

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY APRIL 8, 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,
April 8, 2019 at 6:00 pm with the following members present:

Chairman Andy Nickelston
Vice Chairman Jimmy Walker
Commissioner Ronnie Mendenhall
Commissioner Rick Morris
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
I.T. Director Diana Fulp
I.T. Analyst David Jones
Fire Marshal Scott Aaron
Support Services Supervisor Glenda Pruitt
Economic Development Director Will Carter

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

INVOCATION

Commissioner Yontz 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 April 8th Agenda.

Commissioner Mendenhall moved to approve the April 8th Agenda as presented.

Commissioner Yontz seconded the motion.

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

With no further discussion and full consensus of the Board the April 8th Agenda was approved 5-0.

COMMENTS – MANAGERS AND COMMISSIONERS

Commissioner Mendenhall commented:

- Thanks to everyone for being here.
- We have had a variety of people at our meetings lately.
- To me this is very good.
- You didn't have to be here.
- You are here on your own.
- I thought about one word and that is freedom.
- We are fortunate to live in a country where we have freedom.
- Thanks to each and every one of you for being here.
- Please continue to come out and give us input on your local government.
- We ask for that and appreciate it.

Commissioner Yontz commented:

- I would like to echo Commissioner Mendenhall's statements.
- Welcome everyone here tonight.
- As I always say if there is anything you need please reach out to us.
- We were elected to serve you.
- I look forward to working with you and I am looking forward to a productive meeting.

Vice Chairman Walker commented:

- Good to see all of you.
- Glad you are here.
- I hope to have a fairly short meeting tonight.

Commissioner Morris commented:

- I would also like to welcome everyone to our meeting tonight.
- I have been talking about a public outreach plan and that is on my website at rickmorriscommissioner.com.
- I will continue to blog about our meetings as I have been doing.
- I have been talking about establishing office hours and will hold the first ones tomorrow night.
- I will hold office hours on the second Tuesday of each month from 4-7 pm in room 325 upstairs.

- You can call and make an appointment or just come in if you have something you would like to talk about related to local government.
- I am going to start with one day and if I see I need to expand to more days then I will.
- I hope this will continue our transparency and make me available to the public.

Chairman Nickelston commented:

- Welcome everyone.
- Appreciate you taking the time to come to our meetings.
- I want to say thank you to each and every one of you that have reached out to myself and my family and for your thoughts and prayers.
- We received some bad news about my father in law and are dealing with that.
- This is something I know we all have to deal with one day but we really appreciate everyone who has reached out.

County Manager Oakley commented:

- Welcome to everyone.
- I want to mention the Farmers Appreciation Dinner that was held last week and I want to thank everyone who helps to put this on for their hard work.

PUBLIC COMMENTS

Chairman Mendenhall 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 27022

RE: Arts Update

The Apple Gallery – April

The Stokes County Arts Council welcomes our annual High School Art Show. An artist meet and greet will be held at the Apple Gallery on Friday, April 12th, 5:30 – 7:30 pm.

Scholarship Awards – will be announced at this reception.

Last few weeks:

The Bailey Mountain Cloggers from Mars Hill University performed in schools and for the public at King Central Park. The kids loved it!

WSSU Chamber Orchestra performed Saturday – what a treat!

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

April 11th is our next trivia night. Come hungry – we’re serving Italian for donations to our Scholarship Fund.

Classes:

Barn Quilt Painting Class –The Arts Place – April 13th Saturday 12:30 – 3:30pm. In this class we will be painting four 1x1 barn quilts for you to take home with you. All supplies are included, patterns are provided - you choose your colors. Registration is limited to 8.

Cindy Kiger Book Reading and Signing – The Arts Place – Sunday April 14th.

Meet Cindy Keiger and hear excerpts from her book, "Crap Happens - Wallowing is Optional." This event is free and books will be available for purchase that day. After eight years of blogging and journaling about her experiences as a corporate administrative assistant turned dairy farmer, Cindy decided to turn those experiences into a book. This book is part memoir, part comedy, part devotional.

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.

Other musicians in this series:

April 26th – Leigh Nash

May 19th – Suzy Bogguss

Jonathan Sutphin
3386 Old Westfield Rd.
Pilot Mountain, NC

RE: Fire Department Funding

- I am the Chief of the Westfield Fire Department.
- I have some good news for you.
- Westfield has just lowered their ISO rating.
- We are now a Class 5 fire department.
- This means that we will save the tax payers in our district \$1.1 million dollars over the next 5 years.
- We are the only rural fire department in Stokes County that has done that.

- That being said Westfield is in a building program right now.
- We are in desperate need of more bay space, and remodeling of our existing fire department.
- This has been a 5 year process.
- We have come to the Fire Commission for the past 3 years.
- We are looking to get that funded.
- So far that has not happened.
- We have 42% of our district in Stokes County, and 58% in Surry County.
- In our budget 42% is usually filled by Stokes County.
- We are trying to meet a loan payment of \$47,000.00 per year.
- We are asking Stokes County to give us \$10,000.00 per year towards that building payment.
- If you did the math based on the percentage the amount would be \$19,000.00.
- Whenever the fire budget is brought before you, I ask that you reconsider and add the \$10,000.00 on to our budget.
- We have save the taxpayers a lot more than what we are asking for.
- I appreciate your time and obedience to this county.

CONSENT AGENDA

Chairman Nickelston entertained a motion to approve the Consent Agenda.

Minutes

March 25, 2019 - Regular Meeting

(a copy of the minutes, attachment IV. A will be posted to the County Website following approval)

Budget Amendment's

Budget Amendments #73, #74, #75, #76, #77, #78, #79, & #80

(a copy of the Budget Amendments will be included with the minutes as attachment IV.B)

DPS Lease / Juvenile Justice Lease

DPS Lease / Juvenile Justice Lease for lease of office space for 1011 and 1012 Main Street Danbury, NC.

(a copy of both leases will be included with the minutes as attachment IV. C)

Piedmont Legacy Trails – Resolution

Piedmont Legacy Trails – Resolution

(a copy of the Piedmont Legacy Trails Resolution will be included with the minutes as attachment IV. D)

Commissioner Mendenhall moved to approve the April 8, 2019 Consent Agenda.

Commissioner Morris seconded.

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

With no further discussion and full consensus of the Board, the Consent Agenda was approved with a 5-0 vote.

INFORMATION

Eagle Scout Recognition

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

County Manager Oakley presented the following information to the Board:

- The previous Board of Commissioners decided to begin recognizing those Stokes County Citizens achieving the rank of Eagle Scout.
- The Eagle Scout is the highest rank attainable in the Boy Scouts of America.
- The young man being recognized this evening is Michael Patrick Overstreet.
- Michael started scouts in 2012.
- He received an award for the most improved scout in 2012.
- Michael was awarded most improved scout & scout of the year in 2014.
- He completed 36 badges while in scouts.
- He replaced all the benches in the amphitheater at Hanging Rock State Park to complete his Eagle Scout in August 2018.
- Michael will graduate in June from North Stokes High school & plans to enter the Forsyth Tech radiology program in the fall of 2019.

The Board presented Mr. Overstreet with a Certificate of Recognition of his achievement.

(a copy of the information will be included with the minutes as attachment V. A)

Sauratown Trail Association

Chairman Nickelston turned the floor over to Phil Barber with the Sauratown Trails Association.

Phil Barber presented the following information to the Board:

- My wife Tammy and I have been long term members of the Sauratown Trail Association.
- The main purpose of this is to maintain the trail.
- We have something that no other trail has which is landowners.
- This trail relies on the generosity of them to keep the trail going.
- This is a double edged sword as landowners sale, move, and pass away.
- This means we have to go out and be sure we still have access to the trail that has been affected by any of those scenarios.
- We try and hold events on the trail to give it even more value.
- It is more than just a hiking or horseback trail.
- It adds value to peoples lives.
- I can tell you about all of the 4-H groups, Scouts, and Church groups that use the trail but what I really want to bring attention to is an organization that we partnered up with about three years ago.
- It's called Eastern NC Make A Wish Foundation.
- They had two hikes in 2016, and 2017.
- They had three hikes in 2018.
- They are averaging about 60 people per hike and each person who particiaptes has to raise a minimum of \$2,500.00 to enter the hike.
- At the end of their last hike last year they had raised \$750,000.00.
- They are already projected to raise \$340,000.00 for this years hike.
- They are planning to have two hikes with the possibility of a third hike.
- I thought as the governing body of our county that you should be aware that this activity on the trail is something that everybody in this county should be really proud of.
- Anytime you can raise a million dollars in four years to help children with life threatening illnesses is amazing.
- We are really proud of that fact.
- I will be sending the information with the dates of the hikes this year and invite all of you to come out to the location where the hikers have their lunch break and medical check.
- The families gather there as well.
- It would give you a chance to meet some of the recipients, their families, as well as the Make A Wish volunteers.
- We would love to have you come out.

The Board expressed their appreciation to Mr. Barber for his presentation.

(a copy of the information presented will be included in the minutes as attachment V. B)

DISCUSSION

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:

- Status Report
- Discovery and Garnishment Report
- EMS Billings and Collections
- DataMax
- Real and Personal Releases less than \$100
- Real and Personal Releases less than \$100 (2)
- Real and Personal Refunds less than \$100
- Real and Personal Releases more than \$100
- Real and Personal Refunds more than \$100
- Present – Use Value Late Applications

Chairman Nickelston noted that Real and Personal Releases more than \$100, Real and Personal Refunds more than \$100, and Present – Use Value Late Applications were requested to be placed on the Consent Agenda at the next meeting.

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

After discussion by the Board, the Chairman directed the Clerk to place Real and Personal Releases more than \$100, Real and Personal Refunds more than \$100, and Present – Use Value Late Applications on the Consent Agenda at the next meeting.

(a copy of the information presented will be included in the minutes as attachment VI. A)

Tax Administration – South Data

Chairman Nickelston turned the floor over to Tax Administrator Richard Brim and Michael May with South Data.

Tax Administrator Richard Brim and Michael May with South Data presented information regarding SouthData services including: eStatement, Listing Scanning, and Online Listing Service.

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

After discussion by the Board, the Chairman directed the Clerk to place this item on the next meetings Action Agenda.

(a copy of the information presented will be included in the minutes as attachment VI. B)

Stokes County Fire and Rescue Association

Chairman Nickelston turned the floor over to Texie Jessup, President of the Stokes County Fire and Rescue Association.

Texie Jessup, President of the Stokes County Fire and Rescue Association presented the new draft of the Stokes Fire and Rescue Association Policy for approval.

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

Commissioner Morris noted that there were changes to the document and asked would there need to be a 30 day waiting period as stated in the policy.

Texie Jessup responded that there were no changes to the document this year, and that the only change made last year were the words line items were removed.

County Manager Oakley noted that this document was not approved last year, and that last year Fire Commissionrs Clifford Hall and Robert Knight introduced a proposal to the Board of Commissioners on the distribution of funds by a new method. This was not approved, only permission was granted to defer from the normal budgeting process and come back to the Board this year and amend the policy if this new method was found to work.

Fire Commissioner Clifford Hall concurred with what County Manager Oakley stated and noted that the proposed budgets have already been completed for the upcoming fiscal year.

Chairman Nickelston asked the Board for consensus to place this item on the next meetings Action Agenda.

Commissioner Morris noted that the approval would be for the Stokes Fire and Rescue Association to continue on with the budgeting process approved by the Board last year and make any necessary changes to bring back to the Board for approval.

After discussion by the Board, the Chairman directed the Clerk to place this item on the next meetings Action Agenda.

(a copy of the information presented will be included in the minutes as attachment VI. C)

(Commissioner Mendenhall exited the meeting due to an emergency)

(The Board recessed for 5 minutes)

CAD Server – Resolution

Chairman Nickelston turned the floor over to Support Services Supervisor Glenda Pruitt and I.T. Director Diana Fulp.

Support Services Supervisor Glenda Pruitt and I.T. Director Diana Fulp presented the information on the CAD Server Resolution to the Board and noted that the resolution is a formality due to the funds for this were approved in last years budget.

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

After discussion by the Board, the Chairman directed the Clerk to place this item on the next meetings Action Agenda.

(a copy of the information presented will be included in the minutes as attachment VI. D)

Health Department – Request to post position

Chairman Nickelston turned the floor over to Health Director Tammy Martin.

Health Director Tammy Martin presented information to the Board regarding the request to post a position internal and external and hire an individual to replace a long term employee retiring to train with the retiring employee before retirement at the end of May with a request for approval at tonights meeting.

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

After discussion by the Board, the Chairman directed the Clerk to place this item on the Action Agenda at tonights meeting.

(a copy of the information presented will be included in the minutes as attachment VI. E)

Telecommunicators Week – Proclamation

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

County Manager Jake Oakley presented the proclamation for Telecommunicators Week to the Board.

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

Vice Chairman Walker noted that he would like to put all the proclamations together in one Action item at the meeting.

After discussion by the Board, the Chairman directed the Clerk to place this item as well as the proclamations following on the agenda on the Action Agenda at tonights meeting.

(a copy of the information presented will be included in the minutes as attachment VI. F)

Child Abuse and Neglect Prevention Month Proclamation – April 2019

After discussion by the Board on the previous proclamation, the Chairman directed the Clerk to place this item on the Action Agenda at tonights meeting.

(a copy of the information presented will be included in the minutes as attachment VI. G)

Special Olympics Proclamation

After discussion by the Board on the previous proclamation, the Chairman directed the Clerk to place this item on the Action Agenda at tonights meeting.

(a copy of the information presented will be included in the minutes as attachment VI. H)

Budget Work Session/Meeting with B.O.E./Public Hearing - Proposed Dates

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

County Manager Jake Oakley presented proposed dates for budget work sessions, meeting with the Board of Education, and the Public Hearing for the budget to the Board for approval.

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

After discussion by the Board and some conflicts with dates, the Chairman directed the Clerk to send an email to the Board with dates for approval.

(a copy of the information presented will be included in the minutes as attachment VI. I)

ACTION

Tax Administration - Contract Position – Budget Amendment # 90

Chairman Nickelston entertained a motion regarding the Tax Administration Contract Position with Budget Amendment # 90 presented at the last meeting.

Vice Chairman Walker moved to approve the Tax Administration Contract Position with Budget Amendment # 90

Commissioner Morris seconded.

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

With no further discussion, and full consensus of the Board the motion carried with a unanimous 4-0 vote.

(a copy of the information presented will be included in the minutes as attachment VII. A)

DSS Board/Board of Health Organizational Structure

Chairman Nickelston entertained a motion regarding the DSS Board/Board of Health Organizational Structure presented at the last meeting.

Commissioner Yontz moved that the Board schedule a public hearing for the purpose of getting public input on the advantages and/or disadvantages of re-establishing the Health Department Board and the Department of Social Services Board, as separate and independent boards; and that notice of the public hearing be published in accordance with notice requirements for public hearings.

Commissioner Morris seconded.

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

With no further discussion, and full consensus of the Board the motion carried with a unanimous 4-0 vote.

(a copy of the information presented will be included in the minutes as attachment VII. B)

Health Department – Request to post position

Chairman Nickelston entertained a motion regarding the Health Department's request to post position internal and external and hire an employee to train with the retiring employee presented at tonights meeting

Commissioner Yontz moved to approve the Health Department's request to post position internal and external and hire an employee to train with the retiring employee presented at tonights meeting.

Vice Chairman Walker seconded.

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

With no further discussion, and full consensus of the Board the motion carried with a unanimous 4-0 vote.

Proclamations

Chairman Nickelston entertained a motion regarding the Telecommunicators Week Proclamation, Child Abuse and Neglect Prevention Month Proclamation- April 2019, and the Special Olympics Proclamation presented at tonights meeting.

Vice Chairman Walker moved to approve the Telecommunicators Week Proclamation, Child Abuse and Neglect Prevention Month Proclamation- April 2019, and the Special Olympics Proclamation presented at tonights meeting.

Commissioner Yontz seconded.

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

With no further discussion, and full consensus of the Board the motion carried with a unanimous 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)

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)

Commissioner Morris 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 April 8, 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 Yontz moved to adjourn the meeting.

Vice Chairman Walker seconded and the motion carried unanimously.



Shannon Shaver

Clerk to the Board



Andy Nickelston

Chairman

ATTACHMENT IV. B

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
GENERAL FUND				
	Register of Deeds			
100.4180.440	Misc. Contractual Services	\$ -	\$ 8,082.00	\$ 8,082.00
	Total	\$ -	\$ 8,082.00	\$ 8,082.00
CAPITAL RESERVE FUND				
201.4180.025	Register of Deeds	\$ 26,688.00	\$ (8,082.00)	\$ 18,606.00
201.9810.000	Transfer to General Fund	\$ 680,338.00	\$ 8,082.00	\$ 688,420.00
	Total	\$ 707,026.00	\$ -	\$ 707,026.00

This budget amendment is justified as follows:

To transfer funds from Capital Reserve fund for marriage license preservation project from the Register of Deeds technology funds.

This will result in a net increase of \$8,082.00 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				
100.3982.960	Transfer from Capital Reserve Fund	\$ 680,338.00	\$ 8,082.00	\$ 688,420.00
	TOTALS	\$ 680,338.00	\$ 8,082.00	\$ 688,420.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019

Verified by the Clerk of the Board

N/A
Department Head's Approval

County Manager's Approval

Finance Director's Approval

Date

3-29-19

Date

3/29/19

Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Social Services			
100.5310.000	Salaries & Wages	\$ 2,444,948.00	\$ (15,737.00)	\$ 2,429,211.00
100.5310.000	Salaries & Wages	\$ 2,429,213.00	\$ 31,593.00	\$ 2,460,806.00
100.5310.090	Social Security	\$ 161,439.00	\$ 1,959.00	\$ 163,398.00
100.5310.091	Medicare Tax	\$ 37,758.00	\$ 459.00	\$ 38,217.00
100.5310.100	Retirement	\$ 196,731.00	\$ 2,474.00	\$ 199,205.00
100.5310.101	401K	\$ 14,101.00	\$ 316.00	\$ 14,417.00
100.5310.110	Health Insurance	\$ 474,228.00	\$ 4,480.00	\$ 478,708.00
100.5310.111	Dental Insurance	\$ 26,786.00	\$ 253.00	\$ 27,039.00
100.5310.130	Unemployment Tax	\$ 16,570.00	\$ 316.00	\$ 16,886.00
100.5310.171	Term Life	\$ 4,219.00	\$ 40.00	\$ 4,259.00
	Total	\$ 5,805,993.00	\$ 26,153.00	\$ 5,832,146.00

This budget amendment is justified as follows:

To appropriate and transfer funds for the four positions added to the Department of Social Services approved 03/25/19 Board of County Commissioners meeting.

This will result in a net increase of \$26,153.00 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
100.3301.202	DSS Federal	\$ 2,677,801.00	\$ 24,620.00	\$ 2,702,421.00
100.3301.203	DSS State	\$ 157,443.00	\$ 1,533.00	\$ 158,976.00
	TOTALS	\$ 2,835,244.00	\$ 26,153.00	\$ 2,861,397.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019

Verified by the Clerk of the Board

Stacy S. Eames
Department Head's Approval

[Signature]
County Manager's Approval

Julie E. Edwards
Finance Director's Approval

[Signature]
3/26/2019
Date

3-29-19
Date

3/26/19
Date

		Pay Perfod	Remaining Pay Periods	Total Salary	Federal	State	County	Total
Social Worker Supervisor III	75 02A	\$ 3,083.87	3.53	\$ 10,886.06	58.7764%	3.6578%	37.5658%	
		FICA		\$ 674.94				
		Medicare		\$ 157.85				
		Retirement		\$ 852.38				
		401K		\$ 108.86				
		Insurance		\$ 1,119.78				
		Dental		\$ 63.24				
		Unemployment		\$ 108.86				
		Term Life		\$ 9.96				
		Total		\$ 13,981.93	\$ 8,218.08	\$ 511.43	\$ 5,252.42	\$ 13,981.93
Community SS Assistant	58 02A	\$ 1,583.16	3.53	\$ 5,588.55				
		FICA		\$ 346.49				
		Medicare		\$ 81.03				
		Retirement		\$ 437.58				
		401K		\$ 55.89				
		Insurance		\$ 1,119.78				
		Dental		\$ 63.24				
		Unemployment		\$ 55.89				
		Term Life		\$ 9.96				
		Total		\$ 7,758.41	\$ 4,560.11	\$ 283.79	\$ 2,914.51	\$ 7,758.41
Processing Assistant III	59 02A	\$ 1,646.47	3.53	\$ 5,812.04				
		FICA		\$ 360.35				
		Medicare		\$ 84.27				
		Retirement		\$ 455.08				
		401K		\$ 58.12				
		Insurance		\$ 1,119.78				
		Dental		\$ 63.24				
		Unemployment		\$ 58.12				
		Term Life		\$ 9.96				
		Total		\$ 8,020.96	\$ 4,714.43	\$ 293.39	\$ 3,013.14	\$ 8,020.96

	Pay Period	Remaining Pay Periods	Total Salary	Federal	State	County	Total
Social Worker III-Foster Care	71 02A	\$ 2,636.09	3.53 \$ 9,305.40	58.7764%	3.6578%	37.5658%	
		FICA	\$ 576.93				
		Medicare	\$ 134.93				
		Retirement	\$ 728.61				
		401K	\$ 93.05				
		Insurance	\$ 1,119.78				
		Dental	\$ 63.24				
		Unemployment	\$ 93.05				
		Term Life	\$ 9.96				
		Total	\$ 12,124.95	\$ 7,126.61	\$ 443.51	\$ 4,554.83	\$ 12,124.95
			\$ 41,886.25	\$ 24,619.23	\$ 1,532.12	\$ 15,734.90	\$ 41,886.25

Budget Amendment	100.5310.000	Salaries & Wages	\$ 31,593.00				
		FICA	\$ 1,959.00				
		Medicare	\$ 459.00				
		Retirement	\$ 2,474.00				
		401K	\$ 316.00				
		Insurance	\$ 4,480.00				
		Dental	\$ 253.00				
		Unemployment	\$ 316.00				
		Term Life	\$ 40.00				
		Total	\$ 41,890.00	\$ 24,620.00	\$ 1,533.00	\$ 15,737.00	\$ 41,890.00

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Social Services			
100.5310.030	Salaries & Wages Contract	\$ 94,928.00	\$ (20,000.00)	\$ 74,928.00
100.5310.082	Incentive Pay	\$ 88,000.00	\$ (10,000.00)	\$ 78,000.00
100.5310.180	Professional Services	\$ 64,500.00	\$ (39,000.00)	\$ 25,500.00
100.5310.321	Postage	\$ 33,000.00	\$ (11,000.00)	\$ 22,000.00
100.5310.352	Maint. & Repairs Buildings	\$ 500.00	\$ 80,000.00	\$ 80,500.00
	Total	\$ 280,928.00	\$ -	\$ 280,928.00

This budget amendment is justified as follows:

To transfer funds to cover cost of ~~tile~~ for downstairs hallways and offices.
tile and upstairs

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
	TOTALS	\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019

Verified by the Clerk of the Board

Department Head's Approval

County Manager's Approval

Finance Director's Approval

Shirley R. She

3/27/2019
Date

3-29-19
Date

3/27/19
Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Administration			
100.4120.000	Salaries & Wages	\$ 205,305.00	\$ 935.00	\$ 206,240.00
	Sheriff's Department			
100.4310.000	Salaries & Wages	\$ 1,915,777.00	\$ 702.00	\$ 1,916,479.00
	Contingency			
100.9910.300	Personnel Contingency	\$ 20,944.00	\$ (1,637.00)	\$ 19,307.00
	Total	\$ 2,142,026.00	\$ -	\$ 2,142,026.00

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 03/29/19.

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	\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019.

Verified by the Clerk of the Board

Sherry Sherr

n/a
Department Head's Approval

Date

[Signature]
County Manager's Approval

Date

Julie Edwards
Finance Director's Approval

Date

3-29-19

3/29/19

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
GENERAL FUND				
100.9820.960	Transfer to Capital Reserve Fund	\$ 861,625.00	\$ 17,900.00	\$ 879,525.00
	Total	\$ 861,625.00	\$ 17,900.00	\$ 879,525.00
CAPITAL RESERVE FUND				
201.4330.001	Emergency Management	\$ 2,024.00	\$ 17,900.00	\$ 19,924.00
	Total	\$ 2,024.00	\$ 17,900.00	\$ 19,924.00

This budget amendment is justified as follows:

To transfer funds to Capital Reserve Fund for the EMPG grant funds.

This will result in a net increase of \$17,900.00 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				
100.3301.262	Emergency Management	\$ 30,998.00	\$ 17,900.00	\$ 48,898.00
	TOTALS	\$ 30,998.00	\$ 17,900.00	\$ 48,898.00
CAPITAL RESERVE FUND				
201.3981.000	Transfer from General Fund	\$ 861,625.00	\$ 17,900.00	\$ 879,525.00
	TOTALS	\$ 861,625.00	\$ 17,900.00	\$ 879,525.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019

Verified by the Clerk of the Board

[Signature]

n/a
Department Head's Approval

Date

[Signature]
County Manager's Approval

Date

[Signature]
Finance Director's Approval

Date

3-29-19

3/29/19

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.5192.180	DEPARTMENTAL SUPPLIES	\$ 15,000.00	\$ 6,069.00	\$ 21,069.00
100.51982.320	TELEPHONE	3,250.00	\$ 600.00	3,850.00
	TOTALS	\$ 18,250.00	\$ 6,669.00	\$ 24,919.00

This budget amendment is justified as follows:

The Food & Lodging Program is receiving additional funding of \$6,669.00 for their compliance rating for food and lodging establishment inspections.

These funds will be used to purchase much needed supplies that are in disrepair in the Env. Health Dept. Remaining funds will be used to purchase water bottles, also to purchase a hot spot to use in the field for data entry.

This will result in a net increase of \$6,669.00 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 and must be expended by 6/30/19.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.234	FOOD & LODGING	\$ 4000.00	\$ 6,669.00	\$ 10,669.00
	TOTALS	\$ 4000.00	\$ 6,669.00	\$ 10,669.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019.

Verified by the Clerk of the Board

Department Head's Approval	<u>Sammy Martin</u>	3/26/19
		Date
County Manager's Approval	<u>[Signature]</u>	3-29-19
		Date
Finance Director's Approval	<u>Julia Edwards</u>	3/29/19
		Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.5102.311	EMPLOYEE TRAINING	\$ -	\$ 825.00	\$ 825.00
110.5102.260	DEPARTMENTAL SUPPLIES	\$ 470.00	\$ 2,500.00	\$ 2,970.00
110.5102.230	MEDICAL SUPPLIES	\$ 15,000.00	\$ 2,700.00	\$ 17,700.00
110.5102.510	NON-CAPITAL EQUIPMENT	\$ -	\$ 14,732.00	\$ 14,732.00
TOTALS		\$ 15,470.00	\$ 20,757.00	\$ 36,227.00

This budget amendment is justified as follows:

The Health Department received one-time funds thru a Maternal & Child Health Mini Grant to positively impact the communities maternal and child health outcomes and build Local Health Department capacity to address health equity and social determinants of health. To achieve these goals, we chose to have 3 of our nurses attend a Racial Equity Institute Training, purchase car seats, play yards, bike helmets and knee & elbow pads, 2 exam tables for clinic, laptops for clinic staff and possibly a vision screening machine and EKG machine depending on balance of funds remaining in Grant.

This will result in a net increase of \$20,757.00 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 verified in the WIRM and must be expended by 5/30/19.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.3301.003	CHILD HEALTH	\$ 470.00	\$ 20,757.00	\$ 21,227.00
TOTALS		\$ 470.00	\$ 20,757.00	\$ 21,227.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019.

Verified by the Clerk of the Board

Department Head's Approval

County Manager's Approval

3/19/19

Date

3-29-19

Date

3/29/19

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.5100.511	NON-CAPITAL EQUIPMENT	\$ 8070.00	\$ 7,000.00	\$ 15,070.00
	TOTALS	\$ 8070.00	\$ 7,000.00	\$ 15,070.00

This budget amendment is justified as follows:

The CC4C (Child Care for Children) and PCM (Pregnancy Care Management) Programs are receiving additional funding in the amount of \$7,000.00 to be used to purchase new computers for each program. We will purchase 2 computers that will allow for a more updated processing in these programs. These funds will allow for this purchase.

This will result in a net increase of \$7,000.00 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 are verified they will be received in this fiscal year per the Northwest Community Care Network.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
100.3301.243	CC4C (CSC) Title XIX	\$ 70,976.00	\$ 3,500.00	\$ 74,476.00
100.3301.238	PCM (MAT. HEALTH) Title XIX	\$ 97,879.00	\$ 3,500.00	\$ 101,379.00
	TOTALS	\$ 168,855.00	\$ 7,000.00	\$ 175,855.00

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019.

Verified by the Clerk of the Board

Department Head's Approval

3/20/19
Date

County Manager's Approval

3-29-19
Date

Finance Director's Approval

3/29/19
Date

STOKES COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stokes County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.5103.000	SALARIES	\$ 178,422.00	\$ (402.00)	\$ 178,020.00
				\$ -
				\$ -
	TOTALS	<u>\$ 178,422.00</u>	<u>\$ (402.00)</u>	<u>\$ 178,020.00</u>

This budget amendment is justified as follows:

The Health Department received notice from the state of this family planning program budget cut.

This will result in a net decrease of \$402.00 in the expenditures and other financial use to the County's annual budget.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.3301.004	FAMILY PLANNING X	\$ 94,081.00	\$ (402.00)	\$ 93,679.00
				\$ -
	TOTALS	<u>\$ 94,081.00</u>	<u>\$ (402.00)</u>	<u>\$ 93,679.00</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer and to the Finance Director.

Adopted this 8th day of April, 2019.

Verified by the Clerk of the Board

Tammy Martin
Department Head's Approval

3/19/19
Date

[Signature]
County Manager's Approval

3-29-19
Date

Julian E. Edwards
Finance Director's Approval

3/29/19
Date

ATTACHMENT IV. C

June 30, 2017

Richard Morris, County Manager
Stokes County
1014 Main Street
Danbury, NC 27016

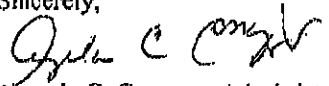
RE: Lease for County Provided Space in Danbury, Stokes County, NC (Attached Lease)

Dear Mr. Morris:

Hope all is well! Our DPS-Juvenile Justice staff has been occupying space without a leased space agreement for some time now. With respect to §Statute 7A-302 and in an effort to initiate the request, please see "no cost" lease documents attached. Upon your review and approval, kindly sign both originals of enclosed lease, have notarized and returned to me at the address listed below. The lease will be executed by the DPS Property Office and one original will be returned to you for your records. Please leave the date on the first page blank as this will be completed by the DPS Property Office upon execution.

Should you have any questions or concerns, please feel free to contact me or Ron Moore, Real Property Officer at 919-324-6467. Thank you in advance for your assistance regarding this matter.

Sincerely,


Angela C. Conyers, Administrative Assistant II
North Carolina Department of Public Safety
Purchase and Logistics Office-Real Property
3030 Hammond Business Place
Raleigh, NC 27699, MSC 4227
Phone: 919-324-6228
Fax: 919-733-5188
Angela.Conyers@ncdps.gov
www.ncdps.gov



BROWDER, OVERBY, HALL & MICHAUD
ATTORNEYS AT LAW

NICHOLAS J. OVERBY
nickoverby@browder-overby.com

ADAM L. HALL
adamhall@browder-overby.com

JENNIFER OAKLEY MICHAUD
jennifer@browder-overby.com

Of Counsel:

J. TYRONE BROWDER
tybrowder@browder-overby.com

TO: Shannon Shaver, Clerk to Board

FROM: County Attorney J. Tyrone Browder

DATE: March 19, 2019

RE: Agreement Approval - Lease Agreement by and between County of Stokes (Lessor) and the State of North Carolina (Lessee):

Being +/- 1,052 net square feet of office space located at 1012 Main Street (Stokes County Government Center), Danbury, Stokes County, North Carolina.

Being +/- 1,200 net square feet of office space located at 1011 Main Street, Danbury, Stokes County, North Carolina.

This memorandum serves as documentation that the above referenced Agreement has been approved as to Form and Legal Sufficiency.

J. Tyrone Browder
County Attorney

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED
BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

STATE OF NORTH CAROLINA

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this the _____ day of _____, 2019, by and between COUNTY of STOKES hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designated as Lessee;

WITNESSETH:

WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 18th day of January, 2017; and

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the Town of Danbury, County of Stokes, North Carolina, more particularly described as follows:

Being +/- 1,052 net square feet of office space located at 1012 Main Street (Stokes County Government Center), Danbury, Stokes County, North Carolina.

Being +/- 1,200 net square feet of office space located at 1011 Main Street, Danbury, Stokes County, North Carolina.

(DEPARTMENT OF PUBLIC SAFETY-Probation and Parole)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of three (3) Years commencing on the 1st day of May, 2019 or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 30th day of April, 2022.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$1.00 Dollars per term to be payable within five (5) days from receipt of invoice in triplicate.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A. Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies including maintenance of lawns, parking areas, common areas and disposal of trash.
- C. All utilities except telephone.
- D. Parking as available.
- E. The lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to invoice the amount thereof to the Lessor for reimbursement. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises is destroyed by fire or other casualty without fault of the Lessee, and or partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, and during such period of repair if the County can not provide suitable office space, the Lessee (with concurrence of the County) shall have the right to obtain similar office space by lease at the expense of Lessee with reimbursement from the County.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at 1014 Main Street, Danbury, North Carolina 27016 and the Lessee at 3030 Hammond Business Place, Raleigh, North Carolina 27699-4227. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

15. "N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

[Remainder of page intentionally left blank; signatures on following pages]

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

By: _____ (SEAL)
Joanne Rowland,
Director of Purchasing and Logistics

LESSOR:

The County of Stokes
Jake M. Oakley, County Manager

ATTEST:

Secretary
(CORPORATE SEAL)

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that **Jake M. Oakley**, personally came before me this day and acknowledged that he is the **County Manager**, and that by authority and given as an act of **Stokes County** and acknowledged the due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the _____ day of _____, 2019.

Notary Public

My Commission Expires:

STATE OF NORTH CAROLINA

COUNTY OF _____

I, Wanda B. Hicks, a Notary Public in and for the County of Johnston and State aforesaid, do hereby certify that **Joanne Rowland**, personally appeared before me this date and acknowledged the due execution by her of the foregoing instrument as Director of Purchasing and Logistics of the Department of Public Safety of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the _____ day of _____, 2019.

Notary Public

My commission expires August 19, 2019



BROWDER, OVERBY, HALL & MICHAUD
ATTORNEYS AT LAW

NICHOLAS J. OVERBY
nickoverby@browder-overby.com

ADAM L. HALL
adamhall@browder-overby.com

JENNIFER OAKLEY MICHAUD
jennifer@browder-overby.com

Of Counsel:

J. TYRONE BROWDER
tybrowder@browder-overby.com

TO: Shannon Shaver, Clerk to Board

FROM: County Attorney J. Tyrone Browder

DATE: March 19, 2019

RE: Agreement Approval - Lease Agreement by and between County of Stokes (Lessor) and the State of North Carolina (Lessee):

Being +/- 573 net square feet of office space located at 1012 Main Street (Stokes County Government Center), Danbury, Stokes County, North Carolina.

This memorandum serves as documentation that the above referenced Agreement has been approved as to Form and Legal Sufficiency.

A handwritten signature in cursive script that reads "J. Tyrone Browder".

J. Tyrone Browder
County Attorney

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED
BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

STATE OF NORTH CAROLINA

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this the _____ day of _____, 2019, by and between COUNTY of STOKES hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designated as Lessee;

WITNESSETH:

WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 18th day of January, 2017; and

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the Town of Danbury, County of Stokes, North Carolina, more particularly described as follows:

Being +/- 573 net square feet of office space located at 1012 Main Street (Stokes County Government Center), Danbury, Stokes County, North Carolina.

DEPARTMENT OF PUBLIC SAFETY(Juvenile Justice)

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of three (3) Years commencing on the 1st day of May, 2019 or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 30th day of April, 2022.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$1.00 Dollars per term to be payable within five (5) days from receipt of invoice in triplicate.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies including maintenance of lawns, parking areas, common areas and disposal of trash.
- C. All utilities except telephone.
- D. Parking as available.
- E. The lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to invoice the amount thereof to the Lessor for reimbursement. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises is destroyed by fire or other casualty without fault of the Lessee, and or partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, and during such period of repair if the County can not provide suitable office space, the Lessee (with concurrence of the County) shall have the right to obtain similar office space by lease at the expense of Lessee with reimbursement from the County.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at 1014 Main Street, Danbury, North Carolina 27016 and the Lessee at 3030 Hammond Business Place, 4227 Mail Service Center, Raleigh, North Carolina 27699-4227. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

"N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization."

[Remainder of page intentionally left blank; signatures on following pages]

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

By: _____ (SEAL)
Joanne Rowland, Director
DPS-Purchasing and Logistics

LESSOR:

_____ (SEAL)
The County of Stokes
Jake M. Oakley, County Manager

ATTEST:

Clerk to the Board
(CORPORATE SEAL)

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that **Jake M. Oakley**, personally came before me this day and acknowledged that he is the **County Manager**, and that by authority and given as an act of **Stokes County** and acknowledged the due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the _____ day of _____, 2019.

Notary Public

My Commission Expires:

STATE OF NORTH CAROLINA

COUNTY OF _____

I, **Wanda B. Hicks**, a Notary Public in and for the County of **Johnston** and State aforesaid, do hereby certify that **Joanne Rowland**, personally appeared before me this date and acknowledged the due execution by her of the foregoing instrument as **Director of Purchasing and Logistics of the Department of Public Safety of the State of North Carolina**, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the _____ day of _____, 2019.

Notary Public

My commission expires August 19, 2019

ATTACHMENT IV. D



RESOLUTION OF SUPPORT

Whereas _____ is committed to enhancing the quality of life for its citizens and recognizes that supporting Piedmont Legacy Trails will help create a regional network of trails, including greenways and blueways; and

Whereas, trails provide key amenities to neighborhoods and safe areas for our citizens and children to travel, exercise, play and connect with nature and communities; and

Whereas, trails have significant impact on the economic viability of the region through increased tourism, enhanced property values, as well as the ability to attract and retain businesses to the region due to improved quality of life; and

Whereas, committing to this Resolution may help leverage funding from federal, state, local and private sources for trails; and

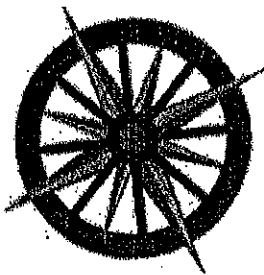
Whereas, Piedmont Legacy Trails is coordinated by Piedmont Land Conservancy which is dedicated to preserving important natural areas, and Piedmont Triad Regional Council, which is a regional planning organization.

Now, Therefore, Be It Resolved that _____ supports Piedmont Legacy Trails in partnership with neighboring communities to implement a system of regional trails that connects our communities, people and regional points of interest for years to come.

Name

Date

Title



PIEDMONT LEGACY TRAILS

ABOUT

Piedmont Legacy Trails is a new regional initiative to:

- Elevate the profile of trails and greenways across our region;
- Help establish the Piedmont as a trails destination;
- Help create regional trail systems connecting local communities.

The Piedmont Legacy Trails region includes these 12 counties:

Alamance, Caswell,
Davidson, Davie,
Forsyth, Gullford,
Montgomery,
Randolph,
Rockingham, Stokes,
Surry, Yadkin

FACT SHEET

Connecting communities across our region through trail branding, education, technical assistance, and resource support for local trail projects.



The Piedmont Triad Region is home to hundreds of exceptional walking, biking, and horse trails, as well as a number of canoe and kayak trails. The purpose of Piedmont Legacy Trails is to emphasize existing trails and help create regional trail connections.

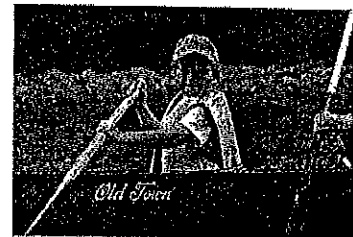
WHY DO TRAILS MATTER?

Trails can bring a multitude of positive benefits to a community including healthy recreation, increased tourism, economic development, increase in quality of life, environmental benefits, and much more.

WHAT IS OUR ROLE?

Piedmont Legacy Trails is working to brand the region as a trails destination through:

- Online marketing and social media
- Public education
- Annual Trails Summits
- Regional Interactive Trail Finding Map
- Sponsorship of National Trails Day Events
- Assistance to communities and counties to leverage resources
- Branding certain regional trails as "Piedmont Legacy Trails"



PIEDMONT TRIAD
REGIONAL COUNCIL

PARTNERS

Piedmont Land Conservancy and Piedmont Triad Regional Council facilitate the 12-county Piedmont Legacy Trails Steering Committee and organize the annual Piedmont Legacy Trails Summit.

Learn more at www.piedmonttrails.org



STEERING COMMITTEE MEMBERS



SUPPORT

These entities have adopted our Resolution of Support:

- Davie County
- Forsyth County
- Guilford County
- Montgomery County
- Rockingham County
- Randolph County
- Surry County
- Yadkin County
- Northwest Piedmont RPO
- Piedmont Triad RPO
- High Point Parks & Rec.
- Guilford County Parks & Rec.
- Greensboro City Council
- High Point City Council
- Summerfield Town Council
- Greensboro MPO

We are in the process of getting adoptions signed from the other counties and



PIEDMONT TRIAD
REGIONAL COUNCIL

Alamance

- Brian Baker, Alamance Parks & Recreation
- Gull Johnson, Alamance Parks & Recreation

Davie County

- Paul Moore, Davie County Recreation & Parks

Davidson County

- Cary Kanoy, Roadies and Dirties of Davidson County
- Chris Phelps, Tourism-Recreation Investment Partnership

Forsyth County

- Matthew Burczyk, Winston-Salem DOT
- Amy Crum, Winston-Salem/Forsyth County Planning & Development
- Jeff Hatling, Town of Kernersville

Guilford County

- Roger Bardsley, Mountains-to-Sea Trail
- Elizabeth Jernigan, City of Greensboro
- Bill Bruce, Town of Oak Ridge
- David Craft, Uwharrie Trail volunteer
- Mark Gatehouse, Greensboro Fat Tire Soc.
- Craig McKinney, Greensboro DOT/Greensboro MPO
- Christopher Horrigan, Guilford County Parks & Recreation
- Dabney Sanders, Downtown Greenway
- Lee Tillery, High Point Parks & Recreation
- Matt Wallace, Guilford County Parks & Recreation
- Scott Whitaker, Town of Summerfield

Montgomery County

- Mark Scott, Executive Director, Market Montgomery

Randolph County

- Mary Joan Pugh, Deputy Director, NC Zoological Park

Rockingham County

- Jenny Edwards, Program Manager, Dan River Basin Association
- Tim Johnson, Rockingham Community College TRAILS Program

Surry County

- Daniel White, Surry Parks & Recreation
- Bill Blackely, Elkin Valley Trails Association

Yadkin County

- David Moxely, Yadkin County Board of Commissioners

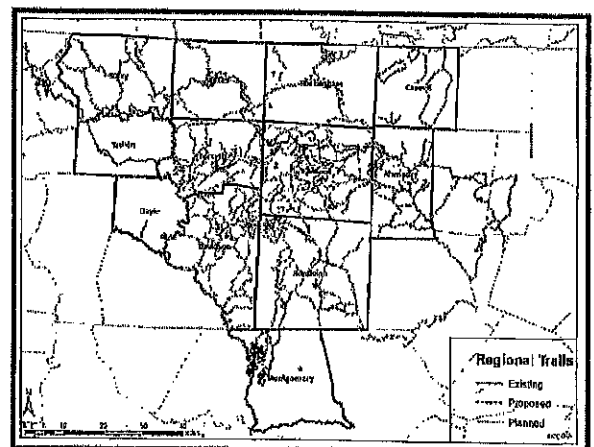
Piedmont Land Conservancy

- Palmer McIntyre, Conservation Planner, Piedmont Land Conservancy

Piedmont Triad Regional Council

- Jesse Day, Regional Planning Director
- Joseph Furstenberg, Regional Planner
- Kelly Larkins, Regional Planner
- Guido Schutz, AmeriCorps Member

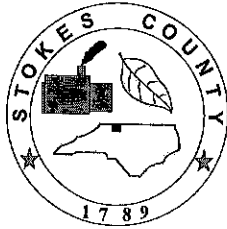
EXISTING, PROPOSED, AND
PLANNED TRAILS ACROSS THE
PIEDMONT LEGACY TRAILS



ATTACHMENT V. A

COUNTY OF STOKES

Jake M. Oakley
County Manager
cmanager@co.stokes.nc.us



Shannon B. Shaver
Assistant County Manager
Clerk to the Board
sshaver@co.stokes.nc.us

Phone (336) 593-2407

ADMINISTRATION

Phone (336) 593-2448

Post Office Box 20 • 1014 Main Street • Danbury, NC 27016 **Fax** (336) 593-2346

TO: Stokes County Board of Commissioners

FROM: Jake M. Oakley, County Manager

DATE: April 2, 2019

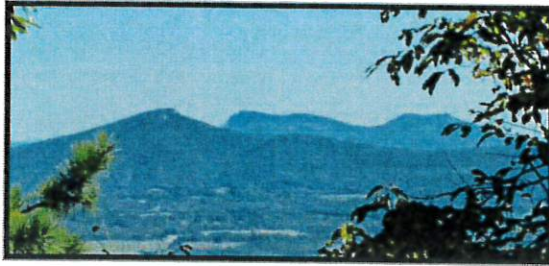
RE: Eagle Scout Recognition

The previous Board of Commissioners decided to begin recognizing those Stokes County citizens achieving the rank of Eagle Scout. The Eagle Scout is the highest rank attainable in the Boy Scouts of America. The young man being recognized this evening is Michael Patrick Overstreet.

- Michael started scouts in 2012.
- He received an award for the most improved scout in 2012.
- Michael was awarded most improved scout & scout of the year in 2014.
- He completed 36 badges while in scouts.
- He replaced all the benches in the amphitheater at Hanging Rock State Park to complete his Eagle Scout in August 2018.
- Michael will graduate in June from North Stokes High school & plans to enter the Forsyth Tech radiology program in the fall of 2019.

ATTACHMENT V. B

The Sauratown Trail



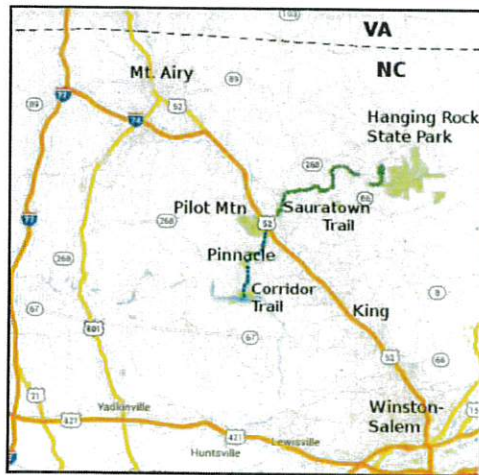
The Sauratown Trail is a unique 25 mile bridle and hiking trail that connects Hanging Rock and Pilot Mountain State Parks. It is an official section of the North Carolina Mountains-to-Sea Trail, and is maintained by the Sauratown Trails Association.

The Sauratown Trails are open most of the year to all horseback riders and hikers. Bikes and motorized vehicles are not allowed.

For your safety, the trails are closed only during deer hunting season (early November to early January) and wet, muddy conditions. When Pilot Mtn. State Park and Hanging Rock State Park are closed due to wet weather, Sauratown Trails are also closed. Please check the State Park websites for closure notices if there is any question.

www.ncparks.gov/Visit/parks/pimo/main.php

www.ncparks.gov/Visit/parks/haro/main.php



There are 4 **parking** areas for horse trailers and cars. They are listed here in order of largest to smallest.

Old Winston Rd/Coon Rd (Pinnacle area)

Surry Line Rd. (Pinnacle area)

Brim's Grove Rd.

Tory's Den (Hanging Rock Park)

Camping on the trail is not allowed, however, here are several locations near the trail where you can camp and/or stable your horse. Please check directly with the campground owners for availability.

Mountain Trail Stables (by Sauratown Mtn.)

Tammy and Phil Barber (336) 351-5654

Pilot Knob Inn (by Pilot Mtn)

(336) 325-2502

Bregman's Trail Riding (by Pilot Mtn)

(336) 368-5740

Jomeokee Campgrounds (by Pilot Mtn)

No horses allowed here. (336) 325-2296

About Sauratown Trails Association...

Sauratown Trails Association relies on the generosity of private landowners to build, use and maintain trails on their property. This is what makes the trail so unique. Please consider joining STA to help us preserve and maintain these wonderful trails.

Our group meets the third Thursday of each month at 7:00 pm at a local restaurant in the north Winston-Salem/Rural Hall/King area. Check our website for the meeting location and for more information about the Sauratown Trails.

www.sauratowntrails.org



PO Box 42

Tobaccoville, NC 27050-0042

ATTACHMENT VI. A

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 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	195,778.00	195,496.10	2,396.43	17,735.48	1,435.84	6,434.68	1,268.48	6,418.60	33,044.44	15,109.99	4,565.28	126.31	26,407.84
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 10,469,933.43	\$ 10,465,697.75	CONT'D	CONT'D	\$ 25,653.16	\$ 325,405.93	\$ 63,151.04	\$ 225,197.52	\$ 1,612,675.46	\$ 2,087,850.64	\$ 422,986.18	\$ 29,527.95	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	\$ 200,591.57				\$ 4,346.84	\$ 4,957.07	\$ 1,054.96	\$ 5,080.48	\$ 28,794.54				
PERCENTAGE	98.12%				85.51%	98.50%	98.36%	97.79%	98.25%				
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 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	5,884.93	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	5,069.57	318.50	-	2,338.87
MARCH	53,289.33	-	-	16,876.29	207.18	838.16	378.56	627.79	4,295.80	1,015.63	1,170.23	271.18	4,179.84
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$ 444,526.97	\$ 10,465,697.75	\$ 42,446.40	\$ 156,671.83	\$ 589.01	\$ 3,998.92	\$ 766.42	\$ 7,536.68	\$ 35,015.03	\$ 36,902.94	\$ 8,122.79	\$ 1,103.16	\$ 1,387,911.50
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	\$ 105,473.03		\$ (7,446.40)	\$ 43,328.17		\$ 1,001.08	\$ 233.58	\$ (2,336.68)	\$ 6,984.97				\$ (11,069.50)
PERCENTAGE	80.82%	98.08%	121.28%	78.34%	58.90%	79.98%	76.64%	144.94%	83.37%				100.80%

COUNTY OF STOKES

Richard T. Brim
Tax Administrator



Phone (336) 593-2811

TAX ADMINISTRATION

Fax (336) 593-4019

Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

Date: April 1, 2019

To: Board of County Commissioners

From: Richard T. Brim, Tax Administrator

Reference: Discovery and Garnishment Report

Tax Administration Report - (Fiscal Year 2018/2019)


Discoveries	Audit Dates	# of Accounts	Total Value	Taxes Due
Business and Personal Property Discovery Report for Quarter*	1/1/19 - 3/31/19	36	91,121	\$905.62
Total Business and Personal Discoveries Billed for FY*	7/1/18 - 6/30/19	672	7,580,139	\$82,972.17

*Report to the Board in accordance with GS 105-312(b)

Garnishments**	Dates	Total Accounts	Original Levy Amount	Collected Amount
Total Amount Collected for Quarter	1/1/19 - 3/31/19	111	\$47,996.31	\$37,217.04
Total Amount Collected for FY	7/1/18 - 6/30/19	588	\$255,834.79	\$160,490.10

**Detailed report can be submitted upon request by Board

Sincerely,


Richard T. Brim
Tax Administrator

4/2/19
Date

COUNTY OF STOKES

Richard T. Brim
TAX ADMINISTRATOR
Cheryl C. Hill
ASST. TAX ADMINISTRATOR



Shellie Booe
Tax/EMS Collection Clerk
Lisa Beasley
Tax/EMS Collection Clerk

Phone (336) 593-2425

TAX ADMINISTRATION

Fax (336) 593-4015

Post Office Box 57 • 1014 Main Street • Administration Building • Danbury, NC 27016

April, 2019

To: Stokes County Board of Commissioners
From: Richard T. Brim, Tax Administrator
Re: EMS Billing & Collections

The following report to the Stokes County Board of Commissioners shows the Stokes County Emergency Medical Services collections (current and delinquent) for Fiscal Year 2018-2019. This report provides each month's activities including number of transports billed, amount charged, amount collected, amount of contractual obligations and net collected.

Current and Delinquent EMS Billings

<u>Month</u>	<u>Transports Billed</u>	<u>Charged</u>	<u>Collected</u>	<u>Medicare/Medicaid Contractual *</u>	<u>Other Contractual*</u>
JULY, 2018	539	\$354,228.90	\$127,273.44	\$73,692.98	\$9.51
AUGUST, 2018	200	\$132,191.23	\$133,951.43	\$67,233.80	\$978.95
SEPTEMBER, 2018	287	\$188,342.75	\$126,582.59	\$38,210.65	\$433.31
OCTOBER, 2018	556	\$353,674.00	\$130,598.03	\$68,263.81	\$209.73
NOVEMBER, 2018	169	\$111,848.00	\$108,255.52	\$43,466.62	\$0.06
DECEMBER, 2018	238	\$152,260.30	\$86,042.86	\$45,997.95	
JANUARY, 2019	346	\$222,211.70	\$140,131.91	\$62,122.05	\$4,179.03
FEBRUARY, 2019	319	\$196,197.80	\$87,788.06	\$37,863.20	
MARCH, 2019	326	\$209,640.50	\$139,888.40	\$73,104.09	\$5,677.48
<hr/>					
TOTALS:	2980	\$1,920,595.18	\$1,080,512.24	\$509,955.15	\$11,687.36

*contractual obligation, amount for which the patient cannot be billed.

Richard T. Brim
TAX ADMINISTRATOR



DataMax

	A	DF	DG	DH	DI	DJ	DK
1							
2							
3	Stokes County Tax Office - Vehicle Taxes						
4	Client Numbers: 8303E, 8291E, 8352E, 9155E, 9155EC & 9167E						
5		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
6	Month to Date Collected	\$51.07	\$230.02	\$214.27	\$630.81	\$301.32	\$1,323.37
7	# of Accounts Collected	1	4	2	19	5	27
8	Month to Date Cancelled	\$0.00	\$0.00	\$31.29	\$0.00	\$0.00	\$67.13
9	# of Accounts Cancelled	0	0	1	0	0	2
10	Stokes County Tax Office - Property Taxes						
11	Client Numbers: 8316E, 8301E & 8353E						
12		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
13	Month to Date Collected	\$0.00	\$0.00	\$0.00	\$48.39	\$0.00	\$0.00
14	# of Accounts Collected	0	0	0	1	0	0
15	Month to Date Cancelled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	# of Accounts Cancelled	0	0	0	0	0	0
17	Stokes County - EMS						
18	Client Numbers: 8302E & 8354E						
19		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
20	Month to Date Collected	\$3,133.20	\$2,262.26	\$2,707.17	\$4,766.14	\$3,205.63	\$21,999.98
21	# of Accounts Collected	23	9	26	20	13	131
22	Month to Date Cancelled	\$2,187.11	\$130.58	\$1,519.90	\$52,914.20	\$0.00	\$798.81
23	# of Accounts Cancelled	7	2	3	127	0	2
24	N.C. DEBT-SETOFF FOR						
25	PROPERTY TAX AND EMS ACCOUNTS						
26		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
27	COUNTY EMS	\$46.00	\$456.00	\$0.00	\$424.00	\$146.93	\$18,720.61
28	COUNTY TAXES	\$0.00	\$131.15	\$0.00	\$0.00	\$0.00	\$1,057.62
29	TOTAL COLLECTED	\$46.00	\$587.15	\$0.00	\$424.00	\$146.93	\$19,778.23
30	Cumulative Total to Date Collected-NC Debt setoff						
31	Cumulative Total to Date Collected-VTaxes	\$164,313.24	\$164,543.26	\$164,757.53	\$165,388.34	\$165,689.66	\$167,013.03
32	Cumulative Total to Date Collected-PTaxes	\$71,520.33	\$71,520.33	\$71,520.33	\$71,568.72	\$71,568.72	\$71,568.72
33	Cumulative Total to Date Collected-EMS	\$492,644.97	\$494,907.23	\$497,614.40	\$502,380.54	\$505,586.17	\$527,586.15
34	Grand Total to Date Collected-All Categories	\$728,478.54	\$730,970.82	\$733,892.26	\$739,337.60	\$742,844.55	\$766,167.90

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR MARCH, 2019 (1 OF 2)

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

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>AMOUNT</u>
JOYCE, TERRY M JOYCE, DEBORAH K	3890 NC 288 HWY, PILOT MOUNTAIN, NC 27041	321095-2018-2018	\$4.08
SAMS, DEXTER DBA DEXTER SAMS CONSTRUCTION	1077 VENABLE RD, PILOT MOUNTAIN, NC 27041	281849-2018-2018	\$4.89
HOLMES, KITTY BROWN	1170 ELLIS LAWSON RD, DANBURY, NC 27016	853500-2018-2018 853500-2017-2017 853500-2017-2016 853500-2017-2015	\$4.08 \$4.46 \$6.40 \$8.56
ALDERMAN, JERRY J JR ALDERMAN, DEBORAH C	1060 OAK HAVEN LN, GERMANTON, NC 27019	297552-2018-2018	\$1.88
HARRELSON, WILLIAM JOSEPH HARRELSON, SHANNON	3853 AMOSTOWN RD, SANDY RIDGE, NC 27046	10410-2018-2018	\$15.37
KISER, BRENDA SOUTHERN KISER, WILLIAM DONALD	4311 FLAT SHOALS RD, GERMANTON, NC 27019	297496-2018-2018 297496-2017-2017 297496-2016-2016	\$2.46 \$2.44 \$2.42
COLE, FARON O	106 BROOK ST, KING, NC 27021	4692-2018-2018	\$55.23
ROMINGER, TOMMY DONALD	1150 FRANKLIN RD, GERMANTON, NC 27019	282294-2018-2018	\$7.64
GOFF, GRANVILLE C	4773 BUTCHWOOD DR, WINSTON-SALEM, NC 27105	283611-2018-2018 283611-2017-2017 283611-2016-2016	\$1.63 \$1.63 \$1.62

(CONTINUED)

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR MARCH, 2019 (2 OF 2)

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

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>AMOUNT</u>
ROGERS, WILMA HIATT ROGERS, ERVIN MCCRAY	105 OAKDALE CIR, KING, NC 27021	858070	\$92.62
HAIRSTON, ROBERT SR	1569 MARTIN LUTHER KING JR RD WALNUT COVE, NC 27052	857864	\$26.43
SMITH, TIMOTHY WAYNE	1710 DELTA CHURCH RD, SANDY RIDGE, NC 27046	857885	\$44.57

TOTAL AMOUNT \$288.31

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

4/2/19
DATE

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR MARCH, 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</u>	<u>AMOUNT</u>
ESSICK, SHELBY P	1145 HAMPTON RD GERMANTON, NC 27019	288677-2018-2018	100.3100.160	\$21.26
			112.3100.160	\$21.26
			206.3100.160	\$5.49
			211.3100.160	\$2.74

TOTAL AMOUNT \$50.75

Richard T. Brim 4/2/19
RICHARD T. BRIM DATE
TAX ADMINISTRATOR

Julia Edwards 4/2/19
JULIA EDWARDS DATE
FINANCE DIRECTOR

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR MARCH, 2019

REAL AND PERSONAL PROPERTY RELEASES MORE THAN \$100

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NO.</u>	<u>AMOUNT</u>	<u>REASON</u>
LANE, COSEYETTA B DBA LOG CABIN CRAFTS	1329 MOUNTAIN VIEW CHURCH RD KING, NC 27021	321199-2018-2018	\$167.24	STRUCTURE DOUBLE BILLED FOR YEAR 2018
GRAVITT, VAN FERGUSON	3867 YMCA CAMP RD KING, NC 27021	857980	\$198.77	MOTOR VEHICLE GAP BILLING CORRECTION

TOTAL AMOUNT \$366.01

Richard T. Brim 4/2/19
RICHARD T. BRIM DATE
TAX ADMINISTRATOR

ANDY NICKELSTON DATE
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR MARCH, 2019

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

NAME	ADDRESS	BILL NUMBER	LEDGER	AMOUNT	REASON
COVINGTON, CHARLES L COVINGTON, REGINA SAMS	113 HELSABECK RD KING, NC 27021	3573555	100.3100.113	\$66.79	VEHICLE SOLD
			100.2130.068	\$46.46	
			211.3100.001	\$4.31	
JAMES, RYAN VINCENT JAMES, MORGAN ELIZABETH	1025 ERNA'S DR MADISON, NC 27025	45476469	100.3100.113	\$153.87	VEHICLE SOLD
			209.3100.112	\$19.85	
			211.3100.001	\$9.93	
LOGAN, ROBERT LEE LOGAN, ALICE FLINCHUM	1404 JOHN HILL RD WALNUT COVE, NC 27052	39717795	100.3100.113	\$156.83	VEHICLE SOLD
			209.3100.112	\$20.21	
			211.3100.001	\$10.10	
ROBERSON, TERESA DIANE	1022 SURRY LINE RD PINNACLE, NC 27043	37022683	100.3100.113	\$125.53	VEHICLE SOLD
			209.3100.112	\$16.20	
			211.3100.001	\$8.10	
THORNTON, TODD ANTHONY	2974 NC 770 HWY SANDY RIDGE, NC 27046	35263517	100.3100.113	\$160.52	VEHICLE SOLD
			209.3100.112	\$20.72	
			211.3100.001	\$10.36	
ROMINE, BRANDY	8619 TERRACE PINES CT ORLANDO, FL 32836	289576-2017-2017	100.4140.390	\$135.78	CLERICAL ERROR
			209.3100.160	\$17.52	
			211.3100.160	\$8.76	
			112.3100.160	\$32.93	
TOTAL AMOUNT				\$1,023.57	

RICHARD T. BRIM
RICHARD T. BRIM
TAX ADMINISTRATOR

4/2/19
DATE

ANDY NICKELSTON
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

DATE

COUNTY OF STOKES

Richard T. Brim
Tax Administrator



Phone (336) 593-2811 TAX ADMINISTRATION Fax (336) 593-4019
Post Office Box 294 • 1014 Main Street • Government Center • Danbury, NC 27016

April 8, 2019

To: Stokes County Commissioners

From: Richard T. Brim, Tax Administrator

Subject: 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 (3) 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>
David Max Horton	5070-00-88-7500	21.04	Late Delivery Of
Melanie Robin Horton	5070-00-97-1430	31.71	Forestry Use Value Application
APPROVAL _____		DENIAL _____	

Christopher Brian Simpkins	6994-00-52-4853	73.95	Late Delivery Of
Carrie Dillon Simpkins			Forestry Use Value Application
APPROVAL _____		DENIAL _____	

Lucy H. Nall	6969-00-23-9042	47.70	Late Delivery Of
			Forestry Use Value Application
APPROVAL _____		DENIAL _____	

Date 4/2/19

Date _____

Richard T. Brim

Richard T. Brim
Tax Administrator

Andy Nickelston, Chairman
Stokes County Board of Commissioners

ATTACHMENT VI. B



COUNTY OF STOKES

TAX ADMINISTRATION

Post Office Box 294 • 1014 Main Street • Administration Building • Danbury, NC 27016
Phone (336) 593-2811 • Fax (336) 593-4019

Date: March 26, 2019

To: Board of County Commissioners

From: Richard Brim, Tax Administrator

Reference: SouthData services: eStatement, Listing Scanning, Online Listing Service

SouthData has been a long time partner of not only the tax office but many other Stokes County Departments. SouthData provides many services for the tax office such as printing and mailing of our annual tax bills, personal property listing forms, delinquent notices, revaluation notices and other mailings as needed. SouthData has a knowledgeable and friendly staff that works with us to coordinate and maintain timely mailings. Their customer service is second to none.

Michael May, SouthData District Manager will be providing you with a presentation that will cover the following:

eStatement

- Provides all taxpayers the ability to receive documents electronically
- By email with a pdf attached
- By Portal login

Listing Scanning

- SouthData will receive any returned listings
- SouthData will scan, index, and push them back to the county electronically
- County will receive daily copies of documents

Online Listing Service

- SouthData provides an online option for taxpayers and businesses to list electronically
- SouthData provides admin portal for county with notifications of filings
- Auto approval of extensions included (April 15th)

The cost associated with adding these three services are very small compared to benefits they provide to the taxpayers and tax office staff. The listing scanning service will save our tax office staff approximately 25 working days. This time will allow our staff to conduct thorough account reviews and work on numerous other projects that sometimes don't get the attention they need. The eStatements is something numerous taxpayers have been asking for. During the initial 2019 year of implementation, we will be collecting email addresses and getting the word out to our taxpayers of the availability of this desired service. In 2020 we should reap the benefits that includes taxpayer's convenience, reduced paper cost and a reduction in postage. The online listing service has also been requested by taxpayers and will benefit businesses as well as individual taxpayers. This service has been requested by businesses and

their accountants as it will help streamline the listing process. I have included the cost of these services in the Tax Office's FY 19/20 proposed budget.

Implementation timeline for each service:

eStatement

- May 2019 to catch the mailing of the 2019 annual tax bills

Listing Scanning

- August 2019 to catch next year's listings

Online Listing Service

- August 2019 to catch next year's listings

Next month, I will submit an Agreement that will allow SouthData to begin the implementation process for the eStatement Service. I will be presenting Agreements for Listing Scanning and Online Listing Service at the beginning of FY 19/20. If you have any questions or need additional information, please let me know.

Sincerely,

Richard Brim

ATTACHMENT VI. C



Post Office Box 20 Danbury, NC 27016
Phone: 336-593-2484 Fax: 336-593-2438

March 5, 2019

Stokes County Board of County Commissioners
PO Box 20
Danbury, NC 27016

Dear Sirs:

It is time for the Policy for Fire Commission and Use of Service District Funds to be renewed or updated by the new Board of County Commissioners.

As some of you will recall, the budget process was changed last year on a one-time basis. (See attached minutes from the April 23, 2018 and May 14, 2018 BOCC meetings.) Over the years the process had become antiquated, and the Fire Commission needed to find a somewhat more appropriate budget process. The policy now gives individual departments more control over their particular needs. It still addresses the existing debt for each separate department and the need for part-time personnel as indicated.

The Stokes County Fire & Rescue Association would like to make the following recommendation to update the County of Stokes Policy for Fire Service District and Fire Commission and Use of Service District Funds. Please find attached the current policy as well as the draft of our recommendation. The updates are consistent with the budget process from last year and the process that has been followed for the 2019-2020 Budget Process.

Sincerely,

Texie Jessup
President
Stokes County Fire & Rescue Association

County of Stokes

**Policy for
Fire Service District and Fire Commission
and Use of Service District Funds**

I. Purpose and Objectives of Fire Commission

The Stokes County Fire Commission is established for the oversight of revenue generated within the Stokes County Fire Service District and serves as an advisory group for the Stokes County Board of Commissioners on matters pertaining to the fire service district. All decisions made by the Fire Commission shall require final approval by the Stokes County Board of Commissioners. The following shall be the objectives and duties of the Fire Commission:

1. During the annual budget process, the Fire Commission shall review each submitted budget item from each service district agency and make recommendations to the Board of Commissioners as to the final approved amount of each submitted agency budget.
2. During the annual budget process, after meeting with representatives from each service district agency, the Fire Commission shall recommend to the Board of Commissioners any additions or cuts to budget items based on the needs of the specific agencies and the priority of needs. The Fire Commission shall ensure that the total recommended budget does not exceed available service district revenues and that the recommended service district tax rate does not exceed fifteen cents (\$0.15) per \$100 property valuation as specified by North Carolina statute. The Fire Commission shall always be aware of the tax burden that their budget recommendations could place on the taxpayers of the Stokes County Fire Service District and therefore be fiscally responsible in making their budget recommendations. The Board of Commissioners shall evaluate the recommendations from the Fire Commission and make a final decision on the service district budget and tax rate.
3. The Fire Commission shall hear and make recommendations on any emergency requests by a service district agency for funds from the service district fund balance during the budget year. Before approving such emergency requests, the Fire Commission shall consult with the Stokes County Fire and Rescue Association and give due consideration to any recommendation received from that organization. After approval from the Fire Commission, the request will be forwarded without delay to the Board of Commissioners for a final decision.
4. Individual Fire Commissioners shall establish communications with each service district agency and work with the agency representatives to maintain a "needs assessment" for the specific agency.

II. Size and Selection of Fire Commission

The Stokes County Fire Commission shall consist of **eight** members with no more than one member affiliated with a single service district agency:

1. **Three appointed Members Affiliated with a Service District Agency:** The Stokes County Board of Commissioners shall appoint three individuals who are affiliated with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall give priority consideration to candidates recommended by the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document.
2. **Three appointed Civilian Members Not Affiliated with a Service District Agency:** The Stokes County Board of Commissioners shall appoint three individuals who have no affiliation with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall identify possible candidates by using the same recruitment procedures as with other appointed boards, committees, and commissions, but shall specifically invite recommendations from the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document.
3. **Stokes County Fire Marshal:** The Fire Marshal shall serve as an ex-officio, non-voting member of the Fire Commission. This member will advise the Commission as an unbiased member on the needs of the service district agencies and on the constantly changing standards and regulations from the state and federal government. This person will also serve as Secretary of the Fire Commission. The Fire Marshal may designate another member of his/her department to attend any meeting in his/her absence.
4. **President of the Stokes County Fire and Rescue Association.** The President of the Stokes County Fire and Rescue Association shall serve as an ex officio member of the Fire Commission. This member shall provide technical advice to the Fire Commission, serve as a liaison to the Association and its member agencies, and facilitate coordination among the various agencies and the Fire Commission to promote fiscally responsible use of available resources. This member shall not vote except to break a tie among the appointed members.

Policy for Fire Commission and Use of Service District Funds

Note 1 — Geographical Representation: Whenever possible, appointed members shall reside in different geographical locations of the fire service district/county in an effort to give fair representation to each region. The Stokes County Fire Marshal shall assist the Board of Commissioners in the appointment process by identifying and reporting the geographical residence of Fire Commission members and prospective members.

Note 2 — Staggered Terms: Terms of the six appointed members shall be staggered so that half of the members are appointed every year. During the transition period following approval of this document by the Board of Commissioners, terms of Fire Commissioners shall be structured as follows:

- The Board of Commissioners shall in a timely manner appoint a third civilian member to the Fire Commission in accordance with Part II.2 above to serve a two year term, expiring October 31, 2010.
- The two incumbent Fire Commissioners appointed for two year terms during 2008 shall serve terms expiring October 31, 2010.
- The two incumbent Fire Commissioners appointed for two year terms during 2007 and the one incumbent Fire Commissioner appointed during 2008 to fill the remaining one year of an unexpired term shall serve terms expiring October 31, 2009.
- Beginning in 2009, the Board of Commissioners shall appoint or reappoint three members as provided in Part II above, representing the same categories as those members whose terms expire October 31, 2009, to serve two year terms, effective November 1, 2009.
- In 2010, the Board of Commissioners shall appoint or reappoint three members as provided in Part II above, representing the same categories as those members whose terms expire October 31, 2010, to serve two year terms, effective November 1, 2010.

III. Qualifications of Appointed Fire Commissioners

A. Commissioners Appointed From Service District Agencies

The three appointed members affiliated with a service district agency shall possess the following qualifications:

1. The member shall possess a basic understanding of volunteer fire departments, rescue squads, and rural fire protection within the topography of Stokes County.
2. The member shall be an active member or an active Board member of a fire department and/or rescue squad that serves a response district within the Stokes County Fire Service District.
3. The member shall have a minimum of ten years of fire and/or rescue service experience.
4. The member shall have a basic knowledge of fire/rescue tools and equipment, North Carolina fire protection laws, NFPA Standards, along with other fire/rescue regulations and standards.

Policy for Fire Commission and Use of Service District Funds

5. The member shall be a resident of Stokes County.
6. The member shall not hold any public office while serving as a Fire Commissioner.

B. Commissioners Not Affiliated with Service District Agencies

The three appointed members not affiliated with a service district agency shall possess the following qualifications:

1. The member shall have business management skills and experience.
2. The member shall *not* be an active member or an active Board member of a fire department and/or rescue squad that serves a response district within the Stokes County Fire Service District.
3. The member shall be a resident of Stokes County and reside in a location served by a Fire Service District agency.
4. The member shall not hold any public office while serving as a Fire Commissioner.

IV. Duties of the Members of the Fire Commission

Each member of the Fire Commission shall perform the following duties:

1. The secretary of the Fire Commission shall assign each appointed commissioner a number of specific agencies. A commissioner shall not be assigned to an agency in which the commissioner is an active member. The secretary of the Fire Commission shall have the authority to make any needed changes to the assignments, as he/she thinks necessary.
2. The commissioner shall meet with the representatives of each agency that he/she is assigned at least twice each year, including at least once during the agency's development of its annual budget. The commissioner is responsible for initiating contact with the agency to determine a convenient time for both parties to meet.
3. Each commissioner shall attend the annual service district budget workshop sessions.
4. Each commissioner shall receive a copy of the budget request of each service district agency from the secretary of the Fire Commission prior to the scheduled service district budget workshop sessions.
5. Each commissioner shall attend called emergency sessions of the Fire Commission during the county budget process as needed.
6. After the Fire Commission completes its annual budget duties, the chairperson of the Fire Commission shall present the recommended combined service district budget and recommended service district tax rate to the Board of Commissioners.

Members not performing their duties as described above will be terminated from the Fire Commission by the Stokes County Board of Commissioners. A recommendation for termination may come from a majority vote of a quorum of the Stokes County Fire and Rescue Association or be initiated by the Board of Commissioners following consultation with the Association. Members may be excused from

Page 4 of 9

Approved by BOCC - August 25, 2008

Approved by BOCC - March 23, 2009

Approved by BOCC - February 28, 2011

Approved by BOCC - January 23, 2017

Policy for Fire Commission and Use of Service District Funds

their duties because of a *temporary* incapacitation such as a short-term illness, family problem, or occupational priority. Members not performing their duties because of a *long-term* incapacitation shall submit their resignation. Any member who is terminated or submits his/her resignation will be replaced by another member appointed by the Board of Commissioners, following the same process used in making the initial appointment, to serve the remainder of the term.

V. Meetings of the Fire Commission

Meetings of the Fire Commission shall be conducted as follows:

1. The Fire Commission shall observe all requirements of the North Carolina Open Meetings law. The secretary of the Fire Commission shall be responsible for providing to the Clerk of the Board of Commissioners a schedule of the regular meeting dates of the Commission and any changes or additions to the schedule.
2. The appointed members of the Fire Commission shall elect a chairperson and a vice-chairperson from its membership. The chairperson of the Fire Commission shall be responsible for notifying each commissioner of all regularly scheduled meetings and emergency sessions and shall preside over all meetings of the Commission unless excused under the provisions of Section VI below. The vice-chairperson shall assume the duties of the chairperson in the chairperson's absence from the meeting.
3. The chairperson shall maintain an atmosphere conducive for the free exchange of ideas and an orderly and timely flow of business in all meetings.
4. During the annual service district budget workshop process (including appeal hearings) with agency representatives, the only active participants shall be members of the Fire Commission and the service district agency representative(s) for the budget request being considered. This requirement may be waived if both the Fire Commission and the agency agree to hear from or consult with another party. All budget sessions will be open to the public for observation.
5. During Fire Commission meetings in which the proposed service district budget is revised or finalized, the only active participants in the deliberations shall be members of the Fire Commission. This requirement shall not limit the ability of the Commission to seek information from other parties as necessary to make informed decisions. These meetings will be open to the public for observation.
6. The process of developing the final proposed budget and proposed tax rate shall follow these general steps.
 - a) The service district agency will receive its budget package from the Fire Commission secretary. The package will contain instructions on how to prepare its budget. The agency's Fire Commissioner will ensure that the agency has the needed resources for budget preparation. Any agency that does not follow the instructions contained in the package will lose its right to appeal any budgetary disagreements before the Fire Commission and a chance to review their final line-item budget before it is presented to the Board of Commissioners.
 - b) After the agency completes its budget, it will send the budget to the secretary of the Fire Commission. The secretary will distribute copies of each individual agency's budget documents to all members of the Fire Commission.

Policy for Fire Commission and Use of Service District Funds

- c) After each Fire Commissioner has reviewed each agency's budget, a notice will be sent to each agency containing the date and time in which its representatives are to meet with the Fire Commission for the budget workshop process.
- d) After meeting with all agencies during the budget workshop process, the Fire Commission will develop a revised budget (if necessary) for each agency showing the line-by-line amount approved by the Fire Commission. The secretary will then send each agency its revised budget for review, provided that the agency followed the instructions in the budget package. The secretary will at the same time notify each eligible agency of the time and date that it may appeal its revised budget.
- e) If an agency is satisfied with the results of the revised budget, no further meeting will be necessary. If an agency wishes to appeal its budget, it will meet with the Fire Commission at the appropriate time to give its reasons. The Fire Commission shall respond to each appealed item and will either approve or deny the item in the presence of the agency's representatives.
- f) After considering appeals made by the agencies, the Fire Commission will approve a final recommended budget for each agency, a recommended combined budget for the service district, and a recommended service district tax rate. These recommendations will then be submitted to the Board of Commissioners. Each agency that followed the instructions in the budget package shall receive from the secretary of the Fire Commission a copy of the Fire Commission's recommendations to the Board of Commissioners at least one week prior to their submission to the Board.
- g) As part of the total county budget process, the County Budget Officer shall review the recommendations from the Fire Commission and suggest any modifications to the proposed service district budget and service district tax rate. If the Budget Officer proposes any changes to the Fire Commission's recommendations, then the Board of Commissioners shall schedule a meeting with the Fire Commission or its chairman to discuss their recommendations.
- h) If the Board of Commissioners approves a service district tax rate different from that recommended by the Fire Commission, then the Fire Commission will develop a revised budget for each agency as described in Part V.6.d of this document. The process will continue with Parts V.6.e and V.6.f until the Board of Commissioners approves a final service district budget package.
- i) After approval by the Board of Commissioners, the secretary will provide each agency with its line-by-line approved budget.
- j) The Fire Commission's review and approval of agency budgets and allocation of funds on a line-item basis shall not be construed to restrict the authority of an agency's board of directors to modify, adjust, or amend the agency's budget, including transferring funds among line items, during the fiscal year as necessary to best meet the needs of the agency.

VI. Elimination of Potential Conflicts of Interest

The following step shall be taken to eliminate the possibility of conflicts of interest and to maintain the credibility of the Fire Commission:

Page 6 of 9
Approved by BOCC - August 25, 2008
Approved by BOCC - March 23, 2009
Approved by BOCC - February 28, 2011
Approved by BOCC - January 23, 2017

Policy for Fire Commission and Use of Service District Funds

- During the meetings in which the service district budget is developed, revised, or finalized, any Fire Commissioner who is an active member or board member of the agency being examined shall be excused from consideration and action on that particular budget. Control of the meeting shall be passed to the vice-chairperson should the chairperson need to be excused for this purpose. This action does not prohibit this person from being physically present during the meetings.

VII. Compensation

Fire Commission members, except the Fire Marshal, shall receive monetary compensation for each regularly scheduled or called meeting of an amount determined by the Board of Commissioners; however, this amount will not be less than \$30 per meeting.

Each Fire Commissioner will receive travel compensation from the county for each meeting that he/she attends with their assigned service district agency. Compensation will be at the "per mile" rate that is paid to Stokes County employees for use of their personal vehicles.

Fire Commissioners who receive monetary compensation shall keep an expense report detailing any Fire Commission meetings along with the date attended and a mileage report along with the date while attending meetings with assigned agencies. The Fire Commissioners shall submit annually their expense reports, on the supplied forms, to the secretary of the Fire Commission to be forwarded to the Stokes County Finance Office. These reports shall be submitted at least 30 days prior to the new budget year. These funds shall be budgeted and paid from the appropriate line item of the Stokes County Governing Body budget.

VIII. Use of Service District Funds

A. Valid Use of Service District Funds

Service district funds are collected from the citizens of Stokes County to provide fire suppression and rescue services by service district agencies that operate within the boundaries of Stokes County. *Service District Agency* is defined as a *volunteer* fire or rescue agency that has been approved to receive service district funds by the Stokes County Board of Commissioners. These funds should be limited to costs directly related to operating expenses incurred by these agencies in their provision of contracted services. Examples of these expenses include — but are not limited to — the following:

1. Purchase of apparatus and equipment as determined by the agency using good business practices to assure that the apparatus and equipment will be usable within the vast majority of its response district.
2. Purchase of supplies, equipment, and services necessary for support of fire/rescue/EMS operations such as fire suppression supplies, EMS and rescue supplies, insurance and bonds, fuel, pension fund payments in accordance with the agency's policies, and other items determined by the agency's representatives necessary to support the services available to taxpayers of the service district.
3. Operation and maintenance of apparatus and equipment needed for fire suppression and rescue operations including installation, maintenance, and upkeep of rural water supply sites.

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4. Building and grounds expenses (including construction, maintenance, and utilities) to house apparatus and equipment along with providing space for training, department business, and community activities.
5. Debt service payments for buildings and/or equipment that have been financed, provided such debt incurred after July 1, 2007 received prior consent and approval from the Board of Commissioners, following a review by and recommendation from the Fire Commission, if the agency receives more than 50% of its budget from Stokes County tax revenues; prior consent and approval is not required if the agency receives less than 50% of its budget from Stokes County tax revenues.
6. Limited professional services such as nominal fees to contract the services of time consuming administrative activities such as secretary and treasurer, and including fees and other expenses for preparation of the agency's annual audit report.
7. Expenses incurred by the Stokes County Fire and Rescue Association, if budgeted in accordance with the Association's constitution and by-laws, that directly support activities of service district agencies, provided that other fire districts within the county contribute **on a pro rata basis if they** benefit from such expenditures. Examples include — but not limited to — training expenses, child-safety trailer expenses, insurance payments, etc.
8. Other equipment that *directly* benefits the service district agencies upon approval of the Stokes County Fire Commission. Examples include — but not limited to — hose testers, air bottles, foam, pump test equipment, spill absorbent products, etc.
9. Equipment purchased and/or personnel employed by the Stokes County Fire Marshal's office that directly support fire suppression activities of service district agencies, provided that other fire districts within the county contribute on a pro rata basis if they benefit from such expenditures.
10. Contingency fund for emergency use by service district agencies to repair or replace equipment that was damaged or destroyed or funds expended through unforeseen circumstances that were not otherwise included in the agency's annual budget.
11. Support of full-time and/or part-time compensated firefighters upon approval from the Stokes County Fire Commission following consultation with the Chiefs Council of the Stokes County Fire and Rescue Association.
12. Expenses of the Fire Commission, including stipends and travel for fire commissioners, and supplies and postage needed by the secretary of the Fire Commission to ensure that the agencies receive their budget packages as described in Part V.6 of this document.

B. Improper Use of Service District Funds

Service district tax funds shall be used only to support the volunteer service district agencies serving the Stokes County Fire Service District. Such funds shall *not* be used for expenses incurred by other Stokes County agencies unless specifically allowed under North Carolina law; these other agencies include, but are not limited to, the following:

1. Emergency Medical Services
2. Communications

Policy for Fire Commission and Use of Service District Funds

3. Law Enforcement
4. Tax Administration
(Note 1: Under the *Local Government Budget and Fiscal Control Act*, costs associated with levying and collecting the service district tax can legally be charged against revenues collected, but it is the policy of the Board of Commissioners not to use service district funds for this purpose)
5. Mapping Office.
6. Fire Marshal – except as provided in Part VIII.A.9

(Note 2 – County Employee Salaries: Service district tax funds shall not be used to directly pay salaries of employees in any Stokes County government agency except as provided in Part VIII.A.9)

IX. Amending This Document

In accordance with state law, the Stokes County Board of Commissioners may modify or amend this document as it deems necessary to properly provide services for the citizens of Stokes County.

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Commission and Policy for Fire
Use of Service District Funds

County of Stokes

Policy for
Fire Service District and Fire Commission
and Use of Service District Funds

I. Purpose and Objectives of Fire Commission

The Stokes County Fire Commission is established for the oversight of revenue generated within the Stokes County Fire Service District and serves as an advisory group for the Stokes County Board of Commissioners on matters pertaining to the fire service district. All decisions made by the Fire Commission shall require final approval by the Stokes County Board of Commissioners. The following shall be the objectives and duties of the Fire Commission:

1. During the annual budget process, the Fire Commission shall review each submitted budget item from each service district agency and make recommendations ~~to the County Manager for the Board of Commissioners~~ as to the final approved amount of each submitted agency budget.
2. During the annual budget process, after meeting with representatives from each service district agency, the Fire Commission shall recommend to the ~~Board of Commissioners~~ County Manager for the Board of Commissioners any additions or cuts to budget items based on the needs of the specific agencies and the priority of needs. The Fire Commission shall ensure that the total recommended budget does not exceed available service district revenues and that the recommended service district tax rate does not exceed fifteen cents (\$0.15) per \$100 property valuation as specified by North Carolina statute. The Fire Commission shall always be aware of the tax burden that their budget recommendations could place on the taxpayers of the Stokes County Fire Service District and therefore be fiscally responsible in making their budget recommendations. The Board of Commissioners shall evaluate the recommendations from the Fire Commission and make a final decision on the service district budget and tax rate.
3. The Fire Commission shall hear and make recommendations on any emergency requests by a service district agency for funds from the service district fund balance during the budget year. Before approving such emergency requests, the Fire Commission shall consult with the Stokes County Fire and Rescue Association and give due consideration to any recommendation received from that organization. After approval from the Fire Commission, the request will be forwarded without delay to the Board of Commissioners for a final decision.
4. Individual Fire Commissioners shall establish communications with each service district agency and work with the agency representatives to maintain a "needs assessment" for the specific agency.

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II. Size and Selection of Fire Commission

The Stokes County Fire Commission shall consist of eight members with no more than one member affiliated with a single service district agency:

1. **Three appointed Members Affiliated with a Service District Agency:** The Stokes County Board of Commissioners shall appoint three individuals who are affiliated with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall give priority consideration to candidates recommended by the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document.
2. **Three appointed Civilian Members Not Affiliated with a Service District Agency:** The Stokes County Board of Commissioners shall appoint three individuals who have no affiliation with a service district agency to serve on the Fire Commission. In making these appointments, the Board of Commissioners shall identify possible candidates by using the same recruitment procedures as with other appointed boards, committees, and commissions, but shall specifically invite recommendations from the Stokes County Fire and Rescue Association. Each member shall serve a term of two years without a limit on the number of terms to which he/she can be re-appointed provided that he/she continues to meet the qualifications and duties described in Parts III and IV of this document. During the term in which the member is serving, if the member's status changes and he/she no longer meets the qualifications described in Part III, the member shall resign and the Board of Commissioners shall appoint a successor to complete the remainder of his/her term, following the same process used in making the initial appointment. Each member will have one vote on any item of business that comes before the Fire Commission, except as limited in Part VI of this document.
3. **Stokes County Fire Marshal:** The Fire Marshal shall serve as an ex-officio, non-voting member of the Fire Commission. This member will advise the Commission as an unbiased member on the needs of the service district agencies and on the constantly changing standards and regulations from the state and federal government. This person will also serve as Secretary of the Fire Commission. The Fire Marshal may designate another member of his/her department to attend any meeting in his/her absence.
4. **President of the Stokes County Fire and Rescue Association:** The President of the Stokes County Fire and Rescue Association shall serve as an ex-officio member of the Fire Commission. This member shall provide technical advice to the Fire Commission, serve as a liaison to the Association and its member agencies, and facilitate coordination among the various agencies and the Fire Commission to promote fiscally responsible use of available resources. This member shall not vote except to break a tie among the appointed members.

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Note 1 — Geographical Representation: Whenever possible, appointed members shall reside in different geographical locations of the fire service district/county in an effort to give fair representation to each region. The Stokes County Fire Marshal shall assist the Board of Commissioners in the appointment process by identifying and reporting the geographical residence of Fire Commission members and prospective members.

Note 2 — Staggered Terms: Terms of the six appointed members shall be staggered so that half of the members are appointed every year. During the transition period following approval of this document by the Board of Commissioners, terms of Fire Commissioners shall be structured as follows:

- The Board of Commissioners shall in a timely manner appoint a third civilian member to the Fire Commission in accordance with Part II.2 above to serve a two year term, expiring October 31, 2010 (should be updated).
- The two incumbent Fire Commissioners appointed for two year terms during 2008 (update) shall serve terms expiring October 31, 2010 (update).
- The two incumbent Fire Commissioners appointed for two year terms during 2007 (update) and the one incumbent Fire Commissioner appointed during 2008 (update) to fill the remaining one year of an unexpired term shall serve terms expiring October 31, 2009 (update).
- Beginning in 2009 (update), the Board of Commissioners shall appoint or reappoint three members as provided in Part II above, representing the same categories as those members whose terms expire October 31, 2009 (update), to serve two year terms, effective November 1, 2009 (update).
- In 2010 (update), the Board of Commissioners shall appoint or reappoint three members as provided in Part II above, representing the same categories as those members whose terms expire October 31, 2010 (update), to serve two year terms, effective November 1, 2010 (update).

III. Qualifications of Appointed Fire Commissioners

A. Commissioners Appointed From Service District Agencies

The three appointed members affiliated with a service district agency shall possess the following qualifications:

1. The member shall possess a basic understanding of volunteer fire departments, rescue squads, and rural fire protection within the topography of Stokes County.
2. The member shall be an active member or an active Board member of a fire department and/or rescue squad that serves a response district within the Stokes County Fire Service District.
3. The member shall have a minimum of ten years of fire and/or rescue service experience.

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Use of Service District Funds**

4. The member shall have a basic knowledge of fire/rescue tools and equipment, North Carolina fire protection laws, NFPA Standards, along with other fire/rescue regulations and standards.
5. The member shall be a resident of Stokes County.
6. The member shall not hold any public office while serving as a Fire Commissioner.

B. Commissioners Not Affiliated with Service District Agencies

The three appointed members not affiliated with a service district agency shall possess the following qualifications:

1. The member shall have business management skills and experience.
2. The member shall *not* be an active member or an active Board member of a fire department and/or rescue squad that serves a response district within the Stokes County Fire Service District.
3. The member shall be a resident of Stokes County and reside in a location served by a Fire Service District agency.
4. The member shall not hold any public office while serving as a Fire Commissioner.

IV. Duties of the Members of the Fire Commission

Each member of the Fire Commission shall perform the following duties:

1. The secretary of the Fire Commission shall assign each appointed commissioner a number of specific agencies. A commissioner shall not be assigned to an agency in which the commissioner is an active member. The secretary of the Fire Commission shall have the authority to make any needed changes to the assignments, as he/she thinks necessary.
2. The commissioner shall meet with the representatives of each agency that he/she is assigned at least twice each year, including at least once during the agency's development of its annual budget. The commissioner is responsible for initiating contact with the agency to determine a convenient time for both parties to meet.
3. Each commissioner shall attend the annual service district budget workshop sessions.
4. Each commissioner shall receive a copy of the budget request of each service district agency from the secretary of the Fire Commission prior to the scheduled service district budget workshop sessions.
5. Each commissioner shall attend emergency sessions of the Fire Commission during the county budget process as needed.
6. After the Fire Commission completes its annual budget duties, the chairperson of the Fire Commission shall present the recommended combined service district budget and recommended service district tax rate to the Board of Commissioners.

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Members not performing their duties as described above will be terminated from the Fire Commission by the Stokes County Board of Commissioners. A recommendation for termination may come from a majority vote of a quorum of the Stokes County Fire and Rescue Association or be initiated by the Board of Commissioners following consultation with the Association. Members may be excused from their duties because of a *temporary* incapacitation such as a short-term illness, family problem, or occupational priority. Members not performing their duties because of a *long-term* incapacitation shall submit their resignation. Any member who is terminated or submits his/her resignation will be replaced by another member appointed by the Board of Commissioners, following the same process used in making the initial appointment, to serve the remainder of the term.

V. Meetings of the Fire Commission

Meetings of the Fire Commission shall be conducted as follows:

1. The Fire Commission shall observe all requirements of the North Carolina Open Meetings law. The secretary of the Fire Commission shall be responsible for providing to the Clerk of the Board of Commissioners a schedule of the regular meeting dates of the Commission and any changes, or additions to the schedule.
2. The appointed members of the Fire Commission shall elect a chairperson and a vice-chairperson from its membership. The chairperson of the Fire Commission shall be responsible for notifying each commissioner of all regularly scheduled meetings and emergency sessions and shall preside over all meetings of the Commission unless excused under the provisions of Section VI below. The vice-chairperson shall assume the duties of the chairperson in the chairperson's absence from the meeting.
3. The chairperson shall maintain an atmosphere conducive for the free exchange of ideas and an orderly and timely flow of business in all meetings.
4. During the annual service district budget workshop process (including appeal hearings) with agency representatives, the only active participants shall be members of the Fire Commission and the service district agency representative(s) for the budget request being considered. This requirement may be waived if both the Fire Commission and the agency agree to hear from or consult with another party. All budget sessions will be open to the public for observation.
5. During Fire Commission meetings in which the proposed service district budget is revised or finalized, the only active participants in the deliberations shall be members of the Fire Commission. This requirement shall not limit the ability of the Commission to seek information from other parties as necessary to make informed decisions. These meetings will be open to the public for observation.
6. The process of developing the final proposed budget and proposed tax rate shall follow these general steps.
 - a) The service district agency will receive its budget package from the Fire Commission secretary. The package will contain instructions on how to prepare its budget. The agency's Fire Commissioner will ensure that the agency has the needed resources for budget preparation. Any agency that does not follow the instructions contained in the package will lose its right to appeal any budgetary disagreements with the Fire Commission and a

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~~chance to review their final line-item budget~~ before it is presented to the Board of Commissioners.

- b) After the agency completes its budget, it will send the budget to the secretary of the Fire Commission. The secretary will distribute copies of each individual agency's budget documents to all members of the Fire Commission for review.
- ~~e) After each Fire Commissioner has reviewed each agency's budget, a notice will be sent to each agency containing the date and time in which its representatives are to meet with the Fire Commission for the budget workshop process.~~
- ~~d)c) After meeting with all agencies during the budget workshop process, the Fire Commission will develop a revised a budget (if necessary) for each agency showing the line-by-line amount approved by the Fire Commission. The secretary will then send each agency its revised budget for review, provided that the agency followed the instructions in the budget package. The secretary will at the same time notify each eligible agency of the time and date that it may appeal its revised budget.~~
- ~~e)d) If an agency is satisfied with the results of the revised budget, no further meeting will be necessary. If an agency wishes to appeal its budget, it will meet with the Fire Commission at the appropriate time to give its reasons. The Fire Commission shall respond to each appealed item and will either approve or deny the item change in the presence of the agency's representatives.~~
- ~~f)e) After considering appeals made by the agencies, the Fire Commission will approve a final recommended budget for each agency, a recommended combined budget for the service district, and a recommended service district tax rate. These recommendations will then be submitted to the Board of Commissioners County Manager. Each agency that followed the instructions in the budget package shall receive from the secretary of the Fire Commission a copy of the Fire Commission's recommendations to the Board of Commissioners at least one week prior to their submission to the Board.~~
- ~~g)f) As part of the total county budget process, the County Budget Officer shall review the recommendations from the Fire Commission and suggest any modifications to the proposed service district budget and service district tax rate. If the Budget Officer proposes any changes to the Fire Commission's recommendations, then the Board of Commissioners shall schedule a meeting with the Fire Commission or its chairman to discuss their recommendations.~~
- ~~h)g) If the Board of Commissioners approves a service district tax rate different from that recommended by the Fire Commission, then the Fire Commission will develop a revised budget for each agency as described in Part V.6.d of this document. The process will continue with Parts V.6.e and V.6.f until the Board of Commissioners approves a final service district budget package.~~
- ~~i)h) After approval by the Board of Commissioners, the secretary will provide each agency with its line-by-line approved budget.~~
- ~~j)i) The Fire Commission's review and approval of agency budgets and allocation of funds on a line-item basis shall not be construed to restrict the authority of an agency's board of~~

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directors to modify, adjust, or amend the agency's budget, including transferring funds among line items, during the fiscal year as necessary to best meet the needs of the agency.

VI. Elimination of Potential Conflicts of Interest

The following step shall be taken to eliminate the possibility of conflicts of interest and to maintain the credibility of the Fire Commission:

- During the meetings in which the service district budget is developed, revised, or finalized, any Fire Commissioner who is an active member or board member of the agency being examined shall be excused from consideration and action on that particular budget. Control of the meeting shall be passed to the vice-chairperson should the chairperson need to be excused for this purpose. This action does not prohibit this person from being physically present during the meetings.

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Each Fire Commissioner will receive travel compensation from the county for each meeting that he/she attends with their assigned service district agency. Compensation will be at the "per mile" rate that is paid to Stokes County employees for use of their personal vehicles.

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2. Purchase of supplies, equipment, and services necessary for support of fire/rescue/EMS operations such as fire suppression supplies, EMS and rescue supplies, insurance and bonds,

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fuel, pension fund payments in accordance with the agency's policies, and other items determined by the agency's representatives necessary to support the services available to taxpayers of the service district.

3. Operation and maintenance of apparatus and equipment needed for fire suppression and rescue operations including installation, maintenance, and upkeep of rural water supply sites.
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2. Communications
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4. Tax Administration
(Note 1: Under the *Local Government Budget and Fiscal Control Act*, costs associated with levying and collecting the service district tax can legally be charged against revenues collected, but it is the policy of the Board of Commissioners not to use service district funds for this purpose)
5. Mapping Office.
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STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY APRIL 23, 2018

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, April 23, 2018 at 6:00 pm with the following members present:

Chairman Ronnie Mendenhall
Vice Chairman Jimmy Walker
Commissioner James D. Booth
Commissioner Ronda Jones
Commissioner Ernest Lankford

County Personnel in Attendance:
County Manager Jake M. Oakley
Clerk to the Board Shannon Shaver
Finance Director Julia Edwards
County Attorney Ty Browder
Fire Marshal Scott Aaron

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

INVOCATION

Commissioner Lankford delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

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

GENERAL GOVERNMENT – GOVERNING BODY – APPROVAL OF AGENDA

Chairman Mendenhall entertained a motion to approve or amend the April 23rd Agenda.

Chairman Mendenhall noted a request from County Manager Oakley to add DSS proclamations for National Foster Care Month and Older Americans Month to the Discussion Agenda.

Commissioner Jones moved to approve the April 23rd Agenda with the addition of DSS proclamations for National Foster Care Month and Older Americans Month to the Discussion Agenda.

Commissioner Lankford seconded the motion.

Chairman Mendenhall opened the floor for discussion.

With no further discussion the motion carried unanimously.

COMMENTS - Manager/Commissioners

Commissioner Jones commented:

- Opening day of the Farmers Market was Saturday the 21st.
- We had about 13 vendors.
- This is an initiative I started 7 years ago.
- It has grown so much over the years.
- It is held every Saturday from 11-2 at the Hanging Rock State Park visitor's center beginning on Earth Day through Veterans Day.
- Attended the DARE program at Lawsonville Elementary on Wednesday with Jake, Shannon and several others.
- Always good to see those little kids.
- Attended the Resilience film screening today at The Arts Place.
- It was a wonderful event.

Vice Chairman Walker commented:

- Nice to be honored with a proclamation for older Americans along with many others.

Commissioner Booth commented:

- Welcome everybody.
- Thank you for being here today.
- Thank the Lord for the rain and all his love and mercy he shows me every day.
- Thankful for all of his many blessings.

- This is the discount that allows internet to be available in our system.
- We provide courier service that goes to all the libraries 5 days a week.
- Members of NC Cardinal, which is a wonderful consortium of libraries across the state.
- About 40% of NC libraries are included.
- With a library card in any of these counties, you may borrow from any library at no cost.
- It is being paid by federal and state dollars.
- Hoping to expand this in the fall by providing student access only having to use their student ID number.
- Coordinate NC Live databases.
- This is available to all citizens.
- Subscribe to Ancestry.com which is used by many.

Christine Boles, Walnut Cove Public Library Librarian provided the following information to the Board:

- As of today from the beginning of our Fiscal Year which began July1, we have had 28,000 visitors to the Walnut Cove Library.
- This includes all of our visitors including summer reading which is fast approaching.
- Our library is not just a library, we think of it as a community center.
- It is a place to gather as Walnut Cove does not really have a community center.
- We are so proud to be able to offer this to the wide variety of citizens that we serve.
- We could not do this without your support for which we are grateful.
- It truly is a community effort.
- We have provided 3,600 programs in the past year.
- Our meeting rooms are always in use.
- Being from Stokes County it makes me proud to be able to give back to the library I grew up using.

Ann Nichols, King Public Library Librarian provided the following information to the Board:

- Giving a tour to a 1st grade class recently and they were shocked to learn all the things the library had to offer.
- As I explained to them that it is their library as well as all the people of Stokes County and North Carolina.
- Summer reading program is coming up.
- We offer many adult programs as well.
- One of our most popular is our Book Bingo.
- Our Job Lab is a unique service to the King Library.
- We are partnering with Forsyth Tech, Work Force, and NC Works Centers.
- Lynn Owens is the instructor provided.
- She is helpful, caring, and compassionate and knows how to get people jobs.
- When is out there are substitutes available to help those coming in to the Job Lab.
- They help with applications, mostly online, resumes and job skills.
- Help to register with NC Works and unemployment.
- Provide help with continuing education.

- The lab schedule is Monday, Wednesday, and Friday from 1-5pm.
- In addition on Mondays all day we offer a representative with NC Works.
- They provide an array of services.
- People can receive a voucher for Goodwill to obtain interview clothing.
- Gas cards are available for those who need it to be able to get to their interview.
- Training for work keys test.
- Anyone can use these services.
- We provide all the supplies needed.
- Recently helped a gentleman with a 13 page application to get a job at Lowes.
- Free tax assistance is provided.
- We are the go to place for all kinds of services.
- I am proud to be a public servant.
- We are able to do this with your support.
- We have 3 wonderful libraries and this is not something that all counties have.
- We are so appreciative.

Lisa Lawless, Danbury Public Library Librarian was unable to attend the meeting.

Chairman Mendenhall commented:

- We appreciate all the hard work you put in at the libraries.
- Thank you for being here and for all of the information you provided.

Chairman Mendenhall noted that there were no other items on the Information Agenda at tonight's meeting.

GENERAL GOVERNMENT – GOVERNING BODY – DISCUSSION AGENDA



Fire Service District – Budget Process Request

Chairman Mendenhall turned the floor over to Stokes County Fire Protection Service District Commissioners Clifford Hall, and Robert Knight, and to Stokes County Fire Marshal Scott Aaron.

Stokes County Fire Protection Service District Commissioners Clifford Hall, and Robert Knight, and to Stokes County Fire Marshal Scott Aaron presented the following information to the Board:

Clifford Hall commented:

- The old process that has been used for years does not seem fair to all the departments.
- Seems we always are cutting and trying to make the allocated funds work as best as possible.

- New Fire Commissioner Robert Knight has been working on a plan to distribute the money more fairly between the departments in the Fire Service District.
- It does work.
- It needs critiquing.
- Although we did not follow the exact budget process guidelines.
- I am before you tonight requesting permission to do the budget this way this year.

Robert Knight commented:

- This is a formula to distribute the money.
- It is important to go into this knowing that we went to the Fire Association and each department agrees to do the budget process this way this year.
- Each person has their own idea of what fair is.
- I understand that some departments need more money.
- If you run more calls you need more money.
- We have used a 5 year average on call volume.
- This is not something that drastically changes.
- Looking into the future we will have to address new debt.
- If we take the time we were spending on cutting \$100 here and there to make the old process work, we will have more time to address other issues.
- This is certainly not a hands off approach.
- If you look at the formula before you, you will see we took the Surry County Budget right off the top.
- Next we took all the existing notes, fuel reimbursement, and the part time program.
- When you take all this off the top you are pretty much left with operating expenses.
- Some would say divide that number by the nine departments.
- That will not necessarily work since some need more money than others.
- Even though one department may run a third of the calls of another department, it doesn't mean they need less money either.
- It costs for things to sit there.
- That being said 2/3 of what was left will be distributed evenly and the remaining 1/3 will be based off of call volume.
- There is an example showing how those numbers work.
- Each department will have a different number under call volume but all will have the exact same amount for general operating funds.
- We believe this will work for years to come.
- The individual departments will still complete a budget.
- They are their own entity anyway and are going to spend the way they see benefits them.
- They know what they need.

Fire Department	PT Paid & Fuel Reimb	5 Yr Avg Calls	5 Yr Avg Calls %	Existing Notes
Station 31 Pinnacle	\$36,120.00	459	12.7	\$94,657.00
Station 32 Lawsonville	\$36,120.00	269	7.4	\$22,869.00
Station 34 Francisco	\$36,120.00	246	6.8	\$54,130.00
Station 36 NE Stokes	\$11,500.00	408	11.3	\$117,910.00
Station 37 Stokes Rockingham	\$36,120.00	461	12.8	\$68,500.00
Station 38 Sauratown	\$36,120.00	628	17.4	\$99,270.00
Station 39 Danbury	\$25,000.00	382	10.6	\$54,455.00
Station 40 South Stokes	\$36,120.00	485	13.4	\$92,856.00
Station 41 Double Creek	\$10,000.00	268	7.4	\$63,560.00
Totals	\$263,220.00			\$668,207.00

Total Revenue		\$2,153,889.00
Surry County Recommended Budgets		-\$112,722.00
Existing Notes for Stokes Departments		\$668,207.00
Personnel for Stokes (Fuel Reimb & PT Paid)		\$263,220.00
Total Department Operating Funds		\$1,109,740.00
Operating Funds divided by 9 Stokes Depts		\$123,304.44
Each Dept Receives 2/3 of \$123,304.44		\$82,244.06
1/3 of Total Dept Operating Funds		\$369,543.42
Sauratown (Station 38) Budget Example		
Existing Notes		\$99,270.00
Personnel		\$36,120.00
Operating Funds		\$82,244.06
1/3 Operating Funds disbursed by 5 yr avg call volume (17.4%)		\$64,900.85
Total Recommended Budget		\$281,934.61

Stokes County Fire & Rescue Association Meeting Minutes Stokes County EOC

Date 3-27-18

Meeting called to order by Texie Jessup President and opened in prayer by Phil Sutphin.

Roll Call Present: 23-0,30-0,31-0,32-1,34-1,35-0,36-5,37-1,38-1,39-4,40-4,41-2,73-2,76-1,86-0
FMO-1,Forestry-0,EMS-0 Communications: 1

Minutes from the January 30, 2018 meeting were presented and reviewed by members. Motion to approve was made by Gary Wilkins and 2nd by Keith Taylor, all approved. Treasure report was reviewed by all members, motion to approve was presented by Keith Taylor 2nd by Gary Wilkins and approved by all.

Guest Speakers: Jennifer Utley from Turn Out Stitching did a presentation of assorted bags she makes for various fire department storage & organizational needs.
Randy Clubb from Legal Shield did a presentation on pre-paid attorney program in anticipation of needing a attorney, they also provide will preparation at no additional cost and are available 24/7.

Announcements:

April, 3rd or 5th and April 7th training classes for live burn
April 14th Sauratown Fire & Rescue will be having a live burn

Committee Reports:

- **E911 Committee** – No report
- **Stokes County Communications**- No report
- **EMS:** No report
- **North Carolina Forestry:** No report
- **Technical Rescue Team:** No report
- **Fire Marshal Office:** No report
- **Old Business:** Issue with stand-by calls at station being paged numerous times has been resolved. Dispatch will only page standby at station calls once.
- **New Business:** Budget discussion perused about the 9 page document being used for the distribution of funds to the Fire Departments. This year the Fire Commissioners used a new protocol for the distribution of funds based on a formula presented by Fire Commissioner, Robert Knight. This new process will eliminate the need for departments to submit a line by line budget for allocation of funds from the Fire Commissioners. The formula was based on submission of existing debt, operating cost and personnel cost. After an extensive overview and explanation by Robert. Jean Ganin made a motion that the new formal presented for the allocation of funds be approved for this year with the ability for each department to come to the commissioners with the ability to appeal for more funding. 2nd by Joe James. All approved. Motion passed.

With no further business to discuss, motion to adjourn made by Jean Gann, 2nd Gary Wilkins and approved by all. Meeting adjourned at 9:16 pm.
Next meeting will be March 29th at 7:00 pm at the EOC.
Respectfully Submitted,
Debbie Wenzel, Secretary

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

Commissioner Lankford commented:

- Do the five year average calls include fire and rescue?
- The debt is being handled separately?

Robert Knight responded:

- Yes it includes fire and rescue and the debt is coming off the top before the money is distributed.
- The debt will continue to be looked at separately.

Commissioner Lankford continued:

- If this can be implemented as you are recommending then the Board would just need to change the contract and add this as a formula of the way the budget is completed.

Clifford Hall responded:

- We would just need to amend the existing 9 page document to allow us to do this.
- We were having to cut \$400,000.00 out of the budget and had to find a way to do that fairly.
- We had been through them several times and still were not even close until we used this formula.
- We might have to adjust in the future.
- This a good starting point.
- Everybody is about to get to the same point with personnel.
- Another issue is departments that have sub stations.

Robert Knight responded:

- We kept the appeal process.
- Each station has the opportunity to appeal.
- As for now we are planning to give this set number.
- We realize that there will be times when things come up and we will have to evaluate as we go into the future with this.
- Amending the contract to not require the departments to go through the old budget process is all we need for now so that we may do this and over time see what else may need to change.

Commissioner Lankford continued:

- Have you discussed this with each fire department and are they on board with this?

Clifford Hall responded:

- At the last meeting we had a vote and all departments agreed.
- We are putting a committee together to pull together all of the specifics of this change and what would need to be changed for the future budget process.
- We would then present that back to the Board of Commissioners.
- We just need approval to do the budget this way for this year.
- We as Fire Commissioners will be looking to make sure we stay up to speed.

Commissioner Lankford continued:

- This seems fair to me.
- I am very impressed.
- I have been in your situation with trying to figure out where to cut.

Chairman Mendenhall commented:

- A lot of time and effort has gone into this.
- I like that you have received consensus of the fire association.
- That was very important to me.
- The individual circumstances and the 5 years call average are very important.
- Thank you for working towards this.
- I know this took a lot of work.

Commissioner Booth commented:

- Thank you for working on this.
- I am also glad that all the departments are in agreement.
- The formula will make the Commissions and the department's job easier.
- It is a good formula.

Vice Chairman Walker commented:

- This is interesting.
- I am encouraged by what you are saying regarding the various stations.

Clifford Hall responded:

- The personnel money has really caused the budget to grow.
- The ones hired to stay at the stations have to have taxes paid on them.
- With all departments being their own entity this really makes that tough.

Robert Knight responded:

- The existing notes are going to different.
- If one building was built in the 90's and the other a few years back of course the cost is more.
- There are two built in things with this formula.
- It may give departments incentive to save money on their allotted operating expenses.
- They may decide to buy a mower and mow their own grass instead of paying someone.
- They may be more interested in applying and seeking out grant opportunities.
- It forces the Fire Commission to look at new debt.

- As we take on new debt all departments will share in that.
- That will always come off the top.

Clifford Hall responded:

- We will be setting limits on what can be financed.

Vice Chairman Walker continued:

- How would it be handled if one department needs equipment and another does not?

Clifford Hall responded:

- If it is small things like turn out gear that will come out of their operating expenses.
- If it is large things we will look at as they come up.

Vice Chairman Walker continued:

- I feel confident in your process.
- You have put a lot of work into this.
- I'm sure there will things that come up and will be worked out along the way.
- I was thinking there was a portion of King that would be included in this?

Fire Marshal Scott Aaron responded:

- The City of King as well as Walnut Cove completes their own budget.

Commissioner Jones commented:

- I studied this and read over all of it.
- It is very insightful.
- You have already thought of changes that may have to take place in the future.
- This is a very pragmatic solution.
- I am on board.
- I think it is great and have to reason to belabor that.

Commissioner Booth commented:

- When the existing debt is paid off do you have a plan to put this in a fund?
- Such as with the buildings we have are some of the best around and when those are paid off it could go in a fund for future debt.

Clifford Hall responded:

- We are trying to keep the debt load between 35-42%.
- As soon as one thing is paid off you can bet that something else will be there to take the place of them.
- We have so many things to keep in compliance with all of the unfunded mandates set by the state.

Commissioner Lankford made a motion to place this item on the next meetings Action Agenda upon review by County Attorney Browder. Commissioner Booth seconded.

With no further discussion Chairman Mendenhall with full consensus of the Board directed the Clerk to place this item on the Action Agenda at the May 14th meeting.

Animal Control Board – Appointments Request

Chairman Mendenhall turned the floor over to County Manager Oakley.

County Manager Oakley presented the following information to the Board:

- A request was received from Dr. Cowan regarding two vacancies on the Animal Control Advisory Board.
- Dr. Cowan is requesting that Diana Kiser be appointed to replace Leonard Hicks as a citizen at large due to Mr. Hick's health issues.
- She is also requesting that Natalie Johnson be appointed to the other vacancy.

Chairman Mendenhall opened the floor to nominations.

Commissioner Booth made a motion to nominate Diana Kiser and Natalie Johnson to the Animal Control Advisory Board. Commissioner Jones made a motion to close nominations. Commissioner Booth seconded.

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

Vice Chairman Walker commented:

- Question for our Clerk on advertising these?

Clerk Shaver responded:

- They are posted to our Boards and Appointments vacancies on the County website after Board approval.

With no further discussion, Chairman Mendenhall directed the Clerk to place this item on the next meetings Action Agenda.

YVEDDI – Demolition Project – Danbury Head start

Chairman Mendenhall turned the floor over to County Manager Oakley.

County Manager Oakley presented the following information to the Board:

- As agreed with YVEDDI the process of demo work on the brick building located at Hospice Drive calls for testing of asbestos prior to demolition.
- The original agreement is included in the attachments for your review.
- In the previous request I stated the possibility of additional costs that may come, and to be addressed at a later date.

- The cost of removing asbestos by Abatemaster is \$11,318.00 based on the County's request for services, prior to YVEDDI involvement.
- I have since received a quote from YVEDDI from the company they are using in the amount of \$9,365.00.
- I am requesting the Board's approval of this.
- I am requesting that if the Board approves of this, that it be placed on the Action Agenda tonight so that YVEDDI may move forward with the demolition.

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

Commissioner Jones commented:

- I have read and reviewed this.
- We knew this was something that would be coming down the pipe.
- I am delighted that it is about \$2,000.00 less than we thought it would be.
- I am good with Action Agenda for tonight.

Vice Chairman Walker commented:

- What is the total cost for this including the portion that YVEDDI is covering?
- The original estimate of \$10,000.00 was less than any quote we had to start with.
- This is a win win it sounds like.
- We are also saving time.

County Manager Oakley responded:

- The total is \$19,665.00.
- They are only asking us to cover the portion agreed upon for removal of asbestos which is \$9,365.00.

Commissioner Booth commented:

- I believe our original price for doing it all was close to \$25,000.00.
- This is a huge savings.
- I am good with moving it to Action tonight.

Chairman Mendenhall commented:

- I am glad to see us saving money on this.
- I am certainly good with Action tonight.

Commissioner Lankford commented:

- I am really proud that this has worked out.
- We have always been very happy to have Head Start in Danbury and am glad to see it will continue.
- I agree with putting this on Action Agenda for tonight so they may get started.

Commissioner Lankford made a motion to place this item on the Action Agenda at tonight's meeting. Commissioner Jones seconded.

STATE OF NORTH CAROLINA)
)
COUNTY OF STOKES)
)

OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
MONDAY MAY 14, 2018

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, May 14, 2018 at 1:30 pm with the following members present:

Chairman Ronnie Mendenhall
Vice Chairman Jimmy Walker
Commissioner James D. Booth
Commissioner Ronda Jones
Commissioner Ernest Lankford

County Personnel in Attendance:
County Manager Jake M. Oakley
Clerk to the Board Shannon Shaver
Finance Director Julia Edwards
County Attorney Ty Browder
DSS Director Stacey Elmes
Health Director Emily Naylor
BMS Director Brian Booe
Public Works Director Mark Delehant
Support Services Supervisor Danny Stovall
Economic Development Director Will Carter

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

INVOCATION

Commissioner Lankford delivered the invocation.

GENERAL GOVERNMENT-GOVERNING BODY-PLEDGE OF ALLEGIANCE

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

- This recommendation came from Sheriff Mike Marshall.
- This has been verified with the PTRC.

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

Commissioner Lankford motioned to close nominations,
Commissioner Booth seconded.

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

GENERAL GOVERNMENT -- GOVERNING BODY -- ACTION AGENDA

Fire Service District -- Budget Process Request

Chairman Mendenhall entertained a motion regarding the Fire Service District Budget Process Request.

Commissioner Jones moved to approve the Fire Service District Budget Process Request.
Commissioner Lankford seconded the motion.

Chairman Mendenhall opened the floor for any further discussion.

With no further discussion the motion carried unanimously.

Fire Department	PT Paid & Fuel Reimb	5 Yr Avg Calls	5 Yr Avg Calls %	Existing Notes
Station 31 Pinnacle	\$36,120.00	459	12.7	\$94,657.00
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Existing Notes		\$99,270.00
Personnel		\$36,120.00
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1/3 Operating Funds disbursed by 5-yr avg call volume (17.4%)		\$64,300.55
Total Recommended Budget		\$281,934.61

Stokes County Fire & Rescue Association Meeting Minutes Stokes County EOC

Date 3-27-18

Meeting called to order by Texie Jessup President and opened in prayer by Phil Sutphin.

Roll Call Present: 23-0,30-0,31-0,32-1,34-1,35-0,36-5,37-1,38-1,39-4,40-4,41-2,73-2,76-1,86-0
FMO-1, Forestry-0, EMS-0 Communications: 1

Minutes from the January 30, 2018 meeting were presented and reviewed by members. Motion to approve was made by Gary Wilkins and 2nd by Keith Taylor, all approved. Treasure report was reviewed by all members, motion to approve was presented by Keith Taylor 2nd by Gary Wilkins and approved by all.

Guest Speakers: Jennifer Utley from Turn Out Stitching did a presentation of assorted bags she makes for various fire department storage & organizational needs. Randy Clubb from Legal Shield did a presentation on pre-paid attorney program in anticipation of needing a attorney, they also provide will preparation at no additional cost and are available 24/7.

Announcements:

April, 3rd or 5th and April 7th training classes for live burn
April 14th Sauratown Fire & Rescue will be having a live burn

Committee Reports:

- **E911 Committee** – No report
- **Stokes County Communications** – No report
- **EMS**: No report
- **North Carolina Forestry**: No report
- **Technical Rescue Team**: No report
- **Fire Marshal Office**: No report
- **Old Business**: Issue with stand-by calls at station being paged numerous times has been resolved. Dispatch will only page standby at station calls once.
- **New Business**: Budget discussion perused about the 9 page document being used for the distribution of funds to the Fire Departments. This year the Fire Commissioners used a new protocol for the distribution of funds based on a formula presented by Fire Commissioner, Robert Knight. This new process will eliminate the need for departments to submit a line by line budget for allocation of funds from the Fire Commissioners. The formula was based on submission of existing debt, operating cost and personnel cost. After an extensive overview and explanation by Robert, Jean Gann made a motion that the new format presented for the allocation of funds be approved for this year with the ability for each department to come to the commissioners with the ability to appeal for more funding. 2nd by Joe James. All approved. Motion passed.

Animal Control Board – Appointment Request

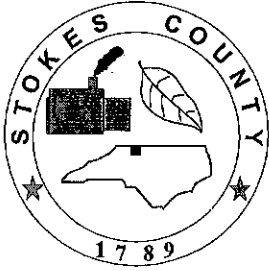
Chairman Mendenhall entertained a motion regarding Animal Control Board appointment request received at the last meeting.

Commissioner Booth motioned to close nominations for the Animal Control Board.
Commissioner Jones seconded the motion.

Chairman Mendenhall polled the Board:

Commissioner Jones: Diana Kiser and Natalie Johnson
Vice Chairman Walker: Diana Kiser and Natalie Johnson
Commissioner Booth: Diana Kiser and Natalie Johnson

ATTACHMENT VI. D



Stokes County
Purchasing Department

Memorandum

To: Jake Oakley, County Manager

From: Glenda Pruitt, Support Services Supervisor
Dianna Fulp, Information Technology Director

Date: April 1, 2019

Re: CAD Server FY 2018/19 Purchase

Quotes were obtained by the IT Department from Spillman Technologies and Solutions II pertaining to purchasing a new CAD Server. Total amount of both quotes less sales tax is \$255,138.00.

Information Systems Director Dianna Fulp secured these quotes and this server will be replacing our current IBM 8202 server which will reach the end of support life by IBM in September 2019.

Funding Source – 2018/19 Budget Amount - \$278,031.00

RESOLUTION

EXEMPTION FROM GENERAL STATUTES FOR FISCAL YEAR 18/19 CAD SEVER PURCHASE

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

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

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

Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

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

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

The purchase of a replacement CAD server and data migration be made exempt from the provisions of North Carolina General Statute bidding requirements per 143-129(e)(6) for the following reasons:

- Stokes County's E911 system currently utilizes Spillman Technologies software;
- Spillman Technologies has partnered with Solutions II to provide hardware to Spillman Technologies software customers at a reduced cost;
- Sever and Software compatibility, standardization and vendor performance are major concerns to be taken into consideration for these purchases;

Adopted the ____ day of April 2019.

Andy Nickelston- Chairman

Jimmy Walker – Vice Chairman

Ronnie Mendenhall - Commissioner

Rick Morris - Commissioner

Jamie Yontz – Commissioner

Attest _____
Shannon Shaver – Assistant County Manager/Clerk to the Board

ATTACHMENT VI. E

Stokes County Health Department



P.O. Box 187
1009 Main Street
Danbury, NC 27016
(336) 593-2400

Tammy Martin, MSHE, Health Director
Samuel C. Newsome, MD, Medical Director

Date: March 26, 2019

To: Jake Oakley, County Manager
Stokes County Board of Commissioners

From: Tammy Martin, Health Director

Subj: **Request to advertise open position outside of county due to retirement**

Stokes County Health Department has an employee of 30 years who will be retiring at the end of May. This employee is the billing clerk for the Health Department. We are requesting to advertise (internal and external) for her position to allow time to train an incoming employee as this position directly impacts revenues. With May fast approaching and the importance of this position to our daily operations we are requesting that upon the Board's approval this item be moved to the Action Agenda at the April 8th meeting. We are making this request due to the requirement that the position be posted for two weeks, and our best case scenario for someone to fill this position would be around the beginning of May. This would give the incoming employee invaluable time with our retiring employee.

If you have any questions, please feel free to reach out to me.

Thank you for your consideration in this matter.

Tammy Martin

ATTACHMENT VI. F



Stokes County

Emergency Communication Center

Proclamation

National Public Safety Telecommunicators Week

April 14-20, 2019

Whereas, emergencies can occur at anytime that require police, fire or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers, firefighters, and paramedics is dependent upon the quality and accuracy of information obtained from citizens who call/text the Stokes County Emergency Communications Center; and,

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information and insuring their safety; and

Whereas, Public Safety Telecommunicators of the Stokes County Emergency Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore Be It Resolved that the Board of County Commissioner's of County of Stokes, North Carolina declares the week of April 14th through 20th, 2019 to be National Public Safety Telecommunicators Week in the County of Stokes, North Carolina in honor of the men and women whose diligence and professionalism keep our County citizens safe.

Signed this ____ day of _____, 2019

STOKES COUNTY

Andy Nickelston, Chairman

Jimmy Walker, Vice Chairman

Ronnie Mendenhall, Commissioner

Rick Morris, Commissioner

Jamie Yontz, Commissioner

Attest:

Shannon Shaver, Clerk to the Board

ATTACHMENT VI. G



CHILD ABUSE AND NEGLECT PREVENTION MONTH PROCLAMATION – April 2019

WHEREAS, in calendar year 2017, 548 reports were made to child protective services in Stokes County; and

WHEREAS, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone in our community; and

WHEREAS, our children are our most valuable resources and will shape the future of Stokes County; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children;

WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare, education, health, community- and faith-based organizations, and businesses and law enforcement agencies; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families;

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment.

WHEREAS, prevention remains the best defense for our children and families;

NOW, THEREFORE, we, the Stokes County Board of County Commissioners, do hereby proclaim April 2019 as Child Abuse and Neglect Prevention Month in Stokes County and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Dated this 8th day of April, 2019.

Chairman Andy Nickelston

Vice-Chairman Jimmy Walker

Commissioner Ronnie Mendenhall

Commissioner Rick Morris

Commissioner Jamie Yontz

Clerk to the Board Shannon Shaver

ATTACHMENT VI. H



Proclamation

Stokes County Board of Commissioners

Whereas, Special Olympics is an international organization that empowers the human spirit through the power and joy of sport by offering athletic opportunities for individuals with intellectual disabilities every day around the world; and

Whereas, founded in 1968, by Eunice Kennedy Shriver, Special Olympics, now in its 51st year, has grown to over 5.6 million athletes in 172 countries; and

Whereas, the Stokes County Board of County Commissioners support the work of the Stokes County Special Olympics as they offer athletes local opportunities that mirror the opportunities made available to everyone now through year-round sport-club options, through Unified Champion School teams and the annual Spring Games; and

Whereas, Special Olympics helps each athlete develop self-respect, discipline, confidence, physical, social, emotional and mental fitness; positive values such as sportsmanship, being part of a team, and respect for others; the will to succeed, and the ability to achieve their goals to the best of their ability; and

Whereas, Stokes County recognizes the effort of Special Olympics to have an increased presence throughout the county to address inactivity, injustice, intolerance and social isolation by encouraging and empowering its citizens with intellectual disabilities to participate as athletes and to solicit volunteer support which all leads to a more welcoming and inclusive community.

Now, Therefore, the Stokes County Board of County Commissioners recognizes and honors the Stokes County Special Olympic Athletes in their effort to be brave and win and now proclaims:

1. April 22nd through 26th, 2019, as: Special Olympics Week
2. That our citizens be urged to volunteer to help keep this program possible for our athletes of all ages.
3. That this proclamation be effective upon its adoption.

ADOPTED: this 22nd day of April, 2019

Board of County Commissioners for the
County of Stokes

Chairman Andy Nickelston

Vice-Chairman Jimmy Walker

Commissioner Ronnie Mendenhall

Commissioner Rick Morris

Commissioner Jamie Yontz

Attest:

Shannon Shaver, Clerk to the Board

ATTACHMENT VI. I

COUNTY OF STOKES

Jake M. Oakley
County Manager
cmanger@co.stokes.nc.us



Shannon B. Shaver
Assistant County Manager /
Clerk to the Board
sshaver@co.stokes.nc.us

Phone (336) 593-2407

ADMINISTRATION

Fax (336) 593-2346

Post Office Box 10 • 1014 Main Street • Administration Building • Danbury, NC 27016

March 29, 2019

To: Chairman and Members
Stokes County Board of Commissioners

Re: 2019-20 Budget Work Sessions/Meeting with B.O.E./Public Hearing

From: Jake M. Oakley, County Manager

Budget Work Sessions

This year we cut our Budget Goals and Planning Sessions from 4 to 2. There were 6 Budget Work Sessions held last year. I have heard some of you state that you would like to have less Budget Work Sessions as well.

The following dates are available as we decide about the Budget Work Sessions and how many the Board would like to plan once the Recommended Budget is submitted on April 22nd. In the event that the budget is not submitted on April 22nd, it would be submitted on May 13th which is the first meeting in May, the dates have been selected accordingly.

- Tuesday May 14th
- Thursday May 16th
- Tuesday May 21st
- Thursday May 23rd

All meetings will be planned for 6:00 pm unless otherwise stated by the Board.

Joint Meetings with the Board of Education

The suggested date for the Joint Meeting with the Board of Education is Thursday May 30th at 6:00 pm.

This date does not conflict with any other meetings or local high school graduations.

Public Hearing

The suggested date for the Public Hearing is Friday May 31st at 7:00 pm.

ATTACHMENT VII. A



BROWDER, OVERBY, HALL & MICHAUD
ATTORNEYS AT LAW

NICHOLAS J. OVERBY
nickoverby@browder-overby.com

ADAM L. HALL
adamhall@browder-overby.com

JENNIFER OAKLEY MICHAUD
jennifer@browder-overby.com

Of Counsel:

J. TYRONE BROWDER
tybrowder@browder-overby.com

TO: County Manager Jake Oakley

CC: Shannon Shaver, Clerk to Board

FROM: Assistant County Attorney Adam L. Hall

RE: Agreement Approval – Agreement made the 1st day of April, 2019 by and between The Stokes County Tax Department (Contractor) and Danny Z. Nelson (Contractual Employee)

This memorandum serves as documentation that the above-referenced Agreement has been approved as to Form and Legal Sufficiency.

Adam L. Hall
Assistant County Attorney

NORTH CAROLINA

AGREEMENT

STOKES COUNTY

This Agreement is made the 1st day of April, 2019 by and between

The Stokes County Tax Department (Contractor) and Danny Z. Nelson (Contractual Employee);

WITNESSETH

For and In consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

- 1. The Stokes County Tax Department (Contractor) shall allow Danny Z. Nelson, (Contractual Employee) to provide services on an "as needed" basis subject to all the rules and regulations of the County of Stokes.**
- 2. All services provided by the Contractual Employee are offered at \$15.00 per hour, based upon an average 20 hour work week. This Contract will run through June 30, 2019, with the understanding of potential renewals (subject to approval by the Stokes County Board of Commissioners).**
- 3. This Agreement may be terminated by either party at any time by written Notice to the other party.**

IN WITNESS WHEREOF the parties have executed the Agreement as of the date first written above.

Stokes County Tax Department

Contractual Employee

By: _____

TAX ADMINISTRATOR

DANNY Z. NELSON



COUNTY OF STOKES
TAX ADMINISTRATION

Post Office Box 294 • 1014 Main Street • Administration Building • Danbury, NC 27016
Phone (336) 593-2811 • Fax (336) 593-4019

Date: March 18, 2019

To: Stokes County Board of Commissioners

From: Richard Brim, Tax Administrator

Reference: Hiring of Contract Employee

I am requesting the Board to allow the Tax Department to sign an agreement with Danny Z. Nelson allowing him to provide services as a Contractual Employee to help assist with the 2021 Revaluation. I mentioned in a previous BOC Meeting there was a possibility of making this request. In the FY 19-20 Revaluation Budget, I am requesting to fund this position. The reason I am requesting this position three months early is due to one of our Revaluation Employees being on light duty and is physically unable to perform field reviews. Mr. Nelson retired from Stokes County as a Real Property Appraiser in 2016 with eighteen years of service. Mr. Nelson is qualified and knowledgeable and will not require any training. I spoke with Mr. Nelson and he has agreed to sign an agreement with Stokes County to provide services at a rate of \$15.00 per hour based on a 20 hour work week. If approved, I am requesting the monies for this contracted part-time position be allocated through a budget amendment by way of the County's contingency account. The requested amount budgeted for this position is \$4,205. I have attached a copy of the Agreement. The Agreement has been reviewed and approved by Adam Hall, Attorney at Law from the legal prospective. If you have any questions or need additional information, please let me know.

Sincerely,

Richard Brim
Tax Administrator

Approval

Denial

Andy Nickelston
Chairman, Board of Commissioners

Date

ATTACHMENT VII. B

Shannon Shaver

From: Ty Browder <tybrowder@icloud.com>
Sent: Wednesday, March 20, 2019 5:11 PM
To: Shannon Shaver
Subject: Fwd: 153A-77

CAUTION: This email originated from outside of the County Network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Shannon,

Attached is info from Aimee Wall at SOG regarding re-establishing the Health Board and Social Services Board. This will give the Commissioners a general idea of the procedure that we will need to use. If the Commissioners decide to go forward with this, I will contact the Jackson County attorney for further info.

Ty

Sent from my iPad

Begin forwarded message:

From: "Wall, Aimee N." <wall@sog.unc.edu>
Date: March 20, 2019 at 9:37:31 AM EDT
To: Ty Browder <tybrowder@icloud.com>
Cc: "Moore, Jill D." <moore@sog.unc.edu>
Subject: RE: 153A-77

Good morning,

As you know, the statute doesn't directly address this. In the absence of specific direction, I believe that the best path would be to follow the same process used to abolish the boards - 30 days notice + public hearing + resolution.

Some additional thoughts:

- Someone will need to contact the Social Services Commission to let them know that they need to appoint 1 or 2 members to the social services board (depends on whether the commissioners want a 3 member or 5 member board). Because they need to solicit nominations and schedule a meeting to vote on them so you need to give them enough lead time.
- The commissioners will need to identify 1 or 2 social service board members and all of the board of health members.
- The agency directors will need to report to the new boards so it will be important for HR to work with the new boards quickly to get them up to speed on supervision.

Those are the primary issues that come to mind. I'm copying Jill Moore in case she has other suggestions at this point. She is tied up with a project so will likely not be able to reply until later in the week.

FYI - Jackson County is also in the process of unwinding a CHSA governed by the BOCC. You may want to reach out to Heather Baker to see if she has any recommendations or insights.

I think I may need to write a blog post about this... could there be a trend?

Happy to discuss further,
Aimee

Aimee N. Wall
UNC School of Government
wall@sog.unc.edu
919.843.4957

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-----Original Message-----

From: Ty Browder <tybrowder@icloud.com>
Sent: Tuesday, March 19, 2019 10:51 PM
To: Wall, Aimee N. <wall@sog.unc.edu>
Subject: 153A-77

Aimee,

I am County Attorney for Stokes County. In 2013 the Board of Commissioners assumed direct control of the health board and social services board and created a human services advisory committee. The Board of Commissioners is now considering reversing the action taken in 2013, and reconstituting the Health Board and the Social Services Board. If the Board decides to take this action, what steps would be required to accomplish this?

Thank you in advance for your time and assistance.

Ty Browder
Stokes County Attorney

Sent from my iPad

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