incident Training and would also provide funding for the agencies to have coverage of other personnel while regular personnel was in training.

EMS – COMMUNITY PARAMEDIC PROGRAM

Requested Amount: \$100,000

Use: \$46,000 was allotted for EMS to begin this pilot program during the '18-'19 fiscal year. This program is getting the word out and is and will continue to be a benefit to Stokes County citizens. *[EMS's actual request was for \$130,000.]*

INSIGHT HUMAN SERVICES

Requested Amount: \$61,000

Use: \$56,000 of the funds will be used to continue substance use and prevention services for adolescents in Stokes County. \$5,000 of these funds will be used to host a youth summit on opioid and alcohol use/abuse. This will be the second year that such a summit has taken place.

MONARCH

Requested Amount: \$139,320

Use: Monarch provides services to Stokes County in many areas. These funds are used to help fund the Stokes Opportunity Center, the Walnut Cove supervised Apartments, Pilot View Intermediate Care Facility, and the Behavioral Health Office. *[Monarch's actual request was for \$156,000.]*

NC 2 1 1

Requested Amount: \$4,000

Use: Resource availability to Stokes County residents regarding any and all necessary services from behavioral health to substance abuse to child care facilities to assistance with housing/food.

SUBSTANCE ABUSE LIAISON

Requested Amount: \$30,000

Use: Position is used county wide as a resource for getting Stokes County citizens in touch with the appropriate resources for help with substance use. This position works with citizens and follows them through their working through the system.

DSS PLACEMENTS/CCA ASSISTS/Etc.

Requested Amount: \$10,000

Use: Funding to cover the costs incurred for children and/or adults whose care must be paid for prior to an authorization being received from the LME/MCO or other unforeseen circumstance. These funds will also be used to help access other needed services to decrease the amount of time having to wait for a CCA.

MEDIA/EDUCATION

Requested Amount: \$5,000

Use: Monies available to get needed information out to the public on finding help, accessing information and other resources concerning substance use.

MEDICATION LOCK BOXES

Requested Amount: \$2,000

Use: Provides security and safety of medications.

SOC TRANSPORTATION

Requested Amount: \$10,000

Use: Transportation for members to Stokes Opportunity Center (YVEDDI).

Commissioner Mendenhall moved to approve the Consent Agenda.

Vice Chairman Walker seconded.

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

With no further discussion and full consensus of the Board the Consent Agenda was approved with a 4-0 vote.

INFORMATION

Support for NC Recycling Grant Program

Chairman Nickelston turned the floor over to Public Works Director Mark Delehant.

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



STOKES COUNTY
PUBLIC WORKS DEPARTMENT

Post Office Box 20 • 1012 Main Street • Danbury, North Carolina 27016 • Phone (336) 593-2811 • Fax (336) 593-4027

Mark Delehant
DIRECTOR

Memorandum

TO: Board of Commissioners
FROM: Public Works Director Mark Delehant
DATE: February 18, 2019
RE: Support for NC Recycling Grant Program

Just as it is budget time for Stokes County, it is also budget time for our state and I would like to ask that you lend your support to NC Department of Environmental Assistance and Customer Service (DEACS) recycling grants program. Listed below is an example of how Stokes County has directly benefited from this state office.

In 2012 the state mandated that all counties provide the opportunity for citizens to recycle electronics (N.C. General Statutes 130A-309.130 through 130A-309.141). Stokes County applied for and received a grant for the purchase of a Bob Cat skid steer fork lift that enabled us to safely handle the large quantity of TV's and other large electronics that we would be receiving as a result, thus reducing the potential of injury to staff.

In 2014, 2015, and 2018 Stokes County applied for and received grants to install compactors in an effort to reduce the number of hauls (and the cost of hauling) of recyclables from our collection centers to the Waste Management Recycling facility located in Winston Salem. Additional components of the grants received in 2014 and 2015 also allowed us to utilize some of the funds to clean up and make more attractive to our citizens the areas at these locations reserved for special waste recycling such as used motor oil, oil filters, and anti-freeze (see before and after photos included).

Year	Project Location	Grant	Local Match	Tl. Project Cost	Annual Savings
2012	Landfill	\$20,000	\$9,542	\$29,542	NA
2014	Pinnacle	\$30,000	\$7,803	\$37,803	\$10,000
2015	Walnut Cove	\$36,581	\$7,019	\$46,600	\$10,000
2018	Pine Hall	\$15,000	\$12,987	\$27,987	\$7,800
	Totals	\$101,581	\$36,751	\$138,332	\$27,800

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

Chairman Nickelston on behalf of the Board thanked Public Works Director Mark Delehant for the information provided.

DISCUSSION

Request for Proposal (RFP) Salary Study

Chairman Nickelston turned the floor over to Assistant County Manager/Clerk to the Board Shannon Shaver and Support Services Supervisor Glenda Pruitt.

Assistant County Manager/Clerk to the Board Shannon Shaver and Support Services Supervisor Glenda Pruitt presented the following information to the Board:

- This was presented for the first time at the February 18th meeting.
- Commissioner Morris made some suggested changes and this second draft reflects those changes.
- Upon approval from the Board we can move forward with sending out the RFP to vendors.
- I would like to mention that our Insurance Brokers have offered as part of their service to the county to update our County Personnel Policy.

REQUEST FOR PROPOSALS

Stokes County seeks proposals for a salary and position classification study for county employees.

I. Scope of Work

Conduct an employee compensation study for the entire County and a position classification study for all other employees except for the Health Department where job descriptions are up to date.

Compare the County salary scale to other public and private employers who are providing similar or equal services. The study should consider factors such as the cost of living in Stokes County compared to other counties.

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

Based on the study, determine if pay inequities exist and develop a plan for addressing them. The plan should include a phased approach to correcting pay inequities.

Based on the study, prepare a comprehensive analysis that identifies Stokes County's competitive position in the labor market and provide recommendations to make Stokes County salaries competitive.

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

Include a separately priced update of the Stokes County Personnel Policy, which is included in this RFP as Attachment B.

II. Background Information

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 in this RFP as Attachment A.

III. Proposal Preparation Instructions

Proposals must include the Following:

- (1) A Cover sheet that includes a Title, date and contact Information for the company.
- (2) A table of contents.
- (3) A letter of transmittal for the proposal Submit.
- (4) A one-page Executive Summary of the completed study and personnel policy review.
- (5) A section that describes the approach that will be used to accomplish the scope of this RFP in Section I above to include the timeline.
- (6) A section on the background and experience of your company in performing compensation and classification studies.
- (7) A section that addresses the qualifications of the company's staff and provides up to four resumes of staff members who will work on the project.
- (8) A minimum of three references for similar type studies.
- (9) Proof of workers compensation insurance.
- (10) A cost proposal that provides a firm fixed price for the compensation / classification study and a firm fixed price for updating the personnel policy.

The study should establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar comparable local governments, as well counties in which our employees are being recruited such as Rockingham, Surry, and Yadkin counties.

In addition, the study should consider private employers in various markets for which the County competes for labor supply.

The study applies to the pay levels of positions for the organizations included in Attachment A. The County will provide current position information and participation by county employees in completing survey requirements or interviews according to the needs of the consultants for data collection purposes. The base pay salary survey shall include:

- a. Pay plan salary range comparison of Stokes County to other counties for each position for each participant organization by minimum, midpoint, and maximum;
 - b. Analysis of Stokes County's pay practices and salary structure;
 - c. Recommended salary ranges or pay bands to include per cent spreads between ranges/bands. Prepare a new competitive salary structure, based on the results of the study.
 - d. Fair Labor Standards Act (FLSA) designation for each job title/classification/exempt vs. non-exempt;
 - e. Updated classification / position descriptions should be 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.
- (11) 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.
 - 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. The Final Study Report

- (1) Prepare a written final report of recommendations, including discussion of methods, techniques and data used to develop the classification and compensation plan.
- (2) Include in the final report a comparison of the current Stokes County pay levels to the

- market.
- (3) Prepare an analysis of the financial impact for various implementation strategies and dates of the new classification and compensation plan and when doing this look at a phased approach to implementing study recommendations.
 - (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. Evaluation Criteria

The following evaluation criteria will be used to select the winner to perform the compensation / classification study for Stokes County:

- (1) The firm fixed price to perform the study and personnel policy update. (weighted 60%)
- (2) Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work. (weighted 10%)
- (3) Past Performance and information provided by references on similar studies. (weighted 10%)
- (4) Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced. (weighted 10%)
- (5) Unique components of the firm's proposal that add value above and beyond the competing proposals. (weighted 10%)

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 eighty (180) days after the contract has been signed by both parties to complete 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

B. Personnel Policy

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

Commissioner Morris commented:

- I like the way you guys have this set up now.
- I would recommend sending it to all the vendors and give them a chance for questions instead of just one.
- I would also give them 180 days instead of 120 since we don't really need it until December.
- The only other thing I would mention is to take Forsyth County out since they are so much larger than us and we can't really compete with them.

Assistant County Manager/Clerk to the Board Shaver responded:

- We can make those changes.
- We had only put Forsyth in since they are a major county that our staff is recruited to.
- We also included Davie due to so much of our EMS goes there for the 24/72 work schedule.
- I am not sure if you want to remove Davie County too.
- Of course the company completing the study will compare us to like size counties.

Commissioner Morris continued:

- I would leave Davie in.
- You can leave Forsyth in if you want, it is just that they are on a different planet than us.

Vice Chairman Walker commented:

- It looks like we are making good progress with our goal.
- I agree with Commissioner Morris in that Forsyth County is in a different realm.
- We just cannot compete with them.

Commissioner Mendenhall commented:

- I agree that Forsyth County is out of the picture with the population.
- I would urge that we take Forsyth County out.
- I would like a chart for comparison of the population of the counties listed.
- I would like to change the wording of required education to desired education.
- There are certain positions that we have here that can be pursued through lateral entry when people prove they are capable of performing the duties in a position.
- I know the weighted process is a very important part, but I would like to ask you to check with some counties that have recently gone through this and see what percentages they used.

Chairman Nickeslton commented:

- I think all of these counties are probably larger than us.

Commissioner Morris commented:

- We have to remember that even if the counties are larger than us we still have to consider the counties that we are losing employees too since we are competing with them.
- On the education portion that Commissioner Mendenhall was speaking of we would just change that to desired education.

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

Solid Waste – Green Box Sites and Hours

Chairman Nickelston turned the floor over to Public Works Director Mark Delehant.

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



STOKES COUNTY
PUBLIC WORKS DEPARTMENT

Mark Delehant
DIRECTOR

Post Office Box 20 • 1012 Main Street • Danbury, North Carolina 27016 • Phone (336) 593-2811 • Fax (336) 593-4027

Memorandum

To: Jake Oakley
From: Mark Delehant
Date: 2/18/2019
Re: Solid Waste – Green-Box Sites Hours and Staffing Needs

As I understand there has been some discussion regarding re-opening the five green-box sites that were closed on Wednesday's in an effort to reduce operational costs. As I am sure you will be asked, I have calculated the cost for this and the cost if they would like to implement this sooner than the adoption of next year's budget (July 1st). The sites that are currently closed on Wednesday's are, Lawsonville, Sandy Ridge, Pine Hall, Francisco, and Hwy 66.

- Annual cost to re-open the above-mentioned sites on Wednesday's = \$18,000.00
- Cost to open them beginning April 1st 2019 = \$4,511.00

Also, Landfill staff has expressed the need for a green-box site worker at the Landfill / Transfer Station which is in fact also a green-box site but has never been staffed as such. I am in full agreement with this request and have observed first hand the need for a site worker at this location.

- Annual cost to begin employing a green-box site worker at the Landfill / Transfer Station = \$18,000.00
- Cost to staff the Landfill / Transfer Station beginning April 1st 2019 = \$4,511.00

Public Works Director Mark Delehant noted that Solid Waste/Landfill Supervisor Harry France was in attendance as well to answer any questions.

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

County Manager Oakley commented:

- This is on the agenda due to this was something that was mentioned in one of the Budget Meetings and after mentioning it to Mr. Delehant he came up with a proposal for going ahead and opening those sites in question now.

Commissioner Mendenhall commented:

- I am in support of this.
- I typically use the site at the landfill but I know all of the green box sites are busy and having them open the same hours will alleviate crowding at some sites.

Vice Chairman Walker commented:

- Appreciate the information.
- I am interested in your recommendation.

County Manager Oakley responded:

- You are not talking about a lot of money.
- My recommendation is to have all sites operate on the same schedule.

Vice Chairman Walker continued:

- I am in favor of providing adequate and appropriate service to the county.
- I put my value in your opinion.

Commissioner Morris commented:

- I am in favor of this.
- It is very inconvenient when you load up your trash and forget the site is closed on Wednesday until you get there.
- I have an additional request that we consider keeping the busier sites open one night a week until maybe 9:00.
- If the rest of the Board is open to that we could try it and see how it goes one night a week.

Chairman Nickelston commented:

- I am in favor of this.

Public Works Director Mark Delehant commented:

- I believe the public will appreciate it.
- Is there a particular night of the week that you are thinking of for the late night?

Commissioner Morris responded:

- I would just pick the busiest night.

Solid Waste/Landfill Supervisor Harry France commented:

- Friday is the busiest night.

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

Tax Administration – Monthly Report

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	COUNTY	SCHOOL	USE VALUE	INTEREST		KING	RURAL HALL	WALNUT COVE	SERVICE	CITY OF	TOWN OF		EDU DEBT
2018 TAX	REG & MV	OPERATING EXP	TAX BILLS	PEN & FEES	DOGS	(FIRE)	(FIRE)	(FIRE)	(FIRE)	KING	WALNUT COVE	DANBURY	BLDG 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	125,834.47	125,672.36	1,411.76	8,614.22	586.25	3,099.67	432.00	2,321.46	18,900.56	40,785.62	1,867.88	50.77	16,830.75
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 10,274,155.43	\$ 10,270,201.65	CONT'D	CONT'D	\$ 24,217.32	\$318,971.25	\$ 61,882.56	\$ 218,778.92	\$ 1,579,631.02	#####	\$ 418,420.90	\$ 29,401.64	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	\$ 396,369.57				\$ 5,782.68	\$ 11,391.75	\$ 2,323.44	\$ 11,499.08	\$ 61,838.98				
PERCENTAGE	96.29%				80.72%	96.55%	96.38%	95.01%	96.23%				
PRIOR	COUNTY	SCHOOL	USE VALUE	INTEREST		KING	RURAL HALL	WALNUT COVE	SERVICE	CITY OF	TOWN OF	TOWN OF	EDU DEBT
	REG & MV	OPERATING EXP	TAX BILLS	PEN & FEES	DOGS	(FIRE)	(FIRE)	(FIRE)	(FIRE)	KING	WALNUT COVE	DANBURY	BLDG 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	5,884.68	958.76	132.31	2,746.57
FEBRUARY	30,745.02	-	-	8,300.26	6.09	137.53	13.58	443.50	2,370.57	5,069.32	318.50	-	2,338.87
MARCH	-	-	-	-	-	-	-	-	-	-	-	-	-
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 391,237.64	\$ 10,270,201.65	\$ 40,049.97	\$122,060.06	\$ 381.83	\$ 3,160.76	\$ 387.86	\$ 6,908.89	\$ 30,719.23	\$ 35,886.81	\$ 6,952.56	\$ 831.98	#####
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				#####
BALANCE	\$ 158,762.36		\$ (5,049.97)	\$ 77,939.94		\$ 1,839.24	\$ 612.14	\$ (1,708.89)	\$ 11,280.77				\$ 19,518.18
PERCENTAGE	71.13%	96.25%	114.43%	61.03%	38.18%	63.22%	38.79%	132.86%	73.14%				98.58%

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR FEBRUARY, 2019

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

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER NO</u>	<u>AMOUNT</u>
DIDWAY, CLIFTON HARDIE	8410 SOUTHARD RD STOKESDALE, NC 27357	6816-2018-2018	100.3100.160	\$21.04
			112.3100.160	\$21.04
			209.3100.160	\$5.43
			100.3839.012	\$2.91
			211.3100.160	\$2.71
			112.3100.170	\$2.10
DIDWAY, CLIFTON HARDIE	8410 SOUTHARD RD STOKESDALE, NC 27357	6816-2017-2017	100.4140.390	\$41.99
			209.3100.160	\$5.42
			100.3839.012	\$5.01
			211.3100.160	\$2.71
DIDWAY, CLIFTON HARDIE	8410 SOUTHARD RD STOKESDALE, NC 27357	6816-2016-2016	100.4140.390	\$41.15
			209.3100.160	\$4.98
			100.3839.012	\$4.98
			211.3100.160	\$2.66
DIDWAY, CLIFTON HARDIE	8410 SOUTHARD RD STOKESDALE, NC 27357	6816-2015-2015	100.4140.390	\$41.64
			209.3100.160	\$4.70
			100.3839.012	\$4.90
			211.3100.160	\$2.69
DIDWAY, CLIFTON HARDIE	8410 SOUTHARD RD STOKESDALE, NC 27357	6816-2014-2014	100.4140.390	\$39.50
			209.3100.160	\$4.28
			211.3100.160	\$2.63
TOTAL AMOUNT				\$264.47
RICHARD T. BRIM TAX ADMINISTRATOR	DATE	JULIA EDWARDS FINANCE DIRECTOR	DATE	

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR FEBRUARY, 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>
STANLEY, DONALD EDWARD	1239 OLD 65 RD	41695738	100.3100.113	\$106.35	VEHICLE SOLD
STANLEY, LISA SUE	WALNUT COVE, NC 27052		208.3100.112	\$13.72	
			211.3100.001	\$6.86	
TOTAL AMOUNT					\$126.93
RICHARD T. BRIM TAX ADMINISTRATOR	DATE	ANDY NICKELSTON CHAIRMAN-STOKES COUNTY BOARD OF COMMISSIONERS		DATE	

Present-Use Value Late Application

Per NCGS 105-277.4(a1), "Late Application.....an application may be approved by the board of equalization and review or, if that board is not in session, by the board of county commissioners."

We have (2) Present-Use Value late applications for Year 2019 on which the Tax Office is recommending approval:

<u>Taxpayer</u>	<u>Parcel</u>	<u>Acreage</u>	<u>Reason</u>
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Mitchell H. Bowen	6939-00-28-2620	21.04	Agricultural Use Value - Late Delivery
Morgan R. Bowen			

Approval _____

Denial _____

David Michael Bullins	6955-04-62-6918	6.27	Forestry Use Value - Late Delivery
Patricia S. Bullins	6955-04-63-7426	4.01	
	6955-04-63-4422	0.57	
Approval _____		Denial _____	

Renaming of Carl's Way Rd. (Private Dr.), Pinnacle NC

Both property owners with land associated on Carl's Way Rd. visited our office and requested renaming Carl's Way Rd. to Wishbone Farm Rd. Greg Hunsucker, GIS Specialist/E-911 Addressing has researched and verified that renaming the road to Wishbone Farm Rd. would be an acceptable choice in regards to avoiding road name duplication. Both property owners have been made aware of a \$200 fee associated with renaming a Private Rd. and have agreed to such. It is the recommendation of the Tax Administration for the Board to approve the road name change. Our office will update county maps and will notify all Emergency Service Departments effected by this change.

Approval _____

Denial _____

Real Estate Sales and Values

This letter is to inform the Board on the current state of the real estate market in Stokes County. We have just completed our annual Sales Ratio Study for the North Carolina Department of Revenue using 2018 qualified sales. All indicators show a strong growth in the real estate market for Stokes County. There were 505 qualified sales in Stokes County last year. In 2017 we had approximately 400 qualified sales. We are on pace to have approximately 1800 qualified sales to assist in establishing new market values for our 2021 Revaluation. During our last four year revaluation cycle (2013-2016) there were only 1350 qualified sales in Stokes County. This reflects a 33.3% increase in the number of qualified sales from our last revaluation.

Another good indicator of strong growth is our sales ratio continues to get further away from 100%.

- Stokes County 2018 Sales Ratio (Using 2017 Sales) = 97.4% Median Ratio
- Stokes County 2019 Sales Ratio (Using 2018 Sales) = 93.6% Median Ratio

This is a very good indicator that real estate values are increasing at a much faster pace than in previous years. During our last Revaluation (Jan. 1, 2017) we increased on an average about 3% for the entire cycle. If the current trend continues relating to property sales, Stokes County property values could increase in excess of 12% as a whole for the 2021 Revaluation. The Tax Office will keep the Board abreast of any changes in the market with periodic updates. We will also be providing the Board with detailed sales maps in the near future in an effort to provide a clear picture of what the market is experiencing.

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

With no further discussion and full consensus of the Board, the Chairman directed the Clerk to place the Real and Personal Refunds over \$100, Present –Use Value Late Applications, and Renaming of Carl's Way Rd. (Private Dr.) Pinnacle Dr. on the next meetings Consent Agenda.

Carson Watts Road – Fire District Change

Chairman Nickelston turned the floor over to County Manager Jake Oakley.

County Manager Jake Oakley presented the following information to the Board:

- It has been brought to my attention that the property owners on Carson Watts Road were assessed in the wrong Fire District. Research completed by Fire Marshal, Scott Aaron, and GIS Specialist, Greg Hunsucker disclosed that five out of the eight property owners on Carson Watts Road were assessed in the King Fire District.
- All owners on this road should be in the Pinnacle Fire District which is part of the Counties Service Fire District for assessment.
- All Fire Districts are taxed at the same tax rate of \$0.08 per \$100 dollar valuation.
- The only problem in being assessed in the incorrect Fire District (in this case) has to do with the five mile Insurance Rating District.
- This falls under the direction of the North Carolina State Insurance Commission.
- These rates are determined by location to the nearest Fire Department, Volunteer / Paid Fire Personnel and County Infrastructure of Water lines / hydrants. The owners were notified and the correction was made to place them in the correct Fire District.
- Upon completion of this it was then discovered that one of the residents would lose their homeowners insurance due to the type of structure (log home) if moved from the King District to the service district which would be Pinnacle Fire Department.
- This would happen due to Pinnacle's insurance rating.

- After having a discussion with the owners, the Fire Marshal, and the Mapping Department it is my opinion and recommendation that all of Carson Watts Road be placed in King Fire District.
- This will allow the individuals that live on Carson Watts Road to maintain their existing insurance coverage and not be forced to change.
- If the Board accepts my recommendation and approves to move forward with the change in the Fire District boundary, then the next step will be notifying the State Fire Commission, as well as requesting their approval for change.
- This is a process that will take approximately six months to finalize.
- Until final approval is reached between both governing bodies, the property owners will remain in the district of notification which is the correct fire district.

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

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

Minutes – Proposed Change

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:

- We are well on our way to becoming paperless (at least mostly) with the new system approved in last year's budget for Agendas and Minutes from Granicus.
- This system which is used by many counties throughout the state will make for a more efficient, transparent process allowing the citizen's faster access to items approved by the Board of Commissioner's as well as being able to see more detailed items on the agenda.
- I.T. has been working to get this accomplished and we are about a month out from the launch of this. Along with this we will be livestreaming in the very near future.
- With all these changes I am requesting that we streamline the process of the minutes.
- The vast majority of counties are keeping a record of Action Minutes only.
- In the packet I have included the different types of minutes, some examples of other surrounding counties, and the UNC School of Governments article on minutes.
- During a recent class I attended at the School of Government I learned that keeping extensive verbatim minutes is not something other counties are doing.
- The School of Government suggests only recording actions taken, and providing the public with the access to recordings, livestreaming or other methods of obtaining the full content of the meeting.
- I am already distributing several discs per week of meetings that I have requests from citizens for copies of.

- I can certainly continue to do this even once livestreaming is available but I feel many of our citizens will access it through livestreaming during the meeting or by archived video afterwards.
- I am requesting that the Board approve to keep Action Minutes of all meetings that involve the Board of Commissioners, including the Board of Health, and DSS Board.

Types of Minutes:

- **Action minutes** record the decisions reached and the actions to be taken, though not recording the discussion that went into making the decisions. This is the most common form of minutes used. They include a report of actions taken since the last meeting as well as planned actions. It is important to note who is responsible for upcoming actions. The secretary should save any handouts included with a presentation.
- **Discussion minutes** are lengthy and may include information which is not essential to the focus of the meeting. It may be necessary to keep discussion minutes in a situation where the process behind the decisions may be in question later. Discussion minutes contain everything action minutes do as well as the discussion which lead to the actions decided upon. Do not include discussion which does not pertain to the topic at hand. Be sure to record the speaker and the focus of the presentation as it concerns the topic.
- **Verbatim minutes**, like transcripts, are a record of every single word said at a meeting. They are often long and can be difficult to skim for a particular piece of information. With the exception of courtroom proceedings and Congress, a verbatim record of a meeting is rarely necessary. Verbatim minutes will not always follow the agenda.

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

Chairman Nickelston commented:

- I am certainly in favor of this.
- I am looking forward to less paper and streamlining our meetings.
- I am looking forward to this freeing you up some as well.
- I see no down side to this.

Commissioner Morris commented:

- I am fine with switching over to the action type minutes.
- I like the format that Rockingham uses.
- Some conditions that I would put on it and you said this already is just that if a Commissioner wants something included I want to be sure it is in there.
- I would say that goes for public comments as well if someone wants something specific in there that it be included.
- I think if we are going to do this type of minutes that we have good audio or video backup.

- I would hope once the livestreaming is up and running that people will be able to access this on their own without having to call you for a copy.
- One thing that is not discussed is closed session minutes.
- There are two categories, one which is never made public that would be something like personnel and then the other category is information that cannot be made public at the time but can be later.
- I want to be sure that the ones that can be released eventually are clear and concise on what was discussed.
- As long as this is included I am good with this.

Vice Chairman Walker commented:

- Technology is changing.
- I think this is a move in the right direction.

Commissioner Mendenhall commented:

- I knew this was coming.
- The school system went this direction when I was there.
- I am ready to roll with this.

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

Child Fatality / Prevention Team – New Appointments

Chairman Nickelston turned the floor over to County Manager Jake Oakley.

County Manager Jake Oakley presented the following information to the Board:

- I received a request from DSS Director Stacey Elmes concerning appointments to the Child Fatality/Prevention Team.
- In January, you appointed the team of members for our Child Fatality/Prevention Team.
- At that time, we had two vacancies. One was a vacancy for a parent who had a child under 18 that had passed away and the other was for a representative from a local child care facility or Head Start program.
- We have been fortunate enough to find two team members who meet these criteria.
- Dee Caruthers is the parent of a child who died before their 18th birthday and Jessica Brindle works for YVEDDI Head Start.
- Both of these ladies have agreed to serve on our team.
- I would ask that you please appoint these two ladies to be team members on our team.

Chairman Nickelston opened the floor for nominations.

Vice Chairman Walker moved to close the floor for nominations.

Commissioner Mendenhall seconded.

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

Commissioner Mendenhall commented:

- I am so happy that Dee came on board.
- My wife and I gave her name to Stacey a few months back and I appreciate Stacey reaching out to her.
- Dee's daughter Sonya was killed in an auto accident in her junior year at North Stokes when I was Principal.
- It was the hardest day I have ever had as an educator.
- I have known Dee for a long time and I know she will do a great job.

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

Social Work Month – 2019 Proclamation

Chairman Nickelston turned the floor over to County Manager Jake Oakley.

County Manager Jake Oakley presented the following information to the Board:

SOCIAL WORK MONTH 2019 PROCLAMATION

WHEREAS, the Social Work profession is dedicated to enhancing well-being and helping meet the basic needs of all people, especially those who are vulnerable, oppressed and living in poverty;

WHEREAS, this year's Social Work month theme, "Elevate Social Work" embodies the need to recognize the extraordinary contributions of the profession to our society;

WHEREAS, the Social Work profession is expected to grow faster than average over the next seven years, with more than 682,000 people expected to be employed as social workers by 2026;

WHEREAS, Social Workers elevate and empower people, giving them the ability to solve problems, cope with personal roadblocks and get the resources they need to succeed;

WHEREAS, the Social Work profession is deeply weaved into our society with social workers active in government, schools, universities, social service agencies, communities, corporations, the military and in health care and mental health care settings;

WHEREAS, Social Workers are the largest group of providers of mental health services in the United States;

WHEREAS, Social Workers travel across the nation and world to help people in crisis, helping them overcome issues such as death and grief, epidemics, environmental pollution, and natural disasters;

WHEREAS, the Social Work profession for more than a century has been on the cutting edge of helping create changes to make our society a better place to live;

WHEREAS, Social Workers stand ready to help our society overcome current pressing issues, including equal rights for all, the need for improved availability of health care and mental health services, etc.;

NOW THEREFORE, in recognition of the numerous contributions made by the Social Workers in Stokes County, North Carolina, we, the Stokes County Board of County Commissioners proclaim the month of March 2019 as Social Work Month and call upon all Stokes County citizens to join Stokes County in celebration and support of the Social Work Profession.

Dated this 11th day of March 2019

Chairman Andy Nickelston

Vice-Chairman Jimmy Walker

Commissioner Ronnie Mendenhall

Commissioner Rick Morris

Commissioner Jamie Yontz

Clerk to the Board Shannon Shaver

County Manager Oakley requested that this item be placed on the Action Agenda at tonight's meeting due to March being Social Work Month.

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

With no further discussion and full consensus of the Board, the Chairman directed the Clerk to place this item on the Action Agenda at tonight's meeting.

Farmers Appreciation Day –Resolution

Chairman Nickelston turned the floor over to County Manager Jake Oakley.

County Manager Jake Oakley presented the following information to the Board:

**RESOLUTION PROCLAIMING
FARMER APPRECIATION DAY
IN STOKES COUNTY**

Whereas, the County of Stokes, the Stokes Soil & Water Conservation District, the Cooperative Extension, Farm Service Agency, the Natural Resources Conservation Service and the NC Forest Service desire to host the Farmer Appreciation Day to recognize the contributions of our farmers to Stokes County; and

Whereas, the Board of Commissioners recognizes that the county's farmers contribute greatly to Stokes County's economic base; and

Whereas, the Board believes that all county citizens benefit from farming activities in some manner; and

Whereas, the Board agrees that a Farmer Appreciation Day would show our county's support for the existing farming community and honor past activities that have contributed so much to the culture and heritage of Stokes County; and

Whereas, the Board recognizes and appreciates the local businesses within the County that provides funding for a BBQ and Chicken Dinner with live entertainment to be held at South Stokes High School with all Stokes County citizens invited.

NOW THEREFORE BE IT RESOLVED, THAT

The Stokes County Board of Commissioners hereby proclaims **Thursday, April 4, 2019** as **Farmer Appreciation Day** in Stokes County and extends its appreciation and gratitude to the county's farmers for their many contributions to Stokes County.

Adopted by the Stokes County Board of Commissioners this ____ day March, 2019.

Chairman Andy Nickelston

Vice-Chairman Jimmy Walker

Commissioner Ronnie Mendenhall

Commissioner Rick Morris

Commissioner Jamie Yontz

Clerk to the Board Shannon Shaver

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

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

ACTION

Buffer Zone Request – Property Adjacent to FTCC Stokes Campus

Chairman Nickelston entertained a motion regarding the Buffer Zone Request for Property Adjacent to FTCC Stokes Campus.

Chairman Nickelston turned the floor over to County Manager Jake Oakley.

County Manager Jake Oakley presented the following information to the Board.

- At the last meeting the Board approved to move forward with the planting of a buffer zone between the FTCC Campus and the property owned by the Mounce's adjacent to the FTCC Campus.
- The Board will need to approve the size tree that will be planted as well as award the contract to prepare the site as well as demo the building on the site as well.
- The questions asked at the last meeting regarding any planning and zoning involvement in this have been verified with Planning Director David Sudderth and there will not need to be any action taken or involvement from the Planning and Zoning Department.
- The question on the growth rate of the trees has been verified with Mitchell's Nursery and they state this variety of tree grows rapidly at a rate of 2 to 3 feet per year to quickly provide a buffer between the two properties.
- I spoke with Sally Elliot at FTCC and made her aware of what we are doing and she was in favor is this.
- My recommendation is for the 48 inch trees at a cost of \$1,785.00 total cost versus \$3,570.00 for the 60 inch trees, and to approve the contract for East Landscaping in the amount of \$6,780.00 to complete the work needed to prepare the site due to this quote has all the work needed and does not include the exclusions of the other quote.

Budget Amendment #72 – FTCC Buffer Zone

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	GENERAL FUND			
	Forsyth Tech			
100.5920.590	Improvements	\$ -	\$ 8,970.00	\$ 8,970.00
	TOTALS	\$ -	\$ 8,970.00	\$ 8,970.00
	Dedicated Fund (4 cents)			
211.9820.000	Transfer to General Fund	\$ 2,437,894.00	\$ 8,970.00	\$ 2,446,864.00
211.9100.000	Debt Service Contingency	\$ 136,541.00	\$ (8,970.00)	\$ 127,571.00
	Total	\$ 2,574,435.00	\$ -	\$ 2,574,435.00
This budget amendment is justified as follows:				
To appropriate funds for the buffer zone at the Community College campus.				
This will result in a net increase of \$8,970.00 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			
100.9520.992	Transfer from Dedicated Fund	\$ 1,139,775.00	\$ 8,970.00	\$ 1,148,745.00
	TOTALS	\$ 1,139,775.00	\$ 8,970.00	\$ 1,148,745.00

Commissioner Mendenhall moved to approve the County Manager's recommendation for the Buffer Zone Request for Property Adjacent to FTCC Stokes Campus.

Commissioner Morris seconded.

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

Commissioner Morris commented:

- First of all I went over and looked at the site.
- They not only have a view of the new building but also the early college.
- I want to be sure we are situating these in a way that we take care of this and block both buildings.
- I agree with the comments you made about the proposals.
- All those exclusions are like a blank check for change orders.
- I would also be in favor of using the larger trees.
- I am not sure what the difference is besides the cost.

County Manager Oakley responded:

- We have laid out the trees to be sure to block their view of the whole site.
- The only difference in the trees is the cost is a lot more for the 60 inch versus the 48 inch.

Vice Chairman Walker commented:

- I am going to stick with the 48 inch trees.
- The tree is supposed to grow two to three feet a year.
- I think doubling the price for a foot is not warranted.

Virginia Smith asked permission to address the Board.

Chairman Mendenhall turned the floor over to Virginia Smith.

Virginia Smith commented:

- I have a row of these trees and they were 3 feet tall when I planted them and within a 8 year period they are 50 feet tall.

Commissioner Mendenhall commented:

- I planted these same trees and they were 3 foot tall when I planted them and they are 40 to 50 ft tall now.
- I have made the motion to go with our County Manager's recommendation but I can always withdraw that if the Board wishes.

Chairman Nickelston commented;

- It looks as if these trees are being planted on a hill of sorts so it will provide good coverage quickly.

County Manager Oakley responded:

- That is correct.
- If you planted them below that it would not make a difference how tall they got it would not provide a buffer.
- Within five years they should not be able to see any of the buildings.

Chairman Nickelston continued:

- I think for almost \$1,700.00 difference I would be good with sticking with the 48 inch trees if the Mounce's are okay with that.

Elaine Mounce responded:

- Not really but I don't guess we have a choice.

County Manager Oakley commented:

- We are talking about one foot and that is why my recommendation to the Board was to go with the 48 inch trees with a cost of \$1,785.00 versus \$3,570.00.
- I don't believe that is going to make that much of a difference in a years time.

With no further discussion the motion carried with a 4-0 vote.

The Mounce's extended their thanks to the Board of Commisisoners.

Enterprise Fleet Management Program

Chairman Nickelston entertained a motion regarding the Enterprise Fleet Management Program.

Chairman Nickelston turned the floor over to County Manager Jake Oakley and Enterprise Representative Chad Elbert

County Manager Jake Oakley and Enterprise Representative Chad Elbert presented the following information to the Board.

County Manager Oakley presented the memorandum of approval from County Attorney Browder for the contract between the County of Stokes and Enterprise Fleet Management.

Assistant County Manager/Clerk to the Board Shaver noted that County Attorney Browder requested the Board to also approve for County Manager Oakley to sign the contract once fully executed.

Stokes County - Fleet Planning Analysis

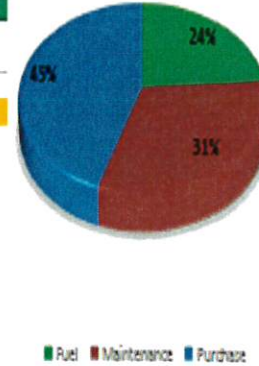
Current Fleet	199	Fleet Growth	-2.88%	Proposed Fleet	174
Current Cycle	18.09	Annual Miles	13,300	Proposed Cycle	4.47
Current Maint.	\$86.74	Insurance	\$0.00	Proposed Maint.	\$21.53
Fuel Info		MPG	14	Price/Gallon	\$2.19

Fleet Costs Analysis

Fleet Mix			Fleet Cost							Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Maintenance	Equity	Fuel	Fleet Budget	Net Cash
Average	199	11.0	199	0	293,967	0	207,135	0	155,646	656,749	0
'19	134	84	110	84	0	408,000	136,199	-83,000	135,428	590,627	66,121
'20	189	64	54	135	0	625,160	91,086	-140,000	122,294	698,540	-41,792
'21	184	16	48	136	0	639,104	85,099	-24,600	121,134	820,737	-163,989
'22	179	21	37	142	0	651,652	75,200	-71,500	118,604	773,956	-117,208
'23	174	49	0	174	0	828,582	44,955	-1,042,717	108,953	-60,228	716,977
'24	174	94	0	174	0	828,582	44,955	-472,932	108,953	509,557	147,191
'25	174	72	0	174	0	828,582	44,955	-112,581	108,953	869,908	-213,159
'26	174	24	0	174	0	828,582	44,955	-120,143	108,953	862,346	-205,598
'27	174	27	0	174	0	828,582	44,955	-273,816	108,953	708,673	-51,925
'28	174	49	0	174	0	828,582	44,955	-713,417	108,953	269,072	387,676
							10 Year Savings		\$524,296		
							Avg. Sustainable Savings				\$12,837

A pie chart illustrating the distribution of costs across three categories: Fuel (43%), Maintenance (31%), and Purchase (24%). The Fuel segment is blue, Maintenance is red, and Purchase is green.

Category	Percentage
Fuel	43%
Maintenance	31%
Purchase	24%



Key Objectives

- Lower the average age of the fleet
 - 57% of the fleet is over 10 years old
 - Resale of older vehicles is reduced
 - Newer vehicles have the most up to date safety features
- Reduce operating costs
 - Anticipated reduction in fuel expense
 - Reduction in maintenance by keeping under warranty
- Long term sustainability
 - Five year program implementation
 - Quarterly reviews and annual assessments with your local Account Manager

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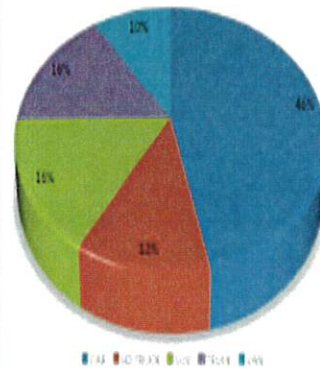
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enterprise
FLEET MANAGEMENT

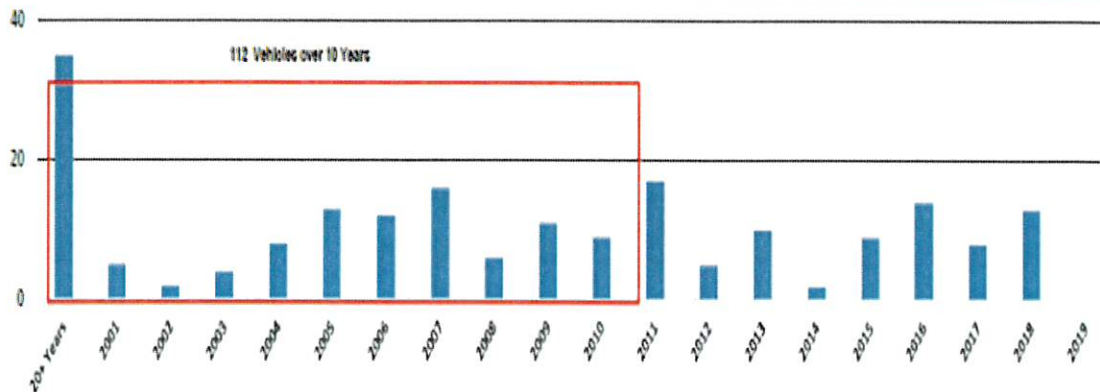
Stokes County - Fleet Profile

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2018	2020	2021	2022	2023	Under-Utilized	
Compact Sedan	1	18.2	9,300	1	0	0	0	0	0	* Fiscal Year 2018 = 18 years old and older, or odometer over 180,000
Mid-size Sedan	6	19.0	6,900	4	0	0	0	0	2	* Fiscal Year 2020 = 8 years old and older, or odometer over 95,000
Full-size Sedan	85	8.6	16,400	29	31	0	3	18	4	* Fiscal Year 2021 = 8 years old and older, or odometer over 98,000
Minivan-Passenger	6	8.7	9,800	1	3	0	0	2	0	* Fiscal Year 2022 = 4 years old and older, or odometer over 79,000
Full-size Van-Passenger	1	1.0	100	0	0	0	0	1	0	* Fiscal Year 2023 = Replacing Vehicles
3/4 Ton Van Cargo	12	11.7	15,300	5	4	0	0	1	2	* Underutilized = Annual Mileage less than
Mid Size SUV 4x4	31	14.5	12,900	22	5	0	0	0	4	
Full Size SUV 4x4	1	20.2	10,100	0	0	0	0	0	1	
Compact Pickup Ext 4x4	20	13.7	11,900	9	2	0	0	4	5	
1/2 Ton Pickup Reg 4x4	5	24.3	5,400	2	0	0	0	0	3	
1/2 Ton Pickup Ext 4x4	6	10.3	8,700	2	0	0	1	2	1	
3/4 Ton Pickup Reg 4x4	1	18.2	8,400	1	0	0	0	0	0	
3/4 Ton Pickup Ext 4x4	6	4.5	11,700	1	1	0	1	3	0	
1 Ton Pickup Reg 4x4	2	20.2	4,200	0	1	0	0	0	1	
Med Duty Cab Chassis	15	9.7	20,600	7	4	1	0	1	2	
Mid Size SUV 4x4	1	4.0	16,000	0	0	0	1	0	0	
Totals/Averages	188	11.1	14,200	84	61	1	8	32	25	

Vehicle Types



Model Year Analysis



Confidential

1/1/2019

enterprise
FLEET MANAGE

Commissioner Mendenhall moved to approve the contract between the County of Stokes and Enterprise Fleet Management and to approve for County Manager Oakley to sign the contract once fully executed.

Vice Chairman Walker seconded.

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

With no further discussion the motion carried with a 4-0 vote.

Social Work Month – 2019 Proclamation

Chairman Nickelston entertained a motion regarding the Social Work Month 2019 Proclamation presented at tonight's meeting.

SOCIAL WORK MONTH 2019 PROCLAMATION

WHEREAS, the Social Work profession is dedicated to enhancing well-being and helping meet the basic needs of all people, especially those who are vulnerable, oppressed and living in poverty;

WHEREAS, this year's Social Work month theme, "Elevate Social Work" embodies the need to recognize the extraordinary contributions of the profession to our society;

WHEREAS, the Social Work profession is expected to grow faster than average over the next seven years, with more than 682,000 people expected to be employed as social workers by 2026;

WHEREAS, Social Workers elevate and empower people, giving them the ability to solve problems, cope with personal roadblocks and get the resources they need to succeed;

WHEREAS, the Social Work profession is deeply weaved into our society with social workers active in government, schools, universities, social service agencies, communities, corporations, the military and in health care and mental health care settings;

WHEREAS, Social Workers are the largest group of providers of mental health services in the United States;

WHEREAS, Social Workers travel across the nation and world to help people in crisis, helping them overcome issues such as death and grief, epidemics, environmental pollution, and natural disasters;

WHEREAS, the Social Work profession for more than a century has been on the cutting edge of helping create changes to make our society a better place to live;

WHEREAS, Social Workers stand ready to help our society overcome current pressing issues, including equal rights for all, the need for improved availability of health care and mental health services, etc.;

NOW THEREFORE, in recognition of the numerous contributions made by the Social Workers in Stokes County, North Carolina, we, the Stokes County Board of County Commissioners proclaim the month of March 2019 as Social Work Month and call upon all Stokes County citizens to join Stokes County in celebration and support of the Social Work Profession.

Dated this 11th day of March 2019

Chairman Andy Nickelston

Vice-Chairman Jimmy Walker

Commissioner Ronnie Mendenhall

Commissioner Rick Morris

Commissioner Jamie Yontz

Clerk to the Board Shannon Shaver

Commissioner Morris moved to approve the Social Work Month 2019 Proclamation presented at tonight's meeting.

Commissioner Mendenhall seconded.

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

With no further discussion the motion carried with a 4-0 vote.

Closed Session

Chairman Nickelston 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 Mendenhall 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)

Vice Chairman Walker seconded.

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

With no further discussion the Board entered into closed session.

The Board re-entered the open session of the March 11, 2019 meeting.

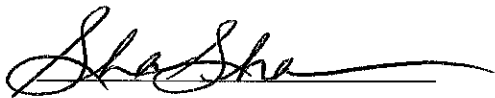
Vice Chairman Nickelston opened the floor for any additional business in open session.

Adjournment

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

Commissioner Mendenhall moved to adjourn the meeting.

Commissioner Morris seconded and the motion carried unanimously.



Shannon Shaver

Clerk to the Board



Andy Nickelston

Chairman