

**STATE OF NORTH
CAROLINA

COUNTY OF STOKES**

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**OFFICE OF THE
COMMISSIONERS
STOKES COUNTY
GOVERNMENT
DANBURY, NORTH
CAROLINA
MONDAY APRIL 22, 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 22, 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 (absent)

County Personnel in Attendance:
County Manager Jake M. Oakley
Assistant County Manager/
Clerk to the Board Shannon Shaver
Finance Director Julia Edwards
I.T. Director Diana Fulp
I.T. Analyst David Jones
Tax Administrator Richard Brim
Register of Deeds Brandon Hooker
Economic Development Director Will Carter

CALL TO ORDER

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

INVOCATION

Commissioner Mendenhall delivered the invocation.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Commissioner Mendenhall moved to approve the agenda.

Commissioner Morris seconded the motion. The motion Passed.
Absent: Yontz

COMMENTS - Managers/Commissioners

Commissioner Mendenhall welcomed those in attendance. I think the nice weather has cut our attendance some and maybe some are watching us on livestream. Thank you to everyone that participates in local government. It is an honor for me to be up here.

Vice Chairman Walker welcomed those in attendance. It is such a beautiful spring day so I am figuring that anyone here today really wants to be here. Hope each of you feels welcome. It is good to have Marshall and his mother with us. I appreciate you being here and hope you find your time well spent.

Commissioner Morris welcomed those in attendance. Good to have some visitors here as well as some county employees. Good to see Ellen here as she always keeps us up to date on what is happening with the arts. Also welcome to those who may be watching us through livestreaming.

Chairman Nickelston welcomed those in attendance. Welcome to all of those watching at home through livestreaming.

County Manager Oakley welcomed those in attendance. County Manager Oakley noted that there was a request to add a Resolution from the Sheriff to approve the sale of a service side arm due to the retirement of an employee.

Chairman Nickelston noted that the agenda would need a motion to amend.

Commissioner Morris moved to amend the agenda.

Commissioner Mendenhall seconded the motion. The motion Passed.

Absent: Yontz

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.

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.

Part of this series:

April 26 – Leigh Nash 7pm (doors open at 6:15 pm)

Leigh Nash is perhaps best known as the pixie-like singer with the heavenly voice from Sixpence None the Richer, a group that enjoyed considerable fame in 1999 with the single "Kiss Me." These days she has returned to her roots a little, which consist of Christian and country music, though

she remains in touch with her pop influences. Nash's original musical inspiration came from classic country heroines Loretta Lynn, Patsy Cline, and Tanya Tucker — whose songs she used to learn on guitar.

Other musicians in this series:

May 19th – Suzy Bogguss

April 28 – UNCSCA Jazz Ensemble - 7pm

Stokes Arts and the City of King welcomes the UNCSCA Jazz Ensemble to King Central Park for a free concert on Sunday, April 28th at 7pm. The group's repertoire includes an extensive variety of big band jazz ranging from traditional greats like Count Basie and Duke Ellington to Latin and contemporary styles. The band, directed by faculty member Ron Rudkin, receives widespread acclaim performing across the state and around the Southeast at jazz festivals, concert halls, public schools and other colleges. The band includes talented student musicians from the graduate, undergraduate and high school divisions of the School of Music.

May 4th – Barn Quilt Painting Class – 9:30am -12:00 pm

In our Spring Barn Quilt Class you will paint a 2ft by 2ft Birchwood Quilt Square. This class welcomes all levels of painters, beginner to advanced. 5 designs to choose from; includes all materials.

May 4th - Will Easter and the Nomads (Album Release Party)- 7pm

Currently a resident of Boone, NC, Will Easter was born in the Sauratown Mountain Range of North Carolina. Will grew up working and playing in this region. He inherited from both his Father and Grandfather a deep love of music, nature, the land, and the river. This environment gifted Will with an earnest and genuine appreciation for his unique home.

May 5th – “Letters From Home- We Gotta Get Out Of This Place” – 4pm

The Letters From Home trio pays musical tribute to the Vietnam conflict and the heroes who emerged in this timeless patriotic show, featuring high-energy USO-style singing and dancing, plus loads of audience interaction. Veterans will receive discount admission.

CONSENT AGENDA

Commissioner Morris moved to approve the Consent Agenda.

Vice Chairman Walker seconded the motion. The motion Passed.

Absent: Yontz

Minutes - April 8, 2019 - Regular Meeting

Budget Amendments

Home and Community Block Grant for Older Adults

JCPC 19/20 Allocations

Animal Control Position Job Description/Budget Amendment #98

Tax Administration - Monthly Report

Resolution to approve the sale of service side arm

INFORMATION AGENDA

Presentation of Special Olympics Proclamation

Chairman Nickelston presented the Stokes County Special Olympics Representatives present at the meeting with a Proclamation supporting Special Olympics.

Mitzi Britt, Marshall Britt, and Katie Tedder accepted the Proclamation from the Board of Commissioners.

Register of Deeds - Update

Register of Deeds Brandon Hooker presented the Board of Commissioners with a quarterly update on the Register of Deeds Office.

DISCUSSION AGENDA

Court Room A and B Carpet Replacement

County Manager Jake Oakley presented the Board with information provided by Public Works Director Mark Delehant regarding the replacement of carpet in Court Rooms A and B requested by Judge Southern.

With full consensus of the Board the Chairman directed the Clerk to place this item on the next meetings Action Agenda.

Absent: Yontz

Lease- NC Dept. of Agriculture and Consumer Services (NC Forest Service)

County Manager Oakley presented the Board with a lease agreement between the County of Stokes and the State of North Carolina Department of Agriculture and Consumer Services along with a memorandum of approval from County Attorney Browder.

With full consensus of the Board the Chairman directed the Clerk to place this item on the next meetings Action Agenda.

Absent: Yontz

ACTION AGENDA

South Data -Tax Administration

Commissioner Mendenhall moved to approve the SouthData Contract with the Tax Administration.

Commissioner Morris seconded the motion. The motion Passed.

Absent: Yontz

Stokes County Fire and Rescue Association

Commissioner Morris moved to approval for the Stokes County Fire and Rescue Association to continue with the budget process approved by the Stokes County Board of Commissioners last year..

Vice Chairman Walker seconded the motion. The motion Passed.

Absent: Yontz

Resolution CAD Server

Commissioner Morris moved to approve the CAD Server Resolution.

Commissioner Mendenhall seconded the motion. The motion Passed.

Absent: Yontz

Adjournment

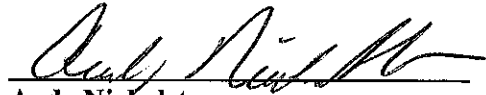
Commissioner Mendenhall moved to Motion to adjourn.

Vice Chairman Walker seconded the motion. The motion Passed.

Absent: Yontz



Shannon Shaver
Clerk to the Board



Andy Nickelston
Chairman



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: IV.b.

Budget Amendments

Contact: Julia E. Edwards

Summary:

ATTACHMENTS:

Description

Budget Amendments #'s 91-97

Upload Date

4/21/2019

Type

Cover Memo

STOKES CONTY-BUDGET AMENDMENT

Amendment No:91

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
Mental Health MOE Fund				
111.5200.002	SOC Transportation	\$ 5,000.00	\$ (4,000.00)	\$ 1,000.00
111.5200.003	Insight Human Services	61,000.00	30,000.00	91,000.00
111.5200.007	Behavioral Health/SA Case Manager	30,000.00	(9,000.00)	21,000.00
111.5200.111	CIT	15,000.00	(5,000.00)	10,000.00
111.5200.014	Youth Haven	47,061.00	(13,112.00)	33,948.00
111.5200.015	Stokes Friends of Youth	10,000.00	(10,000.00)	-
111.5200.015	Parenting Path	-	10,000.00	10,000.00
111.5200.006	Narcan Kits	12,500.00	1,112.00	13,612.00
TOTALS		<u>\$ 180,561.00</u>	<u>\$ -</u>	<u>\$ 180,560.00</u>

This budget amendment is justified as follows:

To transfer funds to spend all monies by the end of fiscal year 2018-19.

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
TOTALS		<u>-</u>	<u>-</u>	<u>-</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 22nd day of April, 2019.

Verified by the Clerk of the Board Shan Shan

Stacey L. Elmes 4/17/2019
Department Head's Approval Date

Jim M. Kelly 4-17-19
County Manager's Approval Date

Julie E. Edwards 4/17/19
Finance Director's Approval Date

STOKES CONTY-BUDGET AMENDMENT

Amendment No:92

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
	Emergency Communications			
100.4325.350	Maint. & Repairs Equipment	35,900.00	1,643.00	37,543.00
	TOTALS	<u>\$ 35,900.00</u>	<u>\$ 1,643.00</u>	<u>\$ 37,543.00</u>

This budget amendment is justified as follows:

To appropriate insurance claim funds for damage to Booth Mt. tower.

This will result in a net increase of \$1,643.00 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
100.3839.850	Insurance Claims	24,074.00	1,643.00	25,717.00
	TOTALS	<u>24,074.00</u>	<u>1,643.00</u>	<u>25,717.00</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 22th day of April, 2019.

Verified by the Clerk of the Board

N/A
Department Head's Approval

Date

[Signature]
County Manager's Approval

Date

[Signature]
Finance Director's Approval

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	\$ 93,679.00	\$ 9,558.00	\$ 103,237.00
				\$ -
	TOTALS	<u>\$ 93,679.00</u>	<u>\$ 9,558.00</u>	<u>\$ 103,237.00</u>

This budget amendment is justified as follows:

The Health Department received notice from the state of this family planning program budget increase. These funds will be used for staff salaries.

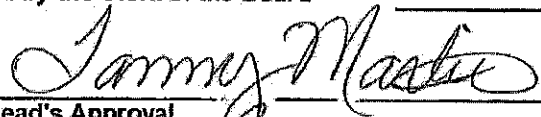


This will result in a net increase of \$9,558.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been verified in the WIRM and must be expended by 5/31/19.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.3301.004	FAMILY PLANNING X	\$ 93,679.00	\$ 9,558.00	\$ 103,237.00
				\$ -
	TOTALS	<u>\$ 93,679.00</u>	<u>\$ 9,558.00</u>	<u>\$ 103,237.00</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 22th day of April, 2019.

Verified by the Clerk of the Board

 Department Head's Approval	4/1/19 Date
 County Manager's Approval	4-13-19 Date
 Finance Director's Approval	4/10/19 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	\$ 93,679.00	\$ 9,558.00	\$ 103,237.00
				\$ -
				\$ -
	TOTALS	<u>\$ 93,679.00</u>	<u>\$ 9,558.00</u>	<u>\$ 103,237.00</u>

This budget amendment is justified as follows:

The Health Department received notice from the state of this family planning program budget increase. These funds will be used for staff salaries.

This will result in a net increase of \$9,558.00 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 5/31/19.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
110.3301.004	FAMILY PLANNING X	\$ 93,679.00	\$ 9,558.00	\$ 103,237.00
				\$ -
	TOTALS	<u>\$ 93,679.00</u>	<u>\$ 9,558.00</u>	<u>\$ 103,237.00</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 25th day of April, 2019.

Verified by the Clerk of the Board

Sammy Martin
Department Head's Approval 4/1/19
Date

[Signature]
County Manager's Approval 4/15/19
Date

Julio E. Edwards
Finance Director's Approval 4/10/19
Date

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

This will result in a net increase of \$15,500.00 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.

Adopted this 24th day of April, 2019

Stacey Elmes
Department Head's Approval

4/5/2019
Date

County Manager's Approval

4-15-19
Date

John E. Edwards
Finance Director's Approval

4/10/19
Date

STOKES CONTY-BUDGET AMENDMENT

Amendment No:96

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				
	Animal Control			
100.4380.511	Equipment Non Capitalized	-	5,000.00	5,000.00
	TOTALS	<u>\$ -</u>	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
CAPITAL RESERVE FUND				
201.4380.002	Animal Control	\$ 5,708.00	\$ (5,000.00)	\$ 708.00
201.9810.000	Transfer to General Fund	\$ 688,420.00	\$ 5,000.00	\$ 693,420.00
	TOTALS	<u>\$ 694,128.00</u>	<u>\$ -</u>	<u>\$ 694,128.00</u>

This budget amendment is justified as follows:

To appropriate insurance claim funds for damage to Booth Mt. tower.

This will result in a net increase of \$5,000.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received in this fiscal year.

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
GENERAL FUND				
100.3982.960	Transfer from Capital Reserve Fund	688,420.00	5,000.00	693,420.00
	TOTALS	<u>688,420.00</u>	<u>5,000.00</u>	<u>693,420.00</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 22th day of April, 2019.

Verified by the Clerk of the Board _____


Department Head's Approval

Date


County Manager's Approval

4/15/19
Date


Finance Director's Approval

4/15/19
Date



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: IV.c.

Home and Community Block Grant for Older Adults

Contact: Jake Oakley

Summary:

ATTACHMENTS:

Description

Home and Community Block Grant for Older Adults

Upload Date

4/21/2019

Type

Cover Memo

Home and Community Care Block Grant for Older Adults

DAAS-731 (Rev. 2/16)
PTRC 4/2016

County Funding Plan

County: **STOKES**

County Services Summary

July 1, 2018 through June 30, 2019

Provider	Services	A				B	C	D	E	F	G	H	I
		Block Grant Funding				Required	Net	NSIP	Total	Projected	Projected	Projected	Projected
		Access	In-Home	Other	Total	Local Match	Service Cost	Subsidy	Funding	HCCBG Units	Reimbursement Rate	HCCBG Clients	Total Units
Stokes Sr Svs	Congregate			55352		6150	61502	6263	67765	8151	7.5453	120	8349
Stokes Sr Svs	Home Delivered			143527		15947	159474	18150	177624	22363	7.1312	235	24199
Stokes Sr Svs	Transp - General	24217				2691	26908		26908	3893	6.9119	75	3900
Stokes Sr Svs	Transp - Medical	45717				5080	50797		50797	841	60.4346	50	845
Stokes Sr Svs	Walnut Cove Sr Ctr			26872		2997	29969		29969				
Stokes DSS	In-Home LVL II 042		27157			3017	30174		30174	1775	16.9994	4	1775
Stokes DSS	In-Home LVL III 045		40246			4472	44718		44718	2555	17.5022	12	2555
City of King	King Sr Center			3291		366	3657		3657				
						0	0		0				
						0	0		0				
						0	0		0				
						0	0		0				
	Total	69934	67403	229142	366479	40719	407199	24413	431612	39577	//////////	496	41623

Revision #1: Stokes County received \$26,623 increase. Stokes County Senior Services received \$17,749 and all was used for Transportation Medical. Stokes County DSS received \$8874 and all was used for Level 2 Personal Care.
Revision #2 Stokes County DSS reduced units in LVL II and III resulting in a rate increase for both services.

On file at PTRC.

Signature, Community Service Provider

Signature, County Finance Officer

Date

Signature, Chairman, Board of Commissioners Date



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: IV.d.

JCPC 19/20 Allocations

Contact: Rusty Slate

Summary:

ATTACHMENTS:

Description

JCPC 19/20 Allocations

Upload Date

4/21/2019

Type

Cover Memo



North Carolina Department of Public Safety

Adult Correction and Juvenile Justice - District 17

Roy Cooper, Governor
Erik A. Hooks, Secretary

Reuben F. Young, Interim Chief Deputy Secretary
Rusty Slate, Chief Court Counselor

April 17, 2019

Stokes County Board of Commissioners
Danbury, N.C. 27016

Commissioners

The Stokes County Juvenile Crime Prevention Council anticipates that the FY 2019-2020 JCPC allocation for Stokes County will be \$136,010. We sent out the request for proposals on January 18, 2019, and heard proposals and voted at our April 16, 2019 meeting. Please refer to the chart below regarding the recommendations for funding approval.

	JCPC Legislative Allocation FY 2018-2019	County Match	JCPC Legislative Allocation Request FY 2019-2020	County Match request
Stokes Friends Of Youth	\$81,372	\$24,412	\$81,372	\$24,412
Parenting Path	\$25,786	\$7,736	\$25,786	\$7,736
Childrens Center	\$11,084	\$3,325	\$11,084	\$3,325
Insight	\$17,768	\$5,330	\$17,768	\$5,330

Please note that there are no changes in the JCPC Allocation recommendations from the previous year. The Commissioners did approve to allocate MOE funds in the amounts of \$10,000 to Insight, and \$3,680 to Parenting Path. I along with our JCPC chair and JCPC service providers look forward to hearing from you as to when you wish for us to attend a County Commissioners meeting. If I can be of further assistance, please contact me at 336-326-6482.

Sincerely

Rusty Slate, Chief Court Counselor



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: IV.e.

Animal Control Position Job Description/Budget Amendment #98

Contact: Jake Oakley

Summary:

ATTACHMENTS:

Description

Animal Shelter Attendant - Budget Amendment

Upload Date

4/21/2019

Type

Cover Memo

ANIMAL SHELTER ATTENDANT

General Statement of Duties

Performs routine animal care work feeding, watering, and cleaning animals in the animal shelter.

Distinguishing Features of the Class

An employee in this class is responsible for caring for animals at the animal shelter and cleaning the facility. Other duties include performing telecommunications, answering the telephone, taking messages and providing education and information to the public about ordinances, shelter activities and animal adoption procedures. The employee is subject to hazards in the work including risks involved in handling rabid or vicious animals. Employees work under the supervision of the Chief Animal Control Officer who evaluates work for adherence to procedures and thoroughness.

Duties and Responsibilities

Essential Duties and Tasks

Feeds, waters, and cleans animals; cleans animal cages and replaces litter.

Answers the telephone and takes messages about stray animals in the absence of the Animal Control Officer; provides information about animals at the shelter and adoption procedures to telephone and visitor inquiries.

Completes forms and accepts fees for processing animal adoptions; records information on animal processing log, prepares and compiles a variety of data for summary.

Cleans animal shelter building and offices.

Additional Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

Working knowledge of animal adoption procedures and fees.

Ability to read and write and maintain simple records.

Ability to work with a variety of animals safely.

Ability to communicate procedures to the public clearly and courteously.

Physical Requirements

Must be able to physically perform the basic life functions of climbing, stooping, reaching, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to determine accuracy and neatness of cleaning.

Desirable Education and Experience

Ability to read and write and some experience dealing with the public or animal; an equivalent combination of education and experience.

Stokes County
2000

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist, which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

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
	Animal Control			
100.4380.000	Salaries & Wages	\$ 135,151.00	\$ 13,243.00	\$ 148,394.00
100.4380.090	Social Security	\$ 9,239.00	\$ 822.00	\$ 10,061.00
100.4380.091	Medicare Tax	\$ 2,217.00	\$ 193.00	\$ 2,410.00
100.4380.100	Retirement	\$ 11,852.00	\$ 1,037.00	\$ 12,889.00
100.4380.110	Health Insurance	\$ 26,875.00	\$ 1,120.00	\$ 27,995.00
100.4380.111	Dental Insurance	\$ 1,518.00	\$ 64.00	\$ 1,582.00
100.4380.171	Term Life	\$ 240.00	\$ 10.00	\$ 250.00
	Contingency			
100.9910.000	Contingency	\$ 83,123.00	\$ (16,489.00)	\$ 66,634.00
	Total	\$ 270,215.00	\$ -	\$ 270,215.00

This budget amendment is justified as follows:

To transfer funds to funded an Animal Control Attendant position for Animal Control department. Effective date of 03/23/19.

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
	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 22th day of April, 2019

Verified by the Clerk of the Board

N/A
Department Head's Approval

Date

County Manager's Approval

Date

Finance Director's Approval

Date



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: IV.f.

Tax Administration - Monthly Report

Contact:

Summary:

ATTACHMENTS:

Description	Upload Date	Type
Real and Personal Releases more than \$100	4/4/2019	Cover Memo
Real and Personal Refunds more than \$100	4/4/2019	Cover Memo
Present-Use Value Late Applications	4/4/2019	Cover Memo

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	\$45.46	
			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	\$156.63	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

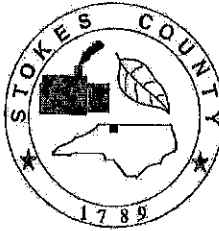
4/2/19
DATE

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



Stokes County
Sheriff Department

Memorandum

To: Stokes County Board of Commissioners

From: The Sheriff

Date: April 22, 2019

Re: Resolution sale of service side arm

The attached resolution pertains to the sale of one Smith & Wesson Model M & P 40 caliber semi-auto handgun, serial number DWJ3227 and holster to retiring Sergeant Dewey L White.

North Carolina General Statute 20-187.2 (a) permits the County to sell service issued side arm to retiring law enforcement officers at a price determined by the Board of Commissioners.

**Resolution authorizing sale of County issued service side arm:
(North Carolina General Statute 20-187.2.A)**

WHEREAS, Sergeant Dewey L White is retiring from the Stokes County Sheriff's Department on April 30, 2019; and

WHEREAS, Sergeant Dewey L White has been a dedicated fulltime law enforcement officer to the citizens of Stokes County from July 27, 1989 through April 30, 2019; and

WHEREAS, North Carolina General Statute 20-187.2 (a), permits Stokes County to donate the badge worn at no cost, and to the sell service issued side arm to retiring law enforcement officers, at a price determined by the Board of Commissioners; and

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

1. The Sheriff of Stokes County is authorized to present to Sergeant Dewey L White his Stokes County Sheriff's Department issued badge at no cost.
2. The Sheriff of Stokes County is also authorized to sell a Smith & Wesson Model M & P 40 caliber semi-auto handgun, serial number DWJ3227 and holster at a set price of \$1.00 to Sergeant Dewey L White after securing a permit as required by North Carolina General Statute 14-402 or 14-409.

Adopted this the 22nd day of April 2019.

Andy Nickelston- Chairman

Jimmy Walker – Vice Chairman

Jamie Yontz- Commissioner

Rick Morris - Commissioner

Ronnie Mendenhall – Commissioner

Attest:

Shannon Shaver – Clerk to the Board



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: V.a.

Presentation of Special Olympics Proclamation

Contact: Chairman Andy Nickelston

Summary:



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: V.b.

Register of Deeds - Update

Contact: Brandon Hooker

Summary:

ATTACHMENTS:

Description

Register of Deeds - Update

Upload Date

4/21/2019

Type

Cover Memo

Brandon Hooker
Register of Deeds



April 22, 2019

To the Honorable
Board of County Commissioners
Stokes County, North Carolina

Dear Board Members,

I, Brandon Hooker, in my capacity as Register of Deeds of the County of Stokes, submit to you the monies taken in by this office for the **third quarter** of the **2018-2019** fiscal year as follows:

Total Recording Fees:	\$42,913.25
Total Excise Tax:	<u>\$48,310.00</u>
Total Revenue:	\$91,223.25

For the reporting period of **January 1, 2019 – March 31, 2019**, this office recorded **330 deeds**; **247 deeds of trust**; **619 miscellaneous documents**; **88 death certificates**; issued **28 marriage licenses**; administered the oath of office to **29 Notaries**; notarized **25 signatures**; issued **679 certified copies**; and **262 un-certified copies**.

The **number of transactions** in the **third quarter** of fiscal year **2018-2019** was a **9.54% decrease** from the **third quarter** of fiscal year **2017-2018**.

The **revenue** collected in the **third quarter** of fiscal year **2018-2019** was a **11.99% decrease** from the **third quarter** of fiscal year **2017-2018**.

The table below represents the monies collected by the state from this office.

Conveyance Tax	\$24,155.00
Domestic Violence Center	\$840.00
Children's Trust Fund	\$140.00
State Treasurer	<u>\$5,611.00</u>
Total	<u>\$30,746.00</u>

Brandon Hooker
Register of Deeds



Gross Revenue	\$91,223.25
Less monies collected by the state	\$30,746.00
Net Revenue	\$60,477.25

Witness my hand and seal this 22nd day of April, 2019.



Register of Deeds

RECEIPTING ALLOCATION REPORT
01/01/2019 - 03/31/2019

Stokes County, NC

Total fees* for the date range		91,223.25
Pension Fund (1.5% of applicable fees)		643.70
State Treasurer Allocation(total)		5,611.00
Floodplain Mapping Fund (55%)	3,086.05	
Dept. of Cultural Resources (25%)	1,402.75	
General Fund (20%)	1,122.20	
Marriage License Allocations:		980.00
Children's Trust Fund (\$5)	140.00	
Domestic Violence Center Fund (\$30)	840.00	
Excise Tax Collections:		48,310.00
EBRS Collections:		0.00
Preservation and Automation Fund:		3,695.31
Undesignated County Receipts:		31,983.24

* This is the total fees for the date range. It may not be equal to total receipts if there was a refund issued by the Finance Department for that date range.

ITEM CODE REPORT 01/01/2019 - 03/31/2019

CODE	DESCRIPTION	CATEGORY	NO. OF INSTRUMENTS AND/OR TRANSACTIONS	QTY	AMOUNT
206	Cancellation	D T	272	272	0.00
301	Plat - 1st Page	PLATS	42	42	882.00
401	Marriage License	MARR	28	28	1,680.00
403	Marriage License Certified Copy	CERT M	74	78	770.00
601	Oath	NOTARY	29	29	290.00
602	Document Notary	NOTARY	14	25	125.00
601	Certified Copy of Birth Record	BIRTH	60	53	500.00
603	Birth Amendments (preparation)	BIRTH	1	1	10.00
607	Certified Copy of a Death Record	DEATH	104	505	5,050.00
608	Recorded Birth Certificate	BIRTH	1	1	0.00
609	Recorded Death Certificate	DEATH	88	88	0.00
610	Death Amendments (preparation)	DEATH	1	1	10.00
701	UCC - 1 to 2 Pages	UCC	6	5	190.00
702	UCC - 3 to 10 Pages	UCC	5	5	225.00
804	Copies	MISCOP	65	262	65.25
901	Certified Copy - 1st Page	CERCOP	9	10	50.00
902	Certified Copy - 2+ pages	CERCOP	9	43	86.00
1001	Excise Tax	EXCISE	207	207	48,310.00
1103	Military Discharges	MISC	4	4	0.00
1104	Certified Military Discharge	CERCOP	3	7	0.00
1105	Historical Map	MISC	1	2	10.00
1205	Administrative Notice	DEEDS	5	5	0.00
2101	Miscellaneous - first 15 pages	MISC	287	287	7,462.00
2102	Miscellaneous - addl pages	MISC	1	1	4.00
2105	Foreclosures - first 15 pages	MISC	8	8	208.00
2201	Deed of Trust - first 35 pages	D T	247	247	15,808.00
3201	Deeds - first 15 pages	DEEDS	330	330	8,580.00
3203	Additional Names >20 (Eff. 10/1/2015)	DEEDS	1	25	50.00
3301	Right of Way - first 15 pages	R W	33	33	858.00
Totals			1,924	2,604	91,223.25



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: VI.b.

Lease- NC Dept. of Agriculture and Consumer Services (NC Forest Service)

Contact: Jake Oakley

Summary:

ATTACHMENTS:

Description	Upload Date	Type
Lease- NC Dept. of Agriculture and Consumer Services (NC Forest Service)	4/21/2019	Cover Memo



BROWDER, OVERBY, HALL & MICHAUD
ATTORNEYS AT LAW

NICHOLAS J. OVERBY
njkoverby@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: April 11, 2019

RE: Agreement Approval - Lease Agreement by and between Stokes County, Lessor, and the State of North Carolina through the North Carolina Department of Agriculture & Consumer Services, Lessee:

Being approximately six hundred and fifty five net square feet of office space and two hundred fifty square feet of storage space for a total of nine hundred and five square feet located at 700 North Main Street, Danbury, NC 27016 in 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

STATE OF NORTH CAROLINA

COUNTY OF STOKES

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter "Lease"), made and entered into as of the last date set forth in the notary acknowledgements below by and between **STOKES COUNTY** hereinafter designated as Lessor, and the **STATE OF NORTH CAROLINA** through the North Carolina Department of Agriculture & Consumer Services hereinafter designated as Lessee;

WITNESSETH:

THAT 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 as amended on September 8, 1999 and December 7th, 1999, and April 1, 2003

WHEREAS, the Department of Administration has delegated to the Department of Agriculture the authority to execute this lease agreement by a memorandum dated the 26th day of March, 1982; and as amended on the 26th day of December, 2016; and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

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 at the Cooperative Extension, County of Stokes, North Carolina, more particularly described as follows:

Being approximately six hundred and fifty five net square feet of office space and two hundred fifty square feet of storage space for a total of nine hundred and five square feet located at 700 North Main Street Danbury, NC 27016 in Stokes County, North Carolina and further described in Exhibit A

Department of Agriculture and Consumer Services
(NC Forest Service)

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 June, 2019** or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **31st day of May, 2022**.
2. During the term of the lease, the Lessee shall pay to the Lessor as rental for said premises the sum of **one dollar (\$ 1.00)** Dollars per the term of the lease. 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. Investigate and correct, upon confirmation, all leaks to roof, pipes, ceilings and walls. Replace and repair all panels, carpeting, and woodwork damaged by such leaks;
 - b. Lessor to provide required fire extinguishers and servicing, pest control, and outside trash disposal including provisions for the handling of recyclable items such as aluminum cans, cardboard and paper. Maintenance of lawns, parking areas (including snow removal) and common areas is required.
 - c. Parking
 - d. 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.
 - e. All stormwater fees.
 - f. Any fire or safety inspection fees.
 - g. Daily janitorial service and supplies.
 - h. All utilities, except telephone.
 - i. All land transfer tax/fees imposed by the County or City in which the space is located.
 - j. The number of keys to be provided to Lessee for each lockset shall be reasonably determined by Lessee prior to occupancy and said keys shall be furnished by Lessor to Lessee at no cost to Lessee.
 - k. Maintenance of lawns, sidewalks, paved areas (this includes snow and debris removal), disposal of trash and common areas are required.
 - l. All other terms and conditions of the signed "Proposal to Lease to the State of North Carolina" Form PO-28 and "Specifications for Non-advertised Lease."
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 deduct the amount thereof from the

rent that may then be thereafter become due hereunder. 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 be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of 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, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.
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 **PO 20, Danbury, North Carolina 27016** and the Lessee at **North Carolina Department of Agriculture & Consumer Services Attn: Real Property Agent, 1001 Mail Service Center, Raleigh, North Carolina 27699-1001**. 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. Lessee shall not assign this lease or sublet any part of the Leased Premises without the written consent of the Lessor.
16. Lessor agrees that the Lessee's decision to self insure satisfies all insurance requirements of this lease applicable to the Lessee.
17. The State of North Carolina is an immune sovereign and is not ordinarily subject to suit. However, the State has enacted the North Carolina Tort Claims Act, pursuant to which the State may be liable for the torts of its officers and employees, within the terms of the Act. Accordingly, the Lessee will be primarily liable for any claims within the coverage of the Tort Claims Act.
18. Although Lessor is under no obligation to provide internet service to Lessee pursuant to this lease, if Lessor does make internet service available to Lessee, Lessee shall require its employees and agents who use said service to abide by Stoke's County internet use policies.
19. 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.

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

LESSEE:

STATE OF NORTH CAROLINA

By: _____
Richard H. Clark
Director
NCDA&CS Property & Construction Division

STATE OF NORTH CAROLINA

COUNTY OF _____:

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that **Richard H. Clark** personally came before me this day and acknowledged the due execution by him of the foregoing instrument as Director of Property and Construction Division for the North Carolina Department of Agriculture and Consumer Services, in accordance with the authority vested in him and for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____ day of _____, 20____.

Notary Public

Printed Name: _____

My Commission expires _____

LESSOR:

By: _____
Signature

Print Name and Title

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, a Notary Public in and for the County and State
aforesaid, do hereby certify that _____, personally came before me this day
and acknowledge the due execution of the foregoing instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the
____ day of _____, 20____.

Notary Public

Printed Name: _____

My Commission expires _____



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: VII.a.

South Data -Tax Administration

Contact: Richard Brim, Tax Administrator

Summary:

ATTACHMENTS:

Description	Upload Date	Type
SouthData Agreement	4/15/2019	Cover Memo



SouthData Resident Portal

THIS AGREEMENT IS ENTERED INTO THIS 9th day of April 2019, and hereby establishes the terms of the "Contract" and pricing between Output Services Group ("OSG") and County of Stokes ("CLIENT") regarding the SouthData Resident Portal.

This ADDENDUM shall come into effect immediately as of the first "live acceptance" test file received for SouthData's Resident Portal, and shall remain in effect for a period of thirty-six (36) months.

SouthData Resident Portal

Implementation Cost:.....\$250.00

Includes conversion of data and creation of the Electronic Bill Presentment solution.

The implementation fee is based on the SouthData Resident Portal product as demonstrated.

SouthData Resident Portal

Monthly Software Maintenance Fee.....\$ 125.00/month

Electronic Statement(s).....\$.12/statement

Electronic Attachment.....\$.10/customer

Custom Development (as required).....\$ 125.00/hour as quoted

** Note: Electronic Attachments are additional documents such as letters included with a billing document

SouthData Resident Portal

View Plus Image Creation:

eStatement Pricing	eAttachment Pricing
.12 per statement	\$.10 per customer

SouthData, Inc.

By: _____

Name: _____

Title: _____

Date: _____

County of Stokes

By: _____

Name: _____

Title: _____

Date: _____





Board of County Commissioners
April 22, 2019
6:00 PM

Item number: VII.b.

Stokes County Fire and Rescue Association

Contact: Texie Jessup

Summary:

Please see the copy from the minutes

ATTACHMENTS:

Description	Upload Date	Type
Stokes County Fire and Rescue Association	3/28/2019	Cover Memo



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.

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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.
- 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.

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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

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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.

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- 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:

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- 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

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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.

1. The Board of Commissioners shall promptly consider requests for changes to this document that are submitted by the Stokes County Fire and Rescue Association and which have been developed in accordance with the by-laws of the Association.

2. The Board of Commissioners may on its own initiative propose amendments to this document. Before adopting any changes to this document, the Board shall seek input from the Stokes County Fire and Rescue Association and provide a review and comments period of at least 30 days before enacting such changes.

3. This document is an official policy of the Stokes County Board of Commissioners, and the Board retains final authority to enact any changes or amendments thereto.

X. Renewal of This Document

This document, along with any modifications or amendments made in accordance with Part IX, shall be the policy of the Stokes County Board of Commissioners during the term of the Board that adopted it. To remain in effect, this policy must be renewed by each newly constituted Board within 90 days following the seating of new members on the first Monday in December of every even-numbered year.

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**Commission and
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 ~~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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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 to 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.

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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 before 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.
- 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 change 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 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) ~~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~~

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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.

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,

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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.
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.

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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
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.

1. The Board of Commissioners shall promptly consider requests for changes to this document that are submitted by the Stokes County Fire and Rescue Association and which have been developed in accordance with the by-laws of the Association.
2. The Board of Commissioners may on its own initiative propose amendments to this document. Before adopting any changes to this document, the Board shall seek input from the Stokes County Fire and Rescue Association and provide a review and comments period of at least 30 days before enacting such changes.
3. This document is an official policy of the Stokes County Board of Commissioners, and the Board retains final authority to enact any changes or amendments thereto.

X. Renewal of This Document

This document, along with any modifications or amendments made in accordance with Part IX, shall be the policy of the Stokes County Board of Commissioners during the term of the Board that adopted it. To remain in effect, this policy must be renewed by each newly constituted Board within 90 days following the seating of new members on the first Monday in December of every even-numbered year.

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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 July 1, 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

X 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	\$54,190.00
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%)		\$64,300.55
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 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
EMS 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
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 35 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	982	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 & P.H. Paid)		\$268,220.00
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		\$86,120.00
Operating Funds		\$82,244.06
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



Board of County Commissioners
April 22, 2019
6:00 PM

Item number: VII.c.

Resolution CAD Server

Contact:

Summary:

ATTACHMENTS:

Description	Upload Date	Type
Resolution CAD Server	4/1/2019	Cover Memo
Memo CAD Server	4/1/2019	Cover Memo

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



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