

AGENDA



Brad Chandler, Chairman
Keith Wood, Vice Chairman
Sonya Cox, Commissioner
Ronnie Mendenhall, Commissioner
Rick Morris, Commissioner

REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS

Monday, April 22, 2024
1014 MAIN STREET
DANBURY, NC 27016
2:00 PM

Call to Order

Invocation

Pledge of Allegiance

I. Approval of the Agenda

II. Public Hearing

a. Bridge #37 Replacement Project on Hwy 268

III. Public Comments

IV. Comments - Managers/Commissioners

V. Conflicts Of Interest

VI. Consent Agenda

a. Minutes

b. Budget Amendments

c. Grant Project Ordinance

VII. Information Agenda

a. Stokes Family YMCA Update

b. Department First Quarter Reports for 2024

VIII. Discussion Agenda

a. Tax Office Agenda

b. EMS Part-Time Rate Increase Request

c. Stokes County Aging Planning Committee Appointment

- d. **Walnut Cove Senior Center Advisory Council Appointments**
- e. **Proposed Budget Schedule for Fiscal Year 24-25**
- f. **Stokes County Sports Hall of Fame**

IX. Action Agenda

- a. **Proposed Purchase Agreement for Future Green Box Site**
- b. **Policy for Food and Mobile Vendors Operating on County Property**
- c. **Tourism Development Authority Board Appointments**
- d. **Proclamation Recognizing Older Americans Month**
- e. **EMS Part-Time Rate Increase Request**

X. Closed Session

XI. Adjournment

*Anyone with a disability(is) who needs an accommodation to participate in this meeting is requested to inform us 48 hours prior to the scheduled time of the affected group meeting

*Attachments may be delivered before or at the time of the meeting

*Times may vary due to times preset for agenda items



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: II.a.

Bridge #37 Replacement Project on Hwy 268

Contact:

Summary:

NOTICE IS HEREBY GIVEN, that the **Stokes County Board of Commissioners** will hold a **Public Hearing** in the **Commissioners Chambers on Monday, April 22, 2024** located on the 2nd Floor of the Administration Building at **1014 Main Street Danbury, North Carolina** at the beginning of the **Regular Meeting** which begins at **2pm**. The Public Hearing will be conducted to receive citizen input concerning the NC DOT Construction and Bridge Replacement project: BR-0102, NC Highway 268 Bridge over Big Creek in the Westfield area of Stokes County.

The North Carolina Department of Transportation has been working on the NC Highway 268 bridge replacement project and have right of way plans developed for the new re-location and design. This design proposes to leave the current bridge open to traffic during construction and construct the new bridge to the north of the existing bridge. The Board of Commissioners have requested this Public Hearing to receive citizen input on leaving the current bridge open and constructing a new one to the north or the impact that a Detour would impose if the current bridge were taken out and a new one built in its place.

The second option would require closing the road with an offsite detour and construction of a wider and longer bridge which includes widening of the roadway approaches to meet current roadway design standards. There would still be property impacts with this design, but details are not available at this time on what that may look like.

ATTACHMENTS:

Description	Upload Date	Type
DOT Presentation on Project	5/8/2024	Cover Memo



NORTH CAROLINA
Department of Transportation

BR-0102 NC 268 Bridge Replacement – Stokes County Commissioners Meeting

Division 9

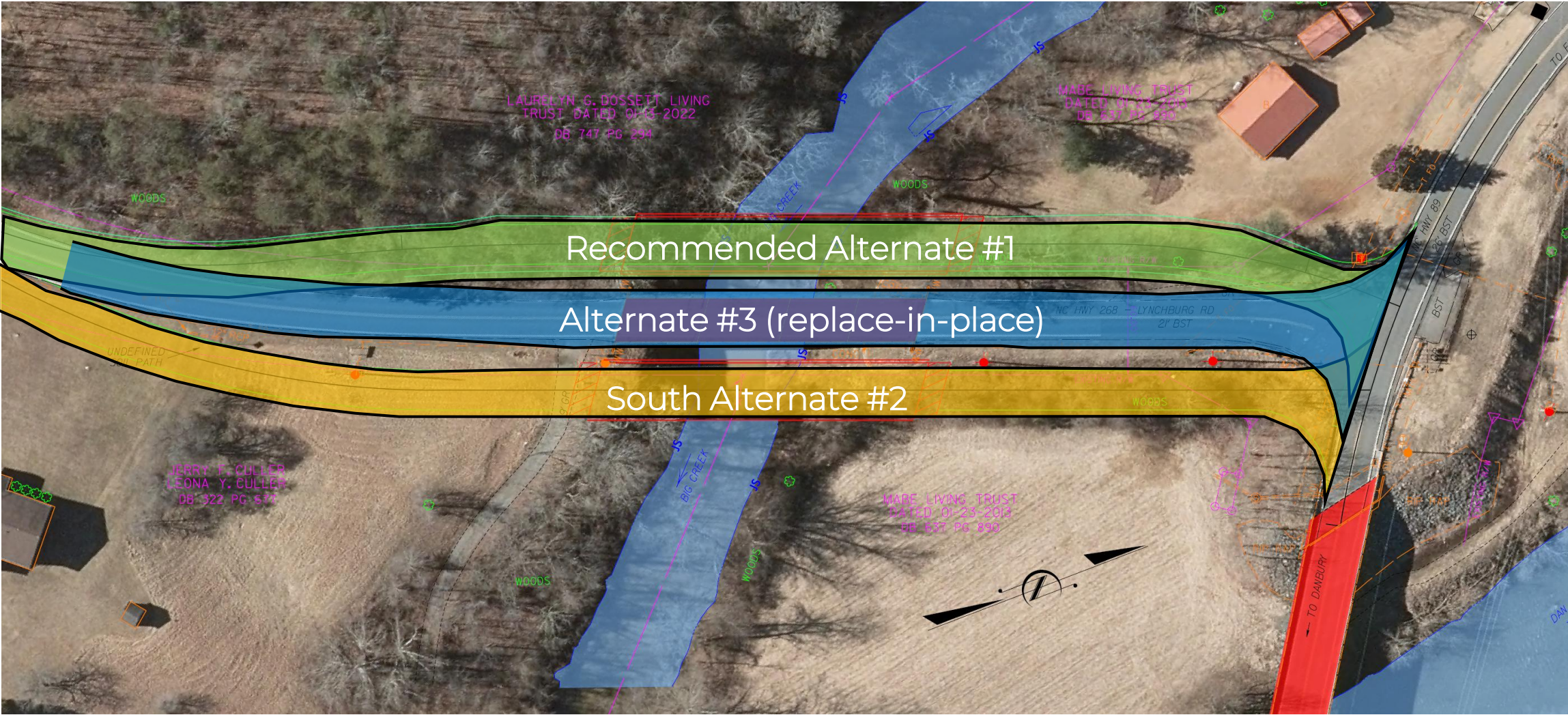
April 22, 2024

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Project History

- Bridge Replacement selected and added to program in 2018 by NCDOT Structures Management Unit
 - Bridge selection prioritized by condition – Structurally Deficient / Priority Replacement Index (PRI)
- Initially considered replace-in-place and new alignment alternates for replacement
- Based on initial responses from School and Emergency Services, length of detour and past project history – New Alignment alternate was selected
- Planning and Design has progressed to Right of Way stage – includes all required environmental studies, Biological Assessment and environmental document
- Right of Way acquisition started in August 2023
- Request for Commissioners to consider changing alternative in early 2024

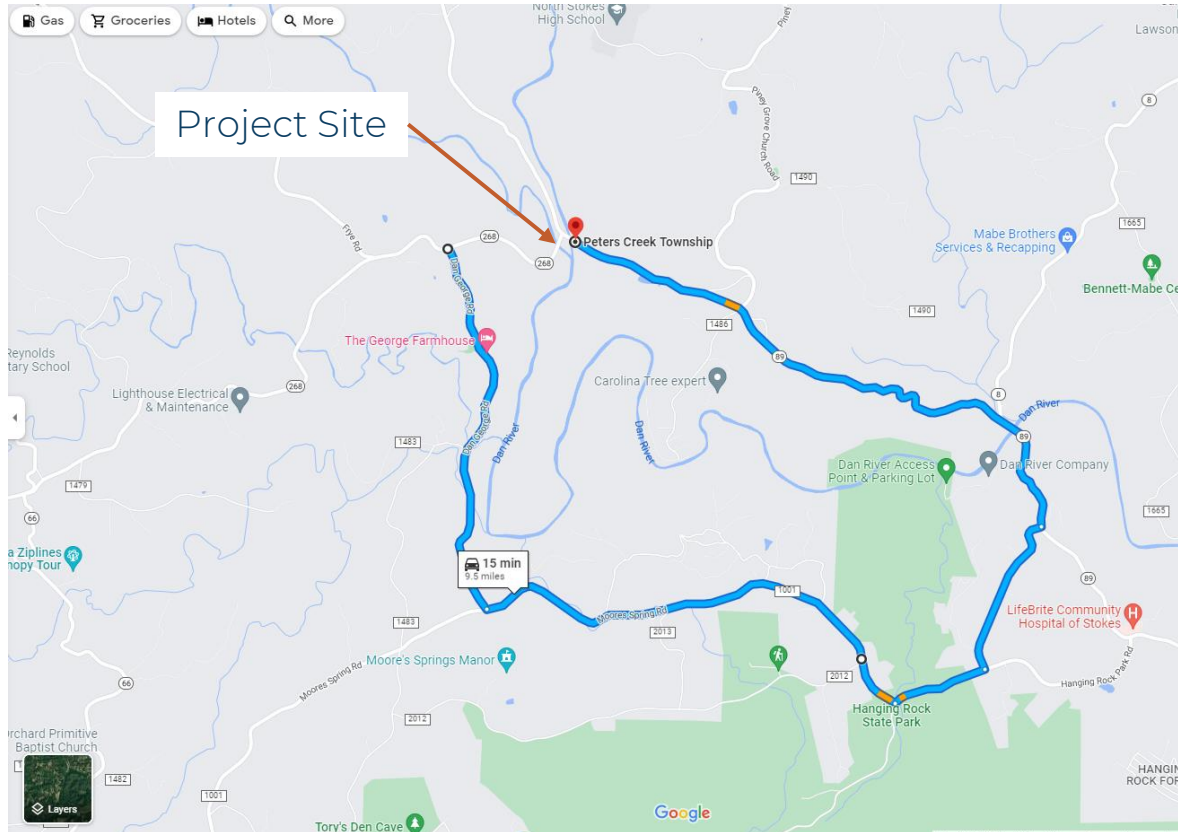
3 Bridge Replacement Alternatives Considered



Project Details

- Right of Way: Started August 2023 Let: Currently August 2024
- Current construction estimate for Recommended Alternate #1 is **\$3,900,000**
 - Construction duration is estimated to be 14-18 months
 - Modified proposed design to minimize property and septic impacts
- Southern Alternate #2 eliminated from consideration due to close proximity of the resulting intersection to the NC 89 bridge – potential safety issues.
 - Cost and construction duration would be similar to Recommended Alternate #1
- Replace-in-place with offsite detour (Alternate #3) would be 12-14 months
 - Potential cost savings would range from **\$500,000 - \$800,000***.
 - *Much of this savings would be negated with cost of design revisions
- If a different alternate is endorsed, the project would be delayed approximately one year.
 - Potential project cost increases due to inflation

Detour Route – Past Project History



Detour Length

- 15 minute – 9.5 miles offsite detour – Similar to locations below where we received negative feedback and complaints for closures
 - Meadowbrook Road bridge replacement
 - Dan George Road bridge replacement

Bridge Projects in Area – No Road Closure/detour

- Sheppard Mill Road bridge replacement (02/25)
- Collinstown Road bridge replacement (2/28)
- NC 704 bridge replacement (complete)

Options for Commissioner's Consideration

1. Reaffirm support for NCDOT's recommended Alternate #1 (north of the existing structure)
 - Project schedule may be delayed a few months due to work stoppage in January

2. Request NCDOT to change recommended alternative to **Replace-in-place Alternate #3**
 - Resolution of support for alternative #3 is required
 - Road closure and 15-minute detour duration of 12-14 months
 - Project schedule will be delayed at least 1 year for design changes
 - Risk: Potential cost escalation due to inflation
 - Cost savings associated with alternate #3 may be negated due to cost of redesign

Contact Us

Pat Ivey, PE

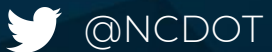
pivey@ncdot.gov

336-747-7800

Matt Jones, PE

mwjones2@ncdot.gov

336-747-7800



@NCDOT



NCDOT



NCDOTcommunications



@NCDOT



ncdotcom



ncdot_comm

Thank you!



Board of County Commissioners
April 22, 2024
2:00 PM

Item number: VI.a.

Minutes

Contact: Interim Manager/Clerk to the Board Amber Brown

Summary:

Minutes for Approval:

- February 29, 2024 Financial Planning and Capital Needs Workshop
- April 8, 2024 Regular Meeting Minutes

ATTACHMENTS:

Description	Upload Date	Type
February 29, 2024 Financial Planning and Capital Needs Workshop	4/20/2024	Cover Memo
April 8, 2024 Regular Meeting Minutes	4/20/2024	Cover Memo

**STATE OF NORTH CAROLINA)
COUNTY OF STOKES)
)
)**

**OFFICE OF THE COMMISSIONERS
STOKES COUNTY GOVERNMENT
DANBURY, NORTH CAROLINA
THURSDAY FEBRUARY 29, 2024**

The Board of Commissioners of the County of Stokes, State of North Carolina, met for a Financial Planning and Capital Needs at the Camp Hanes Retreat Center located in King, North Carolina on Thursday, February 29, 2024 at 9:00 am with the following members present:

Chairman Brad Chandler
Vice Chairman Keith Wood
Commissioner Sonya Cox
Commissioner Ronnie Mendenhall
Commissioner Rick Morris

County Personnel in Attendance:
Interim County Manager/Clerk to the Board Amber Brown
Finance Director Lisa Lankford
Assistant Finance Director Tracy Aaron

Other Attendees:
North Carolina Association of County Commissioners (NCACC)

- Amy Cannon, NCACC Outreach Associate
- Johnna Sharpe, Government Operations Expert, Consultant
- Denise Canada, NCACC Fiscal Policy and Research Director

DEC Associates, Inc:

- Doug Carter, President
- Andrew Carter, President

Chairman Chandler called the workshop to order.

Interim County Manager/Clerk Amber Brown presented the opening comments:

- Welcome everyone
- Thank all those for participating in today's Financial Planning and Capital Needs Workshop
- Would also like to thank the YMCA for allowing us to hold our workshop here
- Thank the Commissioners for focusing on the Financial Planning and Capital Needs for Stokes County

- Appreciate the opportunity to work with North Carolina Association of County Commissioners (NCACC) and DEC Associates (DEC) – looking forward to continuing working with both groups for the betterment of Stokes County

Introductions and Agenda Overview

Amy Cannon, NCACC Outreach Associate, presented the opening comments:

- Thank you for allowing NCACC to participate in the Financial Planning and Capital Needs Workshop and the County Manager Recruitment Process
- This is your session, and we want you to be able to get some good feedback
- Want this session to be interactive, so please stop us if you have questions or comments during the workshop
- This session will be very important as the staff begins to prepare the Fiscal Year 2024-25 County Budget
- Have Johnna Sharpe, Government Operations Expert, NCACC Consultant, and Denise Canada, NCACC Fiscal Policy and Research Director here today

Director Denise Canada presented the opening comments:

- Glad to be here
- Been with NCACC about two years doing demographics, tax issues, and economic factors presentations

Stokes County Demographics

Director Canada presented the Stokes County Demographics power point presentation: (a copy of the presentation can be obtained from the Clerk to the Board)

Population

- Graph using a 10-year census data (rapidly increasing around 1980 – 2020)
- County population has declined slightly from a 2010 peak
- 11,400 new residents between 1980 and 2020 – little over 43,000 residents currently
- 71% has moved into unincorporated areas
- Municipal residents account for a slightly larger share of population in 2020 than 1980

Chairman Chandler confirmed with Director Canada that she could provide the Board with the number of King residents that reside in Forsyth County compared to the number residing in Stokes County at a later date.

Commissioner Cox noted that she believes those living in King that are in Forsyth County incorporate about two neighborhoods – the majority are in Stokes County.

Director Canada continued with the presentation:

- Stokes County 2023:
 - More 50+ than younger
 - Largest group of men are ages 50 & 58 (tied)
 - Largest group of women is age 57
 - Notable low point in 40s
 - Must look at the need for services for the older population such as medical

- Demographics
 - Presented graphs regarding Men and Women in Stokes County compared to Men and Women in North Carolina
- The median age in Stokes County is 45.9 years, higher than 77 other counties in North Carolina

Commissioner Morris noted the need to know how the current age of residents in Stokes County effects the school.

Chairman Chandler noted that there are a lot of retirees moving into Stokes County from out of state.

Commissioner Cox noted the number of nursing homes and retirement villages in Stokes County that contributes to the age demographics with a lot of the new homes that are targeted toward the retirement age group.

Economy

- 51% of county residents compared to North Carolina:

	NC	Stokes
Advanced Degree	12%	6%
Bachelors	21%	11%
Associates	10%	11%
Some College	20%	23%
Diploma/GED	25%	38%
No Diploma	11%	13%

Chairman Chandler confirmed with Director Canada that the data comparing Stokes County to North Carolina as it relates to educational degrees is from the latest census.

Director Canada continued:

- Place of Work (estimate)
 - Work in bordering NC Counties = 58% (Forsyth, Surry, Rockingham Guilford, Yadkin)
 - Work in Stokes 14%
 - Work in Mecklenburg 6%
 - 3% work out of state
- Data shows a lot of those from Stokes County works in Forsyth and Guilford Counties
- There are pros and cons regarding people working outside their county, but in general most counties want their people to work in the county they live as most people spend money where they work which increases the sales tax
- On the other hand, working in larger counties can increase the median income average

Vice Chairman Wood noted this is hard to track accurately as he has worked the past 20 years at home for a company based in Gastonia whose home office is in Texas.

Director Canada continued her presentation:

- Unemployment has steadily declined since the height of the pandemic
 - The rate in Stokes follows the State's overall trend

Chairman Chandler requested additional information regarding the County's workforce which Director Canada stated she could provide later.

Director Canada continued her presentation:

- Stokes County saw a 3% increase in Gross Domestic Product from 2017-2022
 - Statewide change – 11%
 - Believe this is a very good number – County is holding its own
- The 2022 drop suggest that inflation rose more than income (per capita income – adjusted for inflation)
 - Stokes tracks closely with the statewide trend

Commissioner Morris commented:

- Would like two topics to be included in today's discussion: (how we should be thinking about these items)
 - Duke Energy located in Belews Creek will most likely be converting the existing coal plant to a nuclear plant which will definitely increase the County's tax base by 2035 – along with an increase of employees
 - Destination Event Center and Equestrian Center – an individual is investing several million dollars – will include a winery, restaurant, overnight lodging, etc.
 - Would be interested in how we can maximize these two items

Director Canada responded:

- Will be glad to discuss that later

Sales Taxes

- Second largest revenue source for the County with property tax being number #1
- Graph shows that February 2021 was 27% higher than February 2020
- Stokes County tax collections are trending up slightly
 - Some counties have begun to see slight declines or leveling out
- There have been some significant changes over the past few years
- Optional Quarter Cent Tax
 - 47 Counties have levied the Article 46 tax
 - 31 Counties have failed to pass a referendum (includes Stokes County -attempted twice)
 - 22 Counties have never held a referendum
- Taking Article 46 to referendum
 - Voter approval – voters must approve additional taxes under Article 46
 - Not Binding – the referendum is advisory only – final decision is up to the Board of County Commissioners
 - Only 1 annually – only one referendum allowed per 12-month period
 - Persuasion – Counties may use public \$ to educate votes but not to sway or persuade

Commissioner Mendenhall commented:

- Spoke about an organized group of ladies who made phone calls regarding a referendum to build a new high school in Davie County (bond referendum passed 51% to 49%) – bond had previously failed

Director Canada continued her presentation:

- Discussed specific language must be on the ballot
- Persistent NCACC Legislative Goal – Seek legislation allowing counties to include specific language on the sales tax referendum ballot designating how the proposed proceeds will be spent

Questions

Director Canada noted she would be happy to answer questions.

Chairman Chandler commented:

- One pressing issue is our school system – number of facilities with declining enrollment
- We have lots of housing developing in the western part of the county
- Seeing a lot of people moving into Stokes County – retired with no kids
- How do we plan for future enrollment

Director Canada responded:

- As enrollment declines, it is important to look at the amount of funding being appropriated to the school system

Commissioner Cox commented:

- Previously spent 15 years on the Board of Education
- Served on the bond referendum committee to build West Stokes High School and Piney Grove Middle School
- We were given advice from a consultant on how to get the bond referendum to pass; we did what was advised and it passed
- Believe that also holds true with passing a sales tax referendum, you do have to have a private group who can spend their funds or raise funds to get a referendum passed
- Rockingham County solicited a private group to promote a sales tax referendum
- We need to move quickly if we are going to get a private group together to promote a sales tax referendum this November

Chairman Chandler noted the possibility of talking about the appointment of a committee on a future agenda but would need to check with County Attorney Browder regarding the limitations of the discussion since no county funds can be spent on promoting a sales tax referendum.

DEC President Doug Carter responds:

- A lot of counties appoint the Chamber of Commerce to be the spokesperson
- Chamber of Commerce organizes and raises the funding – they define what is needed such as a private group

The Board briefly discussed the school system's sales tax that comes to the County and must be appropriated by the Board of County Commissioners.

Commissioner Cox commented:

- Just received an answer to a previous question – how many residents of King live in Forsyth County versus those living in Stokes County
- Out of the 7,739 residents 625 (8%) live in Forsyth County
- Do not believe there are any businesses in Forsyth County

Director Canada concluded:

- Appreciate the opportunity of being here today
- Will be happy to further discuss issues at a later date if needed
- Provided additional information regarding NCACC Legislative Goals Procedures for this year

Chairman Chandler recessed the work session for a five-minute break.

Chairman Chandler called the recessed work session back to order.

Financial Planning and Capital Needs

NCACC Outreach Associate Amy Cannon presented the following information:

- Commended the Board for completing the Planning Survey and for being so thorough
- Wanted to share the data from the survey- data shows that there was a tremendous amount of overlap in the responses – Board members are really together as what they see are the challenges and opportunities in the foreseeable future
- This information is good for staff to have when starting the budget process as far as operational and capital needs
- Question #2 – How do you envision the county evolving over the next 5 to 10 years?
 - Increasing growth opportunities from tourism
 - Growth will vary across the county
 - Broadband will support growth
- Question #3 – What do you foresee as the top three (3) major challenges near term in: Public Safety (Sheriff, Fire, EMS)?
 - Competitive salaries (also across the board)
 - Attracting and retaining well-trained staff (same issue across the state)
 - Updated technology and equipment
 - Fire – need for paid firefighters as volunteers insufficient (also a challenge across the state – many counties have raised fire tax in order to hire staff)
- Question #3 – What do you foresee as the top three (3) major challenges near term in: (Education)?
 - Build relationship with School Board
 - School capital planning: aging schools and declining enrollment
 - Take Forsyth Tech-Stokes to next level
- Question #3 – What do you foresee as the top three (3) major challenges near term in: (Human Services)?

- Employee retention: size of caseloads (major issue across the state especially with social workers who are burned out)
 - Increase interest in foster parenting
 - Unfunded mandates such as Medicaid Expansion
 - Health Board's strategic plan/Opioid Crisis
 - Select hospital/urgent care provider and location (including EMR)
- Question #3 – What do you foresee as the top three (3) major challenges near term in: (Community Planning and Economic Development)?
 - Carrying out 2035 Comprehensive Plan
 - Economic Development in transition – need to decide on organizational structure (director or public/private partnership)
- Question #3 – What do you foresee as the top three (3) major challenges near term in: (General County Administration)?
 - January 2025 Reappraisal
 - Restart Financial Planning
 - Technology Needs (complicated and very expensive)
 - Cross-training; staff capacity
 - Add staffing to County Manager's Office and Finance Department as well
- Question 4 – What are the biggest concerns or issues raised by residents/stakeholders?
 - No tax increases
 - Health care/Critical access hospital
 - School facilities
 - Animal Control
- Question 5 – On-going or planned projects
 - County Buildings
 - Board of Elections Renovation
 - Criminal Justice
 - Courthouse Addition
 - Public Safety
 - New Animal Shelter
 - Critical Access Hospital
 - Education
 - Public Schools – aging facilities and number of facilities
 - Community College
 - Other
 - Broadband
 - Moratock Park
 - Technology
- Question 6 – What do you consider the County's current top priorities?
 - Healthcare availability (hospital decision); mental health treatments
 - Financial and capital planning (schools and county); increasing fund balance
 - Broadband and Updating infrastructure
 - Public Safety
 - Salaries – attracting and retaining staff (also across the state)
 - Animal Shelter
 - Maximizing tourism

Outreach Associate Cannon turned the session over to Consultant Johnna Sharpe.

NCACC Consultant Johnna Sharpe presented and discussed the following Financial Planning and Capital Improvement Plan (CIP) power point presentation: (a copy of the presentation can be obtained from the Clerk to the Board)

Capital Improvement Planning:

- Today's Session Goals
 - Gain a common understanding of what a CIP is and why it is important
 - Understand the steps involved in creating a CIP and discuss how the steps can best be accomplished in Stokes County
 - Develop an outline of key tasks and timeframes for building the CIP – create “a Plan for the Plan”
- County Responsibilities:
 - Steps in Developing a Comprehensive CIP
 - Assessing Current Needs
 - Setting Goals and Objectives
 - Identifying and Prioritizing Projects
 - Financial Planning and Budget Allocation (presentation by DEC Associates)
 - Implementing and Monitoring
 - Bringing it all Together – Building the CIP
- Lot of mini plans go into developing a CIP
- Capital Improvement Plan (CIP)
 - A strategic document that outlines the County's facility and infrastructure needs and the projects necessary to address them
 - A comprehensive approach to managing capital assets over an extended period, typically to 5 to 7 years
 - A roadmap for allocating resources efficiently, prioritizing projects and ensuring timely delivery of essential improvements
- Benefits of a CIP
 - Provides a systematic approach to infrastructure management & planning
 - Helps prioritize projects based on community needs and available resources
 - Enhances transparency and accountability in decision-making processes
 - Facilitates long-term planning and budgeting
 - Improves coordination among various departments involved in key projects
 - Provides direction for the delivery of services to the residents of Stokes County
- Schools are a huge component of the CIP
- A CIP keeps everyone on the same page – Board of County Commissioners, Staff, Stokes County residents, stakeholders – a public document that anyone can see
- Can serve as a core fundamental planning document – you have an operating budget and capital budget
 - What makes something a CIP versus an operating budget item?
 - Cost – common threshold \$100,000; for a single project or where phased amounts exceed \$100,000

- Length of project – longer than a year or recurring program
- CIP is a rolling, funded plan
 - For a project that will occur over multiple years, all funding is appropriated at the time of contract award to eliminate any project risks associated with funding
 - Only the first year of a CIP is appropriated as part of the budget process
 - The plan is update annually to:
 - Add the next year – becomes an integral part of the budget
 - Revise or change existing projects based on new conditions or priorities
 - The CIP is not a “static” document, it requires regular attention and monitoring
- County responsibilities – CIP Major Categories
 - Public Schools
 - Land acquisition
 - Design
 - Construction
 - Major renovations
 - Criminal Justice
 - Court facilities
 - Detention facilities
 - Fire Tax District
 - Fire Stations
 - Apparatus
 - County Buildings
 - New facilities
 - Renovations
 - Roofs and Building Systems
 - Public Safety
 - EMS Facilities
 - Radio Systems
 - Animal Control
 - Other Areas
 - Technology – long range planning to know what is coming up, what and when updates are needed

Chairman Chandler commented:

- Had a recent conversation regarding Stokes County not having a landfill and all trash has to be taken to Forsyth County
- The question came up – What happens if Forsyth County suddenly stops allowing us to bring our trash there?

Interim County Manager/Clerk Brown responded:

- Director of Public Works has been looking at other possible options in case that does occur one day

Consultant Sharpe continued with her presentation:

- Land fields are very complicated, expensive and no one wants a land field near their house – having a plan is very important and looking ahead is very important

- Will be providing some examples of CIPs and their fundamental principles in other counties such as Wake County – actually was responsible for Wake County’s CIP for over 12 years
- CIP Summary
 - Will have broad major categories (sometimes called elements) broken into subcategories (call programs) that are then broken down into projects (replacement of roofs, paving, technology, etc.)
 - You will always have projects such as replacement of roofs which you need to know about for each county owned facility – the estimated cost, the timeframe, etc.
 - Every CIP is different from county to county because the CIP is defined for that particular county – your CIP will detail the needs of Stokes County
 - It will become the umbrella on multiple plans for various responsibilities and initiatives for the County

DEC President Carter confirmed Interim County Manager/Clerk Brown that that the last county facility study was done in 2020 and the last school facility study was done in 2022. (done by Peterson and Gordon Architects)

Commissioner Morris added:

- If all the existing schools were completely renovated, the cost would be approximately \$90 million (estimated by Peterson and Gordon)
- Some immediate renovations needs would be approximately \$50 million (estimated by Peterson and Gordon)
- Just remember with all those plans – you have got to have money

Consultant Sharpe continued with her presentation:

- Until you have a CIP – you don’t know how much money you actually need
- The CIP is a reference to what the County needs – it details the needs and prioritizes the needs
- Do not think a full CIP can be developed within the next two months for this year’s budget, realistically thinking about a CIP for Fiscal Year 2025-26
- Unless you start, you will never have a CIP

Commissioner Mendenhall commented:

- Spoke about the mandate from the Court System regarding security needs at the existing courthouse and the renovations
- Remember Commissioner Morris confirming with the Judge that if the renovation is not done, it will be mandated

Commissioner Morris noted the mandate regarding the jail expansion that was done several, several years ago.

Consultant Sharpe continued with her presentation:

- Would like to start with developing a comprehensive CIP
 - Step One – Collecting and analyzing data on current conditions and performance

- What is the condition of facilities and infrastructure - possible considerations
 - Are there health and safety issues to address
 - Do facilities provide adequate capacity for the future
 - Can needs be accommodated by renovation or expansion or is a new facility needed
 - When do roofs, HVAC, security systems, etc. require replacement – how do we know
- Who knows the answer to the above questions- someone who can identify the needs

Interim County Manager/Clerk Brown commented:

- Have made a few comments about the facilities:
 - As far as health and safety issues - have two facilities in Danbury – the old Courthouse and the old Danbury School which currently both house county staff
 - Old Courthouse:
 - Old Courthouse houses the School System Administration and a county department (Soil/Water)
 - Old Courthouse was built 1904 which has historic character and value to the County
 - Old Courthouse does have ADA accessibility issues that were grandfathered in
 - Old Courthouse needs - new roof, brick/mortar-joint issues, new windows, new interior finishes, new HVAC, new plumbing, new electrical, etc.
 - In 2021 estimated cost was between \$2-\$4 million
 - Old Danbury School
 - Built in 1925 and does have similar needs
 - Houses three county departments
 - Old part of jail needs some renovations - plumbing

Vice Chairman Wood noted that there are people out there that has plans for the Old Courthouse.

Commissioner Cox mentioned:

- Added that the estimates given by Architects Peterson and Gordon regarding the schools also provided advice about what was the best option – renovation or new facility – there were recommendations that some of the facilities because of age and cost – better to build a new facility
- Confirmed with Ms. Sharpe that the County’s Public Works Director, who is responsible for county facilities, would play a key role in the developing the facilities needs

Consultant Sharpe commented:

- Schools are a different category – there are some requirements that have to be met when it comes to renovation versus new facility
- When a new building replaces one of these older facilities, the Board then has to have a plan as to what happens with the older facility – that has to be in the plan
- Those things mentioned by Amber have to be listed and given a projection of time and cost

- CIP Team includes the county manager, finance director, facility manager, IT – that is the core group with each county adding integral staff that are needed to accomplish the goals of the CIP

Chairman Chandler commented:

- Have one director that is over facility needs who also has other county duties
- Some of the departments have limited staff such as the finance department
- With adding this CIP, the county has departments that don't have adequate staff to follow up on issues

Consultant Sharpe added:

- County may have to deal with internal capacity issues that you may have to be addressed for the CIP to be a success – that can be addressed with additional staff or a consultant
- There may be needed investments for a CIP to be successful in Stokes County

Consultant Sharpe continued her presentation:

- Step 2 - Establishing criteria to use evaluating capital projects
 - What objectives should the CIP accomplish – possible considerations:
 - Ensure buildings are safe for workers and visitors
 - Are buildings operating efficiently – can energy savings be attained to reduce long-term operating costs
 - By investing in facilities/infrastructure/technology, can services levels or quality of live be improved
- Questioned the Board - What are the goals and objectives that are a priority for this Board?

Vice Chairman Wood commented:

- Once developed, would want future Boards to use the CIP – something ongoing that can be used, adapted, amended, etc. – not just put on a shelf

Chairman Chandler commented:

- Believe a five to seven (5-7) year CIP is needed especially when there can be change in the Board every two years
- Spoke briefly about the CIP that he dealt with in his prior employment

Consultant Sharpe added:

- Another important thing to consider is efficient energy systems that need replacement that could save funding over time
- Must also remember that with renovations can also increase spending – such as adding more space – increase in utility costs

Consultant Sharpe continued her presentation

- Step 3 – Planning for the long-term needs of the County (seven-year horizon)
 - How are projects identified, and by whom? – Possible considerations
 - Data driven master plans/consultant assistance

- Stakeholder input – county departments and the community – extremely important
 - Critical needs assessment
 - County vision
- Who are the critical stakeholders to engage in capital planning and how best can they be engaged?
 - County department heads know what is needed for their facility and their department
 - School system is a critical player in the CIP
 - Need to determine who else needs to be a stakeholder

Commissioner Morris noted that grants could be applied for renovating the old Courthouse.

Consultant Sharpe continued her presentation:

- Capital needs identified from the Board of Commissioners' surveys:
 - County Buildings
 - Board of Elections Renovation
 - Criminal Justice
 - Courthouse Addition
 - Public Safety
 - New Animal Shelter
 - Critical Access Hospital
 - Education
 - Public Schools (aging, number of facilities)
 - Community College
 - Other
 - Broadband
 - Moratock Park
 - Technology

Commissioner Mendenhall commented:

- Things can change within the CIP
 - Spoke briefly about the Board of Elections Renovation – current renovations at the old bank building and the savings

Consultant Sharpe continued her presentation:

- The uniqueness of School Funding (NCGS 115C-521)
- Responsibilities:
 - Local Board of Education:
 - Provide **adequate** school buildings equipped with suitable school furniture and apparatus
 - Present the **needs and costs** of buildings, equipment, and apparatus each year when the school budget is submitted to the tax-levying authority (the County)
 - County Commissioners:

- Have a **reasonable time** to provide the funds which they **upon investigation** shall find to be necessary for providing for buildings suitable equipment
 - The challenge is designing a process to reach an agreement on what the bolded terms mean
- Believe there are three critical components:
 - Jointly approved school facilities planning guidelines, include enrolment projections
 - School Capacity and Enrollment (increasing or declining enrollment)
 - Building Guidelines – renovation, lifecycle replacements, new school sizes and standards
 - Safety and Security
 - Support Facilities
 - Energy and Environment Issues
 - A data-driven, long term school CIP plan that follows the planning guideline
 - County Population Projections
 - School-age Population Projections
 - Municipal Development Plans
 - Enrollment by School and Teacher/Public Ratios
 - Facility Operating Costs Per Pupil
 - Regular communication between both Boards
 - Board Leadership Meetings
 - Regular frequency, on-going dialogue
 - Attendees: Chairs and Vice Chairs, Superintendent, County Manager, Finance Officers when appropriate
 - Plan agendas for joint meetings to include objectives and content to be presented
 - Regular Full Board Joint Meetings to include Topics
 - County Financial Planning Updates – Capital and Operating
 - School Budget Requests (Operating & Capital)
 - School Capital Planning
 - Enrollment Updates
 - Major Initiatives Updates

Commissioner Morris commented:

- Communication between both Boards is the worst it has ever been since my association with the County as a manager and commissioner
- The Board of Education first came to the Board and asked how much funding was available and then they would give us a plan according to the funding
- First time I was ever asked to fund something without a plan

Commissioner Cox commented:

- The Board of Education did have a population study looking at enrollment in 2022 which is on their website
- Believe their question was what was our funding capacity for the schools

- Believe they were asking us for a funding amount – something that we couldn't just give them without knowing what it is for

Consultant Sharpe added:

- A lot of complex issues that have to be laid out – understanding the long-term issues
 - One critical point regarding schools in Stokes County – student population projections are declining, but county population is going up – that means you are probably attracting people who do not have school age children
 - How does this change the service of delivery and how should that change the funding for the school system from an operating basis as well

Commissioner Cox commented:

- One of the issues regarding school age population particularly in King – years ago there were a lot of moderately priced homes (starter homes) that were built in King that attracted families with children – some of these the kids are already out of school but these developments are still full
- A lot of the houses currently being built are not starter homes attracting those families with school age children
- There are several planned developments going up in the King area
- There are a lot of people wanting to move into the King area – just not enough houses right now
- One thing that could tip that situation would be the availability of homes for buyers with kids
- Now that 74 is connected to Guilford County – you have that big corridor – you can be in Kernersville in 10-12 minutes

Consultant Sharpe stressed that Municipal Development Plans are key when it comes to student population – are they building homes that will attract families with school age enrollment.

Commissioner Mendenhall noted that some of the homes he has seen going up in the King area are starting out in the \$400,000s which could be hard for a lot of families starting out with small kids unless they both have great jobs – to be able to a \$400,000+ home especially with the increasing of interest rates.

Consultant Sharpe commented:

- Have to look at teacher/pupil ratio and whether that is cost effective especially in schools with declining enrollment – determine if that is a good use of taxpayer dollars
- Would need to look at facility cost per pupil

Chairman Chandler commented:

- Briefly discussed annexation and housing developments (subdivisions) that impact the County when they are built just outside the city limits – not part of the city but close enough to enjoy the added amenities of the city such as shops, restaurants, fast food, grocery stores, etc.

- These not being in the city fall into services provided by the County such as law enforcement, EMS, garbage, etc.
- It is difficult to forecast – how do you deal with that
- Due to the recent decision about applying for a school grant for King Elementary- I am taking the hits of being anti-King

Associate Amy Cannon noted that the Board (possibly manager, chair, and vice chair) meet with city officials on an ongoing basis – just as suggested for the Board of Education – there has to be communication.

Consultant Sharpe agreed that communication and meeting with city officials as well as the Board of Education and school officials are key to being able to address issues (good agendas, good dialogue, and getting things out on the table).

DEC President Doug Carter commented:

- The one thing now that is overwhelming is the cost in building a new school
- 15-20 years ago, we worked on a project in Sampson County to build three (3) new high schools which cost approximately \$100,000 million – nice high schools
- Right now, to build a new high school will cost approximately \$100,000 million
- The School of Arts High School being planned in Durham is estimated over \$200 million because of the uniqueness of its facility
- The County needs to know from the Board of Education where the needs are, where the declining student population is, the urgency of the needs, etc.
- At some point in time, the County has to decide how much funding can the County afford

Vice Chairman Wood commented:

- I am in construction, I have asked the question to the folks in Raleigh and can't get an answer, how can a private or charter school build a new school for the fraction of the cost of building a public school

Associate Cannon responded:

- They don't have amenities

Vice Chairman Wood continued:

- Some of these charter schools, it seems, can go up overnight – they are safe
- Counties are being made to build public schools like a Ta Mahal
- Think some of this needs to start at the state level

Commissioner Cox added:

- State does determine and mandate the size of classrooms, class size, etc.
- Should be some flexibility

DEC President Carter noted one going up in Apex has a parking deck.

Consultant Sharpe continued her presentation:

- Turned the floor over to DEC Associate Doug Carter for Step 4: Funding the Plan – to be addressed by DEC Associates

Financial Presentation - DEC Associates, Inc.

President Doug Carter, DEC Associates, Inc. presented a power point presentation: (a copy of the presentation can be obtained from the Clerk to the Board)

- Key work – accountability
- Explained the recent building of school construction in Mecklenburg County based on per capita
- Will be talking:
 - About the partnership between the County and DEC Associates
 - Status of Current Capital Improvements Fund
 - Transactions that have been Issued since 2008
 - Potential Current Financial Planning and Capital Needs
 - Capital Improvement Fund Planning and Calendar

Partnership Between the County and DEC Associates

- History of the County and DEC Associates
 - Engaged by the County in the summer of 2008 – Reengaged 2024
 - Goal to create a capital funding plan for school building projects
 - Some needs were becoming urgent and costly especially for schools
 - Prioritize and plan to create least amount of impact to county budget and taxpayers
 - Cities are different from counties when it comes to planning
 - Most counties plan everything thru the General Fund which funding for debt gets eat up from the operating cost
 - To eliminate this issue, the Capital Improvement Fund (CIF) was created
 - None of the funding the CIP ever goes back to the General Fund
 - Creation of the Dedicated Capital Improvement Fund (CIF)
 - Separate revenue stream and fund dedicated solely for capital formation and debt service
 - Reduces the “peaks and valleys” of revenue needed – consistent sources
 - Goal to place the county in sound financial policy position
 - Provided a debt affordability model – ran 34 models thus far
 - Stokes County was one of the first in NC to create this fund which is highly perceived by Local Government Commission (LGC) and rating agencies
 - Lot of counties are now deciding what they want their fund balance to be such as 16%, 18%, 20%, etc. and then when their audit is completed and if there is extra funding beyond their desired goal, that extra funding goes into the CIF
 - This eliminates creating huge fund balances that most of the public doesn’t like to see and adds to the CIP
 - May want to look at doing something like this in Stokes County
 - General Capital Improvements were not added – Current Need
 - Today we begin the process to more comprehensively define the need

- There will some decisions that the Board will have to make before a final CIP is developed (possibly by this fall for the next year's budget – FY 2025-26)
- Need to also decide how the current projects such as the courthouse expansion and the new animal shelter are going to be paid for

Commissioner Morris requested to add comments/discussion regarding the need to include matching funds for internet grants.

DEC President Doug Carter responded:

- A CIF includes all major projects, how they will be funded, dates of completion, etc. so matching funds would be included in the CIF – anything related to capital
- The CIF would show how each project is being funding which would include matching funds
- Discussed how the CIF was created in 2008 with dedicated funding going into the CIF at that time versus what is now going into the CIF from the General Fund (not the 4-cent property designated)
- Originally there was \$2.2 million going into that CIF, now it is approximately \$900,000 – (short in that fund in what we could have had)
- The 4-cent property tax was designated for schools
- Sales tax collection designated for schools and education lottery fundings are separated from the CIF – they should go into the CIF
- Looks like sales tax designated for schools is paying largely for pay-go projects
- Need to look to see whether the school sales tax funding is getting us where we need to or could be used to secure bonds to get a good amount of money up
- A good CIF includes debt and pay as you go – Stokes County's CIF does not have pay as you go
- Want to complete the CIF with all revenues that need to be in it, will then be able to plan and determine how much funding is needed
- Timing in an affordability model has more impact than the interest rate in the CIF
- Discussed how transferring excessive funding in the General Fund (beyond the County's desired goal) can increase the funding in the CIF with leaving a healthy Fund Balance

Chairman Chandler commented:

- In Stokes County, we don't have the confidence to know how much fund balance an appropriate amount is and how much is a surplus

DEC President Doug Carter responded:

- The completed CIF will help that issue

DEC President Doug Carter continued:

- Capital Investment Fund (in and out flow)
 - In Flow to the CIF
 - General Fund Contribution
 - School Sales Tax Collections
 - Education Lottery \$s

- Miscellaneous Revenue
- Out Flow of the CIF
 - Debt Service (pay existing and future debt)
 - General Government M&R pay-go and CIP pay-go
 - Future School Capital Fund
 - School capital Pay-go Projects
 - Community College Pay-go Projects
 - Technology Capital, Maintenance & Repairs
 - New capacity
- Creation of Debt Capacity
 - Projected Revenues
 - Projected Expenses
 - Projects move slowly
 - Actual debt cost lower projections
 - Actual revenues higher than projections
 - Rapid debt reduction
 - Other factors
 - Meet Fund Balance Goal for the CIF

DEC President Andrew Carter continued the presentation:

- Briefly discussed examples of Prior Presentation of Alternatives on the plan shown on 07-28-08, 11-24-08, 01-12-09 – actually have had several, several other alternatives that were shown to the Board

DEC President Doug Carter continued the presentation:

- Financial Plan Issuances to Date
 - Several privately placed transactions have occurred including several refinancing transactions
 - Transactions in 2009, 2010, 2011, 2013, 2014, 2015, 2016, 2017, and 2020
 - Have done financing with USDA which gives good interest rate with long terms (did USDA funding for the jail)
 - Transaction financed several functions/purposes
 - Public Schools
 - Jail
 - Land Acquisition
 - Community College
 - EMS
 - Rate Modifications for Savings
 - Others
 - Numerous other Financings have been Reviewed/Studied
 - Debt Affordability Model has 73 Alternatives
 - County has been Active in Reviewing Debt Affordability
- One thing I want to speak about – County does not issue GO Bonds, County issues Limited Obligation Bonds which do not require a vote

- Question comes into play whether bonds should be voted on
- New legislation as to what has to be placed on the ballot
- If you have a GO Bond that fails on the ballot, LGC will not let you issue bonds for 2-3 years unless for something that is mandate by the court
- Current CIF and Affordability Model Condition
 - Not included in the CIF – Should Be:
 - All Capital Needs – More than Schools
 - Include all revenue sources – school dedicated sales taxes in separate fund – appears to be used for Pay-go Only
 - Debt Service payments and Pay-go Expenditures
 - Current Sources to CIF
 - 4 cents of Ad Valorem – instituted in Fiscal Year 2012 for schools
 - \$910,000 from General Fund – Frozen amount of Prior D/S
 - Original amount reduced by approximately \$1,300,000
 - No funding in Fiscal year 2020
 - Education Lottery
 - Must decide - Should CIF Current Capacity be Available to any Capital Need or Be Used Only for Schools

DEC President Doug Carter added something to think about:

- When the 4 cent was created, it was defined specifically for school projects
- The CIF has never operated around general improvements projects, it has been schools
- You have no capacity currently existing, there is no fund balance to do general improvement projects
- There is some capacity inside the CIF today
- What will have to be decided at a later time, do you use the capacity that you currently have to do the courthouse renovation, then as you plan with the school system, find a way to put that money back
- Since there is no fund balance inside the CIF for general improvements
- If we don't use some of the capacity currently in the CIF, we are going to have to raise taxes a couple of pennies in the early years to pay the debt on the courthouse project – that does not include the new animal shelter
- We will be bringing to you before your budget in June, a discussion to determine how you will pay the debt service for the new animal shelter and the courthouse renovations (immediate projects) and whether the animal shelter can be push off even though it has become a priority project
- You have no capacity for general government improvements facilities, but you have approximately \$7 - \$7.5 million capacity in the fund
- Must decide if you want to make a policy to use the capacity in the fund now to do the courthouse renovations/animal shelter and then find the capacity once the school system determines it needs
- Legally you don't have to put that funding back into the fund since it was a policy decision by a previous board – not a voted tax for schools
- You have capacity but it is inside the 4-cent fund

Commissioner Morris asked if that was being questioned to avoid raising taxes.

DEC President Doug Carter responded:

- What I would say is that the County is going to have to find revenue to pay for these projects – the question is do you want to use the current capacity for a time period until all this planning is done and determined how much is needed and where is that funding coming from

DEC President Andrew Carter reiterated that the model has always been predicated as a school debt.

Commissioner Morris noted that whatever is done, there has to be transparency.

DEC President Doug Carter responded:

- In three or five years, a lot of the debt will be paid down
- We have got to get the CIF completed, find out what the school system's needs are
- All this can't be done by June 30th of this year
- Immediate question is how do you pay for the debt service on the courthouse renovations
- There are some decisions to be made

Commissioner Morris commented:

- I have been associated with county government since 2004 primarily as county manager
- I recommended tax increases which were all ignored
- Have went ten years with no tax increase
- Reduced the tax rate by 2 cents during a reevaluation that we got no credit for doing that
- My point – at some time you have to raise taxes to do these things
- From a philosophical standpoint - what I would like to do say is that taxes are being raised for the courthouse renovations because the judge made me do it

DEC President Doug Carter responded:

- In most all the counties we have worked with, including Stokes - have raised taxes to build schools
- People are willing to pay more taxes if it gets them a school or a specific facility
- You need linkage, if it goes into the CIF, people can see how the taxes are going to be spent – projects in the CIF

Commissioner Cox commented:

- You just can't raise taxes for no good reason, you are going to have to build some schools

Commissioner Mendenhall commented:

- Going back to Nancy Reynolds, going to be upfront, I was actually principal there before the new school was built (2002-2004)
- Nancy Reynolds was 85 years old when the new school was built in 2009
- Department of Instruction had stated that Nancy Reynolds would be shut down – had structural issues (safety and health issues)

Commissioner Morris added that there were no complaints regarding the 4-cent tax because it was put out there that it was going for schools – people understood.

Commissioner Cox questioned DEC President Carter his thoughts/opinion regarding grants (like the one the Board did not approve recently for a new elementary school in King) that we might have another opportunity.

DEC President Carter responded:

- If you think you can get some money, then you apply, but here is the problem that money is primarily going to go to the poorest towns
- Don't know why you would not apply

Commissioner Morris responded:

- We requested a comprehensive plan from the school system which we did not get – that is the main reason

Commissioner Cox noted that that the required match was going to be paid for by the school system, but it was still not approved.

Commissioner Cox continued:

- Some people didn't like where the school was going to be built, but in my opinion, that is the Board of Education's decision, not ours – had been a school board member fifteen years before becoming a county commissioner
- There is no question that we need some new schools whether it is in the northeast part of the county, King, or wherever
- If you can replace a school for a \$2.1 million match, feel financially it makes sense to apply

Commissioner Morris added:

- The problem is that we requested a comprehensive consolidation plan for the schools, and we did not get it
- They gave us a piece of scrap for a plan, that is the reason we turned it down

Chairman Chandler commented:

- The Board of Education was willing to put up the \$700,000 match for the first year (there would be two additional \$700,000 payments) with Chairman of the Board of Education saying that it would be the hope that the Board of Commissioners would take up the remaining two payments of \$700,000
- Plus, the question is if you have the fund balance that can provide the matching amount in a whim, why have you not been maintaining the schools or planning in advance for the grant which they have not done
- Again, it all goes back to operating in crisis mode which this County has done for years and years

- I just want to thank Commissioner Mendenhall again for suggesting the County engage with DEC Associates, this is very good information for the Board
- Also want to thank Commissioner Mendenhall for questioning Dr. Rice about the loan that was still owed for Lawsonville Elementary that was being recommended to be closed by the Board of Education
- Of course, Dr. Rice did not know, but later came back and stated that it does affect the loan – that should have been thought out before any decision was made
- Then they quickly decided to move another school to Lawsonville and Lawsonville students are being sent to 2 different schools – that is what happens when something is not thought out – crisis mode

Commissioner Cox added:

- Agree with Chairman Chandler that this is all very good information, do remember the County engaging with DEC Associates but when this originally took place, I was a member of the Board of Education

Vice Chairman Wood confirmed with DEC President Doug Carter that if they had gotten the grant, but bids and other things needed at the site go over the amount awarded from the grant, the County pays for the additional needed funding.

Vice Chairman Wood added that he knew a lot from surrounding counties regarding the building of new schools and their cost.

DEC President Doug Carter continued:

- Potential Current Financial Planning Needs
 - Board of Commissioners Authorized Update to CID
 - Model – contract approved
 - CIF and Debt Affordability Model Need to be Updated
 - CIF Funding Sources need to be Revisited and Determination of Adequacy of Revenues – Review has begun but not completed
 - Debt Affordability Model Update and Review will indicate potential Future Debt Capacity
 - Affordability Analysis could be completed, and various scenarios reviewed
 - Determination of Borrowed or Pay-go Methods
 - Process to Reevaluate the CIF and Affordability Planning and Analysis
- Process and Timing to Reevaluate CIF Affordability
 - Reiterated the importance of timing with when it come to a Debt Affordability Model
 - Work with DEC to Assess CIF Funding and Current Affordability
 - What Capacity Does the CIF currently have – current capacity can fund approximately \$7 million - no significant additional until 2030 – will show you the actual model
 - Fund Balance and other Data in the CIF not fully Updated
 - Will expand revenues to the CIF - Sales Taxes, Additional Pennies, etc. (will work through all that)
 - Determine Current Capital Needs – General Needs and Schools

- Most importantly, you have to know what your Board of Education wants and needs
- Have Cost and Timing Been Fully Developed and Vetted
- Have Operating Cost Impacts Been Fully Determined
- Determining Priorities and Ranking the Order of Need
- Determining Timing Needs and How they Impact Affordability
- Timing of Capital Needs is Key
 - Drives the Affordability Model More than Interest Rates
 - Key to Getting Greatest Capacity from the Model
- Have met on behalf of Board of Commissioners with school boards multiple times and stated that what you wanted can't be afforded for three or more years
- Once Needs Completed - Determine Debt Affordability and Timing
 - Develop Funding and Affordability Alternatives
 - Demonstrate How Timing and Cost Impact Affordability
 - Are Current CIF Revenues Adequate
- New Capacity from Additional Revenues – Preliminary Thoughts
 - Each Penny added in 2025 Budget Adds New Capacity
 - Timing and Interest Rates Impact Capacity
- Final Decision on Breadth of the CIF
 - Include Both General and School Capital Needs?
 - Determine Capacity Allocation from Current CIF

Commissioner Morris commented:

- Have to keep in mind that this is not just a want/needs list, this now is a consolidation list
- Confirmed with DEC President Doug Carter that the needs for the CIF have to include county needs
- Also have to keep in mind that some of the commissioners have promised to take a look at revenue neutral with the next reevaluation that is scheduled for 2025
- Whether to leave taxes as they are, go revenue neutral or lower taxes regarding the next reevaluation has to be figured in with all this planning

DEC President Doug Carter responded:

- Most counties that I have been associated with, do not go completely revenue neutral, a lot keep the same tax rate with some lowering the tax rate but not completely back to revenue neutral
- No one is never happy with reevaluation – even if you lower the tax rate and the value goes up – most are still paying more taxes

Consultant Sharpe added:

- One thing that has to be dealt with is the current portion of property tax revenue that is directly going to the schools
- My strong recommendation is to look at that – if the schools have enough fund balance to pay the match for the grant –the only way they get a fund balance is that they are not spending your money

- Need to look at the current fund balance of the school system
- Need to look at the current amount being spent per pupil – what is happening with that
- Need to look at how you are funding the operating differently that could give you capacity for county operations as well as school debt

Outreach Associate Amy Cannon requested Consultant Sharpe to explain again about how the school system maintains a fund balance.

Consultant Sharpe responded:

- The only way a school system can maintain a fund balance is that they are not spending all of the allocation that is being provided by the County

Vice Chairman Wood responded that then they come back and say that they are being punished because they are being so frugal.

Consultant Sharpe responded:

- Then you have to look at how they are accumulating that fund balance
 - Are they able to leverage more state dollars which is great and if they can continue to do that – they don't need same level of funding from the County
 - Need to analyze their financial statements (look at the budget versus actuals) if you think the allocated dollars are not being spent to maintain the schools
 - Need to look at their audit – it is public information – should be on their website

Commissioner Mendenhall commented:

- Remember when we had our joint meeting, the question about the amount of their fund balance was never brought up until I directly asked Finance Director Lanette Moore
- They were not going to voluntarily provide that information

Consultant Sharpe responded:

- Going to work with Finance Director Lankford to determine how that fund balance has occurred – actually already have a template in place to start that
- Can calculate how that fund balance has occurred

Commissioner Morris and Commissioner Cox both commented that part of the reason for the large amount in their fund balance can be contributed to American Rescue Plan Act (ARPA).

Consultant Sharpe responded it still needs to be looked at before ARPA funding came into play.

DEC President Carter noted that it is illegal for the school system to refund allocations back to a county but remember that a school system's fund balance has to be local dollars or something extraordinary such as ARPA.

DEC President Doug Carter continued the presentation:

- Calendar to Reevaluate CIF Affordability
 - The Calendar and Timing will be Critical
 - 2023 Audit Completed and CIF Update in Progress
 - Determine Cost and Preferred “Hoped For” Timing

- Meeting with Entireties Needing Capital Investment and Determining their Priorities – do believe that the two projects for the County would probably be the best things to work with before this year's budget and bring in the big needs such as schools later when a comprehensive list is provided by the school system
- Determining Operating Cost Impacts
- Meetings with County Management and Board of Commissioners
 - Finalize the Capital Improvement Plan – will get a partial CIF before the budget to include how to pay for the debt service for the courthouse
 - Reviewing Alternates and Resulting Impacts on County Finances
 - County Commission Input will be Crucial and Important to make Final CIP and Debt Affordability Decisions
 - Include Decisions in the Upcoming Budget Cycle
- Potential Calendar
 - Update CIF and Final Decisions on Scope – To be determined
 - CIP Complete – to be determined
 - Make Final CIF and Project Decisions – to be determined
 - Number of Meetings with County Commissioners and Staff during the Calendar

Chairman Chandler commented:

- Is this feasible or recommendable before our budget work sessions start, could no more than two (2) members of the Board and the county manager meet with DEC Associates to start some type of dialogue regarding the CIF

Consultant Sharpe noted that has been done in several counties to get things started especially when there is a complicated CIF at which time commissioners could get good solid information.

DEC Doug Carter responded:

- This has been done in several counties

Chairman Chandler continued:

- Like Consultant Sharpe stated, it has been done in other places, very familiar with this being done during my previous career in Fayetteville
- This gets a lot of questions answered reducing the length of future meetings
- Board members would still have the opportunity in a work session to express their opinions and ideas

Lunch

Chairman Chandler recessed the workshop for a lunch break.

Chairman Chandler called the workshop back to order.

Bringing It All Together

Outreach Associate Amy Cannon presented Bringing It All Together: The Plan for the Plan (CIP) and Wrap up of Financial Planning and Capital Needs Session power point presentation. (a copy of the presentation can be obtained from the Clerk to the Board)

- Step 5: Creating the organizational structure to develop and manage a CIP
- What contributes to a successful CIP process – possible considerations:
 - Master plans and facility condition assessments
 - An internal core team responsible for gathering and reviewing request and recreating preliminary timelines
 - Subject matter experts
 - Engaging the school system

Wrap up of Financial Planning and Capital Needs Session

- **Next Steps in Developing the CIP**
 - Timeframe: Target for having a Draft CIP
 - Project Owner/leader as mentioned by Consultant Sharpe (county manager, finance director, public work/facilities manager, IT Director - those needed to accomplish the CIP)
 - Assistance needed: Subject Matter, Experts, Consultants - think it needs to be included on your survey – staffing capacity is a concern – is it time to look for some outside resources to build this CIP
 - Stakeholders to engage – department heads need to be included in part of this plan especially in the older facilities that have safety and health issues
 - Information needed to make decisions on immediate project financing needs
 - DEC Associate President Carter brought up some very good points regarding the financial aspect of the CIP and some immediate decisions that need to be made
 - To make sure before you complete the Local Government Commission application regarding the courthouse project you need to know how the project is going to be paid for
 - Would like to hear the Board's thoughts on moving forward from here

Chairman Chandler responded:

- To be honest, this feels like we are going into a new galaxy right now, for me, I have always been on the other side – not the side that has to find and provide the funding
- I think we need to start with a steering committee
- After we engage with them and others, we have got to decide what are our priorities
- We are just about to start the FY 2024-25 budget which is not looking pretty with the increase in expenses plus the fact that we are having a hard time retaining staff especially in public safety
- Fiscal Year 2024-25 budget is not going to be easy – if you want to cut taxes, the quickest way to reduce a budget is cutting personnel and you have to be able to provide services

Outreach Associate Cannon responded:

- The thing to remember is that cutting personnel often causes a reduction in services

- In county government, a lot of the services, just about all of them, are mandated – that is a very difficult process
- When starting that process, you find there are very, very few services that are not mandated
- You are already lean on the staffing side in a lot of areas especially the general government area

Commissioner Morris responded:

- As county manager, that was looked at, and there are only a few departments that are not mandated services
- One thing that I would like to do is possibly have a policy that states that any unfunded mandate that we get like this courthouse renovation, we just passed the cost on to the taxpayers – explaining why we did this – if they think there is a better idea, then they can let us – bottom line, we have got to pay for it somehow
- Courthouse project is a mandate, and the animal shelter is not a mandate but very much needed

Outreach Associate Cannon continued:

- The animal shelter could be looked at as a mandate due to the safety and health of the animal population in the county, especially if there is limited space.

Commissioner Morris added that the animal shelter has been put off for several, several years and needs to be replaced – facility is outdated, capacity is limited, and some of the mandated requirements such as the flooring are very expensive.

Outreach Associate Cannon continued:

- Going back to Chairman Chandler's comments, can understand how the Board can be overwhelmed today
- Do think breaking things down into small steps
- Do agree that the development of a CIP team is a very important piece of the CIP
- Believe, if it the desire of the Board, we can assist in facilitating that team
- Bring that group together and look for any resources available
- Next step would be to engaging the department heads, refresh the facility assessment
- Try then to try to find the resources to develop the CIP

Chairman Chandler, I am just one vote, but I like that plan.

Chairman Chandler conferred with the other Board members that they all agreed with Outreach Associate Cannon suggestions.

Chairman Chandler suggested to Outreach Associate Cannon that they get with Interim County Manager/Clerk Brown to get the process started.

Outreach Associate Cannon responded:

- Will be happy to work with the County

- Would like to say a new CIP is a very comprehensive document and is going to take time and patience in order to put it together and make sure it is right
- Will keep in contact with DEC Associates to make sure we are going down the same path

Consultant Sharpe added:

- I know the elephant in the room is the schools, but I think it needs to be mentioned and hear thoughts from the Board
- Need to hear what the Board's thoughts are with reengaging with the school system

Chairman Chandler responded:

- Plans are underway trying to schedule a time for myself, Vice Chairman Wood, and Interim County Manager Brown to meet with Superintendent Rice, Board of Education Chair and Chairman

Consultant Sharpe responded:

- Sharing with them what the Board is doing – engaging in the financial planning and the development of the CIP and the importance of having a plan from the school system

Commissioner Mendenhall commented:

- Not wanting to talk about politics in any way, but do believe the upcoming primary election is going to be very important to the Board of Education
- As I did not choose to run back this year, there are two seats open on the Board of Commissioners with Commissioner Cox seeking reelection (November being the last month that I will be serving as a commissioner)
- There are three seats open on the Board of Education (five-member board) could be three new Board of Education members which could change the perspective

Commissioner Cox noted that it will all be decided in the primary next week but not being sworn in until the first of December.

Outreach Associate Cannon responded:

- Believe, the County, by starting this process, can be a leader for the schools
- You are going to start the same process that you need from the Board of Education
- At some point when you start this process and sharing this information with them, they may get a better understanding what you need to develop that long term plan and vision for Stokes County from a capital plan standpoint
- I have heard Doug say earlier today that he has appeared before several Board of Educations and talked about a CIP
- At some point, there might be some value to having your financial advisor share some of the things that are needed for this Board to make an informed, financial decision for this county

DEC President Doug Carter responded:

- A lot of times, we have met with the superintendent and the financial staff first
- Can also meet individually with board members (no more than two)

- Have before showed debt affordability models if so desired by the Board

Outreach Associate Cannon responded:

- One of the first things is about rebuilding that relationship
- It is sharing information and having discussions – transparency
- In my experience as a county manager, Boards of Education believe you have more money than what you say you have
- Board of Education does not understand all the services that counties have to provide, they do not know the strain on the tax dollar, and they do not have to raise property taxes
- This Board understanding what the Board of Education responsibilities are and the Board of Education understanding what the Board of County Commissioners' responsibilities are – that goes a long way in building a trusting relationship

Commissioner Mendenhall commented:

- Believe they do understand, I stood up an hour and five minutes and did comments to address what all we have to do and are responsible for as county commissioners
- They were listening and they knew since I have been a superintendent before becoming a commissioner, I knew both sides
- I told them I knew about education, but needed them to know all about the departments that the county commissioners are responsible for - listed most of them

Chairman Chandler confirmed with Commissioner Mendenhall that each school principal submits a school budget for their school with the top three (3) priority capital projects.

Chairman Chandler confirmed with Commissioner Mendenhall that he could request things from the school system about utility costs, county paid teaching positions, etc.

Commissioner Cox commented:

- Just want to understand that the next step would be for Amber to set up a meeting between the school superintendent, finance director, and county finance director and interim county manager
- Possibly have financial advisor meet with school system staff later down the road to discuss what is needed for the CIP
- Believe if financial staff meets with school staff and the Boards are initially left out of it, it will work better

DEC President Doug Carter responded:

- A CIP is a project-based document by year
- We have to be able to see the cash flow to determine how quickly this can occur
- We would also need a priority list from the school system (example 1-10) to see when they think they can get that project up and going
- Most projects in the CIP do not get done in the first year within that CIP, they are ongoing and some with future dates (can meet with them to develop their needs)
- Just finished a project like this in Person County, met with school system staff, engineers, etc.

- Would be happy to meet with Board of Education regarding school needs
- Just remember that timing is everything

Outreach Associate Cannon noted that ended the CIP presentation, DEC Associates would be leaving the workshop, and the Board would return for the County Manager Recruitment Process after a short break.

Chairman Chandler recessed the workshop for a short break.

Chairman Chandler called the meeting back to order.

County Manager Recruitment Process

NCACC Outreach Associate Amy Cannon presented the County Manager Recruitment Process power point presentation. (a copy of the presentation can be obtained from the Clerk to the Board)

Outreach Associate Cannon noted that she and Consultant Johanna Sharpe had recently met with Chairman Chandler and Vice Chairman Wood about the Board's desire to move forward with a county manager recruitment process.

Outreach Associate Cannon began the presentation:

- Have just recently finished this process for two (2) other counties
- Have put together this power point presentation for the Board's review of what we can do
- Would like feedback from the Board today as to how much the Board would like for us to do
- Want to make sure what we have prepared today are suggestions, but that this is the Board's process and will be happy to help in any way
- Manager recruitment and selection is an important decision
- Success is dependent upon a well-defined and Board approved process
- A 'good' process will:
 - Attract and identify well qualified and experienced candidates
 - Promote transparency and fairness in the hiring process
 - Allow for comprehensive assessment of individual's "fit" for position
 - Mitigate risk of hiring wrong candidate
 - Enhance public trust and confidence in the selection
- Job Description: Experience and Preferences (pulled from your job description)
 - Financial management
 - Budget development – very important process that carries the County from year to year
 - Long-range planning
 - Effective decision making

Outreach Associate Cannon opened the floor for comments regarding desired experience and preferences from the Board

Board members commented:

Vice Chairman Wood - must have common sense

Commissioner Morris - manager also serves as the personnel officer, leadership by example

Commissioner Mendenhall – being able to multitask

Outreach Associate Cannon continued the presentation:

- Job Description:
 - Excellent communicator with exceptional interpersonal skills
 - Dedicated to public service and ethical values
 - Collaborative management style
 - Motivates and mentors staff
- Experience Preferences: (job description did not speak exactly to what kind of experience are you looking for)
 - Type of Experience – Broad/Specialized
 - Education and Background
 - Years of Local Government Experience – Minimum of 5 years or 7-10 years
 - Level of Leadership Experience – manager in smaller unit or assistant in larger unit

Board members commented:

Chairman Chandler – really like specialized; however, being a small rural county, I would rather have someone that has broad experience – someone who knows where to go

Commissioner Morris – would like someone with a strong financial background (very easy to get in trouble in that area) along with a strong background in personnel (personnel issues can be complicated and also very easy to get in trouble in that area)

Outreach Associate Cannon continued:

- Need to talk which is valued more education or experience or are they about the same and the number of years desired for experience (job description did not mention the number of years of experience desired) – this is very important
- Need to have these questions answered in order to start the job vacancy announcement
 - Will provide the Board with a proposed job vacancy announcement for review and can be changed if needed

Board member commented:

Vice Chairman Wood – thinking 7-10 years but what does those numbers do to the pool that is out there

Outreach Associate Cannon responded:

- The last two (2) counties that we have done – one required ten (10) years and the other required (5-7) years of experience
- We received 20 applications each – one thing also depends on far do you want to cast the net which we can talk more about later

Board members commented:

Commissioner Morris - one thing that has to be determined is if the Board is going to require certain components such as experience/education or is it going to be desired

Outreach Associate Cannon responded:

- Your job description requires a 4-year degree in business administration or a related field; does not mention anything about a Masters in Public Administration or MBA
- We always put in “a combination of experience and education” in case you have someone who has a low number of years of experiences but high degrees
- You do not want to unnecessarily take someone out of consideration – this allows you to consider knowledge, skills, abilities, and experience
- Another item to be considered – are you willing to look at a deputy manager who has possibly been in a larger city/county but never been a manager

Outreach Associate Cannon continued:

- Key Components of Recruitment Process:
 - Job Profile
 - The brochure will talk about Stokes County, its amenities, number of employees, etc.
 - Will also talk about what the Board is looking for in a county manager – will use attributes in the job description plus those added today, experience, education, etc.
 - Will inform a candidate how to apply
 - Good opportunity to get someone really excited about Stokes County and the opportunity
 - Application Review Process
 - Recruitment Plan and Timeline
 - Interview and Selection Process
- Job Description – Salary – job description has a salary of about \$105,000.00
- When we bring the Job Profile back to the Board for review – we will bring some salary comparisons back for your review – similar counties, counties with similar demographics, etc.
 - Salary is important but not everything
 - Suggest using a salary range - \$105,000.00 is a little low in my opinion
 - Have worked with a smaller county like Stokes
- Job Profile
 - Ideal candidate
 - Emphasize survey results regarding experience and personal characteristics
 - Community
 - Include location, amenities, history, culture
 - Minimum qualifications
 - Only interested in NC government experience
 - Equivalent combination of education, training, and experience
 - Residency requirement
 - Compensation and Benefits:

- Consider adding a hiring range based upon a salary comparison of similar counties
- Vacancy Announcement: Distribution – need to determine by the Board (Virginia is very close)
 - NCACC
 - North Carolina League of Municipalities (NCLM)
 - North City & County Manager's Association (NCCCMA)
 - National Association of Counties (NACo)
 - Virginia Association of Counties (VACo)
 - Consider International City and County Manager's Association (ICMA)
 - First place professionals go to when seeking positions
 - May be able to eliminate separate postings to NACo, VACo, and SCAC
 - If primary interest is only NC experience, need to know
 - Recommend advertising on ICMA which is International City and County Manager Association
 - This cast the net very wide

Board member commented:

Commissioner Morris – need to decide if the candidate must live in Stokes County

Vice Chairman Wood – yes to living in the County

Chairman Chandler – yes, think the manager needs live in Stokes County – be vested in Stokes County

Commissioner Morris – confirmed with Outreach Associate Cannon that if county residence is going to be required – there should be a timeframe for the candidate to move to Stokes County – negotiated period of time (be included in the brochure if required)

Vice Chairman Wood – confirmed with Outreach Associate Cannon that by requiring the candidate to live in Stokes County most candidates expect for the County to help with moving expenses – what I have seen as a best practice is the candidate gets three (3) bids for the moving and the County pays the amount of the lowest bidder but allows the candidate to choose the moving company and pays the differential

Commissioner Morris – added that he would not require that experience can only be in North Carolina

Vice Chairman Wood - to be honest and frank, if you bring in someone from other states not closely surrounding North Carolina to Stokes County, will start an exit of people – would not work

Commissioner Cox – agree with that

Outreach Associate Cannon responded:

- Remember when you cast the net far, remember you are evaluating someone's education and experience
- A piece of that evaluation is making sure that candidate will fit in Stokes County
- Recommendation is to cast the net through ICMA as earlier mentioned
- You may have someone who is in New York but was raised, educated in Guilford County - maybe moved for personal reasons but wants to move back to NC

Board members commented:

Commissioner Mendenhall – serve on the Forsyth Tech Board of Trustees - Dr. Green (former president) retired in 2019 – served on the recruitment committee (14 members) for a new president – cast the net nationwide – received 63 applications – had two rounds narrowing the candidates down to four with three being from North Carolina

Outreach Associate Cannon responded it usually works itself out.

Outreach Associate Cannon continued:

- Recruitment And Selection Schedule
 - Finalize Recruitment Brochure – March 25th
 - Posting of Vacancy Announcement – April 1st
 - Application Closing Date – April 30th
 - Application Review/Pre-screening – Week of May 13th – have talked with Human Resources about the applications coming to us unless the Board desires something different
 - This process seems to get more candidates – applicants certainly do not want their Boards know they are looking for other employment especially if it is a county close by
 - It is difficult for a Human Resources Director to be process applications for someone that they will be working for
 - Going to somewhere other than HR seems to make candidates feel there will be more confidentiality
 - We will start reviewing the applications as they come in
 - Will prepare a spreadsheet that contains pertinent information for the Board
 - Will make a recommendation as to whether the candidate should move on to the screening phase
 - Remember this is your process so you have input
 - Once the Board selects the candidates to be screened, we will have a virtual screening session with each candidate
 - After the screening phase, we will give the Board another recommendation on the applicants that we feel the Board should consider interviewing

There was consensus of the Board that the applications should be sent to NCACC – Amy/Johanna.

Outreach Associate Cannon continued:

- Board Interview Process – Week of May 28th
- Board Selection, Offer, Reference, Background check, Contract – Week of June 10th
- Plan is to have someone on board by late July – early August
- Our tentative schedule does occur during your budget process – those dates can be changed if needed – this is the Board's discretion

Consultant Johnna Sharpe commented:

- We will forward the complete application packet from each candidate that has been screened in order for the Board to review

Chairman Chandler confirmed with Outreach Associate Cannon that the County's HR Department would do the background check and drug screening once an offer has been made to the candidate; the offer will be subject to the background check and drug screening.

Chairman Chandler confirmed with Outreach Associate Cannon that a 2nd interview could be done if deemed necessary.

Chairman Chandler commented:

- Understand the need for confidentiality
- In my past employment, have seen the County hold like a public forum (meet and greet) for the top candidates (with their permission) so the citizens can meet and talk to them
- But do not want something like this to limit the pool of candidates as previously mentioned

Outreach Associate Cannon responded:

- In my experience, most candidates, even if they are the top candidates, do not like for their name to be out there indicating that they are looking for other employment – not wanting their respective employer to know they are looking

Consultant Sharpe commented:

- Have seen it done both ways, however, ultimately how would you weigh that input and ultimately the bottom line is your decision
- You could end up with a certain group of people wanting one candidate and the Board wanting a different candidate

Outreach Associate Amy commented:

- One thing that you could do on the front end is ask the citizens what they would like to see in the next county manager

Consultant Sharpe commented:

- One thing to remember is that a lot of people actually do not know what a county manager really does

Commissioner Mendenhall commented:

- Agreed that candidates, especially those who are county managers, do not want their Board to know that they are looking for other employment – can get that manager into trouble with their Board

Outreach Associate Cannon continued with the power point information:

- Application Criteria and Considerations
 - Maintain applicant confidentiality throughout process – only successful candidate will be revealed

- Require cover letter and resume in addition to application
- Establish process for application review
- Consider a pre-screening process
 - Provides initial assessment beyond written documents
 - Early identification of red flags or potential issues
 - Assessment of background and alignment with Board's goals
 - Allows Board to spend more time on highly qualified candidates
- Interview and Selection Process
 - Consider additional assessments' written, oral, or situational exercises based upon applications
 - Consider paying "reasonable travel expenses" to those being interviewed – especially those traveling and need to stay overnight
 - Goal is to narrow the field to 3 to 5 applicants to interview with Board (1-2 for second interview if necessary)
 - Develop candidate evaluation criteria
- Candidate Evaluation Criteria
 - Education and qualifications
 - Education background, Master of Public Administration, ICMA Credentialed Manager certification

Chairman Chandler noted the need to be able to verify educational degrees – have known of situations where a candidate would put down false information.

Outreach Associate Cannon continued:

- Experience
 - Local government experience, preferably county
 - NC local government experience
 - Demonstrated success in managing complex budgets, personnel, and projects
- Leadership and management skills
 - Ability to inspire and motivate staff
 - Conflict resolution and negotiation skills
 - A lot of this can come out during the screening process
 - We also check the internet
- Communication Skills – very important
 - Strong written and verbal communication skills
 - Ability to articulate complex issues to different audiences
 - Need a manager than can explain intricate financial data
- Policy and governance understanding
 - Deep understanding of local government structure, policies, and procedures
 - Knowledge of challenges and opportunities facing Stokes County
- Ethical and Legal Compliance
 - Commitment to ethical conduct and legal compliance
 - Experienced in ensuring transparency and accountability in operations
- Problem-solving and decision making especially in critical times

- Effective problem-solving in challenging situations
- Ability to make data-informed decisions
- Community engagement and relationship building
 - Success in building relationships with elected officials, stakeholders
 - Fosters collaboration among departments, community organizations
- Financial management and fiscal responsibility
 - Skilled in developing, managing budgets, financial planning
 - Experience in maximizing efficiency and effective resource allocation

Outreach Associate Cannon concluded:

- Will open the floor for any questions or discussion

Commissioner Morris confirmed with Outreach Associate Cannon that they have an ICMA contract template that the Board and County Attorney can review and make changes.

Vice Chairman Wood questioned what kind of “Golden Parachute” clause (severance pay) is included in the contract template.

Outreach Associate Cannon responded:

- In North Carolina, most counties (the average) include a six-month salary severance pay in their contracts if terminated without clause

There was full consensus of the Board to allow NCACC to move forward with the county manager recruitment process as outlined and discussed today.

Chairman Chandler confirmed with Outreach Associate Cannon that they could work with Commissioner Cox’s request regarding the tentative schedule presented today.

Outreach Associate Cannon responded:

- Will get working on the brochure and be back with the Board hopefully in March
- Has been a pleasure to be here today
- Looking forward to continuing working with Stokes County officials and staff
- Would appreciate any feedback that the Board has – we are here to serve

Chairman Chandler expressed the Board’s appreciation for today’s presentations and discussion.

ADJOURNMENT

With no further business to come before the Board, Chairman Chandler entertained a motion to adjourn the Financial Planning and Capital Needs Workshop.

Vice Chairman Wood moved to adjourn the Financial Planning and Capital Needs Workshop. Commissioner Mendenhall seconded and the motion passed unanimously.

Amber Brown

Clerk to the Board

Brad Chandler

Chairman

**STATE OF NORTH)
CAROLINA)
COUNTY OF STOKES)
OFFICE OF THE
COMMISSIONERS
STOKES COUNTY
GOVERNMENT
DANBURY, NORTH
CAROLINA
MONDAY APRIL 8, 2024**

**Regular Meeting of the Stokes County Board of
Commissioners**

The Stokes County Board of County Commissioners, State of North Carolina, met for a Regular Meeting on Monday, April 8, 2024 at 6:00 pm in the Commissioners' Chambers located in the Administrative Building in Danbury, North Carolina.

The following members were present for the meeting: Chairman Brad Chandler, Vice Chairman Keith Wood, Commissioner Sonya Cox, Commissioner Ronnie Mendenhall, and Commissioner Rick Morris.

County Administration present: Interim County Manager/Clerk to the Board Amber Brown, Finance Director Lisa Lankford, and Attorney Jennifer Michaud (Representative for County Attorney Tyrone Browder).

CALL TO ORDER

Chairman Chandler called the meeting to order.

INVOCATION

Chairman Chandler invited those in attendance to join the Board in the invocation, if so desired. Commissioner Morris delivered the invocation.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Chairman Chandler entertained a motion to amend or approve the agenda.

Commissioner Mendenhall moved to approve the agenda as presented. Vice Chairman Wood seconded the motion.

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

With no discussion, the motion passed unanimously.

Public Hearing

Resolution of Intent Declaring the Intent to Sell, Lease, or Convey Stokes Reynolds Memorial Hospital

Chairman Chandler called the Public Hearing regarding the Resolution of Intent Declaring the Intent to Sell, Lease, or Convey Stokes Reynolds Memorial Hospital to order.

Chairman Chandler presented the following comments:

- Per North Carolina General Statute 131E-13, a public hearing shall be conducted on the Resolution of Intent not less than 15 days after its adoption.
- The Board of County Commissioners adopted the Resolution at their regular meeting on March 11, 2024
- All interested people will be heard.

There was no one signed up to speak at the public hearing.

With no speakers, Chairman Chandler closed the Public Hearing.

Public Comments

Chairman Chandler opened the floor for public comments.

There was no one signed up to speak during the public comments.

With no speakers, Chairman Chandler close the public comments.

COMMENTS - Managers/Commissioners

Chairman Chandler opened the floor for comments from the Board of Commissioners and the Interim County Manager.

Vice Chairman Wood commented:

- Want to thank everyone for coming tonight
- It is good to see a good crowd here
- I want to thank Soil and Water for honoring the farmers with the Farmers' Appreciation Dinner last week – the food was awesome
- I also want to personally thank Patti Dunlap with the Stokes County Historical Society for giving me a tour of the museum last Friday – embarrassed to say that I had not visited the museum in several years – it is first class, and everyone needs to go see it
- That is all for me

Commissioner Cox commented:

- Want to thank everyone for being here tonight and those watching online
- Echo Vice Chairman Wood's comments regarding the Farmers' Appreciation Dinner which I agree was really good – big crowd – an honor to get to appreciate all the farmers
- Adding a visit to the museum to my list of things to do
- That is all for me

Commissioner Morris commented:

- Would like to welcome everyone to our meeting tonight, it is great to have a big crowd here
- Hope everyone enjoyed the eclipse today, hope someone saw more than I did – didn't see it
- Agree the Farmers' Appreciation Dinner was really good – every year it gets bigger
- That is all for me

Commissioner Mendenhall commented:

- Want to thank everyone for being there tonight – appreciate it

- I always say that it is an honor to me for the citizens to come out to our meetings and participate in local government
- To everyone watching online – thank you very much
- I do want to address the Farmers' Appreciation Dinner which is the first one that I have missed in about thirteen (13) years – really hated missing that event
 - During my seven years being principal at North Stokes, we held the event six times and now South Stokes is also hosting the event some
 - Really hate I missed the event, to all the Soil and Water staff, and everyone else that takes part in putting the event on, I just want to say that I have heard nothing but great things again this year about the event
 - If you are from Stokes County, it was built as a farming county
 - Started way back with tobacco farming with corn, soybeans, and other things coming on later
 - Just want to thank all the Stokes County farmers for the good job that you do
- That is all for me

Chairman Chandler commented:

- Want to welcome everyone
- It is nice to see the chamber being full
- Was hoping to hear some comments
- Appreciate everyone being here especially supporting the hospital, which is great
 - The hospital is a great component of our community here in Stokes County
 - It is nice to see that interest level in the hospital
- Want to make a quick comment regarding Child Abuse Prevention Month which is April
 - Went to the Ringing of the Bells event held at the Department of Social Services last Friday – had a very good turnout with a lot of dedicated employees along with dedicated speakers
 - Things always mean more when you can see that things are actually working
 - They had a speaker, who was a mother, and told her personal story of hitting rock bottom – she went to Department of Social Services for help – with their help and other community resources, she is now on the road to recovery and to being a great mother
 - It is not that she did not want to always be a great mother, but she couldn't get over some things and turned to substance – the big thing that goes on and on in other communities just like ours
 - Part of the reason that she fell into that hole was because she came from a house that did not have the proper support even though she had sworn that she would never be like the family that she was raised in
 - She ended up going down the same rabbit hole
 - It just means much more for her to stand up and tell her story
 - It shows that we do have the resources if people will just take advantage of those resources and get into a program giving them the support they need to follow through
 - That is what we have got to figure out – there is success, we just got to provide that needed support and make sure they stay until they are totally a viable, productive, family member, and community member
- Again, thanks to everyone for being here

Conflicts Of Interest

Chairman Chandler asked if any Board members had a conflict of interest with any of the items presented on the agenda for the meeting or one that could be perceived as a conflict of interest.

No conflicts of interest were stated by the Board.

CONSENT AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Minutes

Budget Amendments

Tax Office Items for Approval

Chairman Chandler entertained a motion to approve the consent agenda which included Minutes, Budget Amendments, Real and Personal Releases/Refunds more than \$100.00, and Present Use Late Application.

Commissioner Morris moved to approve the consent agenda as presented. Commissioner Mendenhall seconded the motion.

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

With no discussion, the motion passed unanimously.

INFORMATION AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Department First Quarter Reports for 2024

Chairman Chandler turned the floor over to Interim County Manager/Clerk Amber Brown for the presentation of the Department First Quarter Reports for 2024. (quarterly reports are available on the County website – agenda, from respective departments, or from the Clerk to the Board).

Interim County Manager/Clerk Amber Brown presented the following information:

- The County started this new program with an annual report for calendar year 2023
- Now each department will complete a quarterly report except for the fourth quarter; the fourth quarter report will be implemented into the Manager's Annual Report for that year
- While all departments will be doing quarterly reports, only a few departments will present at a Board meeting each quarter which will rotate every quarter, so each department is covered and will report to the Board of County Commissioners sometime during the year
- All the following department quarterly reports are attached below with the exception of those departments presenting their first quarter report at the next commissioners meeting on April 22, 2024; (The reports for the departments including the Sheriff's Department will be attached on that agenda)
 - Human Resources
 - Elections
 - Public Works
 - Emergency Services
 - Animal Control
 - Emergency Communications
 - Cooperative Extension
 - District Resource Center

- Finance
- Fire Marshal
- Health Department
- Information Technology
- Planning and Inspections
- Purchasing/Project Management
- Senior Services
- Soil and Water
- Economic Development/Tourism
- Vehicle Maintenance
- Veteran Services
- The following departments will be presenting a brief highlight of their first quarter: (January 1, 2024 – March 31, 2024) at tonight's meeting:
 - Human Services (HR) - Director Jamie Clark
 - Elections - Director Jason Perry
 - Public Works - Director Stewart Easter
 - Emergency Services – Director Brandon Gentry

Vice Chairman Wood confirmed with Interim County Manager/Clerk Brown that the reports were available on the county website-agenda and would also be placed on the county website in a good location so that the public can easily find.

Human Resources

HR Director Jamie Clark presented highlights from the Human Resources First Quarter Report:

- The first quarter of 2024 has been exciting with a lot of changes
- Had a lot of retirements at the end of 2023 – there were a lot of shoes to fill and a lot of vacancies for those folks that had been here a while
- Started the implementation of the new HR/Payroll (Paylocity) Software last year – we are now completely moved from the old GEMS Software
 - Had the first payroll in April without the Paylocity Team which went smoothly – still having a few issues with the time keeping side but are working through those issues
 - Stokes County has some unique and complexed schedules that are not common like your normal (8-5) schedule which does present some challenges, but we will get through it (have 30 different departments with several different work schedules and accrual schedules)
- Have been meeting with our insurance broker and will be moving to Crescent Health Solutions this plan year (2024-25) for our third-party administrator and PPO Network (had zoom meetings along with individual meetings with five (5) other third-party administrators before choosing Crescent)
 - Crescent Health Solutions has a lot of experience with self-funded groups
 - Crescent Health Solutions has developed a three (3) year plan to take control of our health care spending and integrate cost-saving programs that we already have in place
 - Crescent Health Solutions will provide the County with a claims manager to review all employee claims, to make sure our employees are being seen at the most affordable place for the employee and the county, provide a nurse navigation program to help those employees who have chronic health issues
 - Trying to hopefully start saving funding – know it can't be done overnight – want to try to get premiums down for those employees who have to carry family members
 - Open enrollment will be coming up in May
- Have started the Samaritan Fund Program which is designed to help people with severe medical diagnoses who encounter high medical costs (participant voluntarily decides to enroll in the program and to waive their group medical coverage)

- Open to all employees – must be screened to determine if the employee is eligible
- If eligible, the person will go into the Samaritan Program where a specific policy will be found to help with their medical diagnosis, then they will be coming off the county's plan (county will source the funds to pay for all their cost share)
- Program provides funding to help the employee with the financial burden associated with their specific medical needs

Commissioner Morris confirmed with HR Director Clark that the move to Crescent Health Solutions will be evaluated each year even though they have given us a three (3) year plan (one-year contract signed).

HR Director Clark continued her presentation regarding the first quarter:

- Provided graphs for labor cost
- Provided employee turnover from the first quarter of 2024:
 - Social Services -8
 - EMS -7
 - Jail -6
 - Sheriff's Department -3
 - Emergency Communications -1
 - Animal Control -1
 - Solid Waste -1
 - Environmental Health -1
 - Parks -1
 - Some of these terminations are full time employees who are leaving full time but remaining as a part time employee
- Job Postings for first quarter of 2024:
 - Tax Department -2
 - Department of Social Services -6
 - Environmental Health -1
 - Emergency Communications -2
 - Senior Services -1
 - EMS -5
 - Animal Control -1
 - Health Department -2
 - Administration -1
 - Total - 21
- Why employees are leaving Stokes County (data from 20 of 24 employees who voluntarily resigned) during the first quarter:
 - New Career Path -3
 - Due to Upper Management -1
 - Retirement -2
 - More Money -4
 - Less Stress -2
 - Health Reasons -3
- Employee Tenure as of March 31, 2024:
 - Currently have 32 employees eligible for retirement with 20+ years of service; 19 eligible with 25+ years of service; and 6 eligible with 30+ years of service

HR Director Clark concluded she would be happy to answer questions.

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

Commissioner Mendenhall commented:

- Appreciate the data included in your report
- Have a question:
 - Job Postings - Confirmed with Director Clark that out of the 21 job postings during the first quarter there are currently six vacant positions remaining
- Like the employee tenure information included in the report – looks like we have 6 employees with 30+ years of service that could retire at any time

Commissioner Morris commented:

- Questioned Director Clark if there was a number of the eligible retirees planning to go this year

HR Director Clark responded:

- Know of the ones that have informed HR about their retirement – do not believe it will be many this year but do know that there are several within the next three years – need to be proactive in some departments

Commissioner Morris confirmed with HR Director Clark that percentages by department of those leaving could be included in the next quarterly report.

Commissioner Morris continued:

- As far as the Labor Costs Breakdown, could be beneficial if this data could be compared to similar counties to see how we stand (just something to consider)

Vice Chairman Wood commented:

- Confirmed with Director Clark that it is great to have the right software to work with even though there are probably a lot of employees that would not agree today
- Appreciate the report – great job

Director Clark responded:

- Do know that there are some employees that probably don't care for the new software right now, but believe they will appreciate its capabilities once they get used to it

Commissioner Cox commented:

- Very good report, thorough with a lot of good information
- Glad you have the new software, believe the new software will be able to provide us with more detailed information once all the issues are resolved

Director Clark added:

- Once we can fully operate the new software and use it to what it is capable of providing, everyone will benefit from it

Chairman Chandler commented:

- Great report
- Very refreshing to see reports being presented that are detailed and collective
- There has not been reporting/accountability done in the past
- Continue to hear that we want employees laid off and don't want to pay employees
- My response to that is that our employees are very important, and we do need to pay our employees from day one
- Employees have to be trained
- We spend so much time looking at day to day instead of looking in the future a little bit which we have started to do – these reports will certainly help us
- These reports should also help department heads – when you are just putting out fires, day to

day, you are not able to look ahead to see what is coming down the road

- Technology is changing so quick; someone has to keep their eye on the ball to make sure that at least we are in the area
- Technology effects so much in public safety – there is so much good stuff out there right now even though we made strides in this year's budget to provide funding for needed equipment
- Know that we are far behind in equipment but further behind in technology
- There is software that has come out during the past three to four years that could make us more efficient giving our deputies, firefighters, and EMS staff, a safer field to play when they are out there doing their work
- In your opinion, what I hear from employees other than competitive pay is the huge premium an employee has to pay if they carry a family plan, are there possible plans to try to target that area regarding the family plan

Director Clark responded:

- Do have a couple of ideas that have been discussed with our insurance broker trying to get those premiums decreased; may have some other options for those employees who have to carry dependents but don't want to elaborate on those right now
- Do have employees leave employment and go to another county because of the insurance premiums for dependents - only have one employee with family coverage (premium is \$1,500 per month)

Chairman Chandler continued:

- One thing that we have to do is attract and retain a good workforce
- It is a combination of things – compensation is a big part but there are other things: such as being trained for the job, being treated fairly
- Know that you are new in your current position (director) and only have one additional staff member
- Your tentacles run throughout the whole county government – orientation, discipline, grievances, recruiting, posting, benefits, etc.
- Confirmed with Director Clark it is difficult to take off and did not have time to go to trainings

Director Clark responded:

- Would like to attend training and not feel guilty when I do take off – take work with me
- There are a lot of things that we do not have the time to give our full attention to that we should – just don't have the time

Chairman Chandler concluded:

- Appreciate all you and your one employee do for this county and the employees
- Just make sure to let us know if there is anything that we can do that may or may not involve money that we as an organization (kind of talking to the manager too) to make employees feel valued such as a merit program that we have been discussing which recognizes the employees that do go beyond their job description (we have good employees working for Stokes County)
- In every organization, a lot of times, you get so busy with the bad stuff, you don't recognize the good stuff
- In talking with people, I hear the good and the bad
- The important thing that I tell people is to make sure they let the department head or HR know whether it is good or bad – need to know these things
- Keep up the good work

Commissioner Mendenhall commented:

- This is my eighth year as a commissioner (sworn in 2016)
- I am sure Commissioner Morris is aware of this (the other commissioners may not be as aware) first month when I came in 2016, I visited all the department heads and also talk to other employees
- Health insurance was the number one thing that was causing issues for our employees
- If there is any solution to improve that issue, our employees would be tremendously grateful
- Another thing, I know how important this is, I think Commissioner Cox and everyone in this room does, Chairman Chandler brought up about going places and getting updated information (this goes to Amber too); in-service and professional development is so important
- If you don't keep up by going to meetings/training on professional development and service, it will pass you by
- You will be behind if you don't attend those professional meetings
- I understand that it is only two of you and hard to leave the office, but if you have a big professional development meeting/training, you should go to Amber and explain how important this meeting is and how you need to go in order to keep us up to where we need to be
- Reiterated the importance of professional development and in-service training

Chairman Chandler expressed the Board's appreciation for the presentation.

Elections

Elections Director Jason Perry presented the Elections First Quarter Report:

- Staff consist of director, deputy director, and some temporary, part time employees
- Conducted the countywide primary election during the first quarter
- Held the first primary on March 5th
- Will be holding a second primary (runoff) on May 14th
- Briefly discussed the processes and task that the department undertakes to conduct an election:
 - In December of 2023, 19 local candidates filed for office in our department
 - Implemented photo ID requirement in first countywide election
 - Conducted ballot proofing in conjunction with State Board of Elections/voting system vendor
 - Performed pre-election voting equipment testing for each machine (18 Election Day polling places, 3 early voting sites, absentee mail-in ballots, provisional ballots, and backup equipment)
 - Participated in mock election with State Board of Elections which was held about two weeks prior to the start of early voting
 - Managed logistics for voting sites, as well as 23 early voting workers, and 100 Election Day poll workers, held training for workers
 - Prepared voting site supplies and additional equipment
 - Informed voters of election dates and requirements through county website, local newspaper, county Facebook page, candidates, and county's political party chairs (responded to many inquiries from voters)
 - Managed the absentee mail-in voting process (including the mailing of 180 absentees and the return of 120); held 5 absentee board meetings
 - Held early voting at Danbury, King, and Walnut Cove
 - Conducted post-Election Day tasks
 - Research of provisional ballots
 - Board meeting to review office staff's findings regarding provisional ballots

- along with absentees returned on Election Day
 - Processing of voting forms to ensure a voter is recorded as having cast a ballot and voter history is applied to a voter's record
 - Hand-eye count of ballots by a partisan team of two randomly selected precincts (as required by law)
 - Canvass meeting when the Board members certify the election
- Primary election statistics:
 - 10,666 total voters (32.89% turnout)
 - 6,832 Election Day voters
 - 3,700 early voters
 - 120 absentee mail-in voters, 14 provisional voters
 - § Comparison to recent primary elections:
 - May 17, 2022 primary – 7,915 total voters (24.9% turnout)
 - March 3, 2020 primary – 10,943 total voters (36.58% turnout)
 - § 10,666 ballots were cast in the 2024 primary and 10,666 voters recorded as having cast a ballot in the election (accountability)
- Participated in a tabletop exercise (organized by the State Board of Elections) at the Stokes County EMS Office regarding emergency scenarios, in partnership with EMS and Fire Marshal's Office
- Processed registration for 500 new voters, 137 party affiliation changes and 158 county address changes (does not include over 400 new registrations and party affiliation changes to be processed after the May 14th second primary)
- Performed daily, weekly, and monthly list maintenance tasks such as removal of voters due to death, moved from county or felony conviction; maintained computer database of over 32,000 current voters and over 70,000 overall voter records
- Continued the process of working with county partners regarding renovations to the former bank building in Danbury (security, efficiency, and general needs of an election office) (hope to be in the office by June/July of this year)
- Director, deputy director, and some of the board members attended a statewide training conference in February (preparation for the primary and overall election management)
- Annual preventive maintenance performed on voting equipment
- Began preparations for a second primary for NC Lieutenant governor (Republican) and NC Auditor (Republican) – to be held May 14th
- Will be happy to answer questions

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

Commissioner Morris commented:

- As far as the absentee ballot, confirmed with Director Perry that the voter or a family member must request the absentee ballot, ballot has to be witness along with a photo ID component to the mail in
- Confirmed with Director Perry that the 40 absentee ballots are comparable to the primaries in 2020 and 2022
- Questioned what the process is locally for purging voters records to make sure they are accurate (how often)

Director Perry responded:

- Have an internet site (Department of Health/Human Services)
- Get a monthly list of deceased voters
- Get a list from the Department of Corrections (individuals who have been convicted of a felony)

- State system does remove some voters from the system (when a voter moves from one county to another)
- Internet site also has a list of duplicates that has to be determine if the names are different individuals
- Have reached out to the funeral homes in the county providing them a deceased voter form to be provided in their packet given to the loved ones

Commissioner Morris confirmed with Director Perry that voter integrity is included in training sessions with the State.

Commissioner Cox noted a very good report and appreciated the department's hard work.

Vice Chairman Wood commented:

- Confirmed with Director Perry that there were no issues with the first-time photo ID requirement

Commissioner Mendenhall commented:

- Want to thank you for all the hard work you and your department does to carry out a primary/election
- Have experienced the purging of voter records myself when my father passed, the following two elections following his death (happened 12 years ago) his name was still on the role
- Asked for his name to be removed and it was – appreciate that being taken care of – never want anyone to be able to vote in a loved one's place (no photo ID back then)
- Have been asked by someone and I did not know the answer so I will ask you, as far as the Town of Walnut Cove Commissioner race, my understanding is that Chad Jarvis was strictly a write in candidate – did not sign up prior to the election like other candidates
- The question is – if a person's name was not on the ballot for the primary, is there a process that their name could be a write in candidate in November

Director Perry responded:

- There are a couple of separate things for a nonpartisan race like the Town of Walnut Cove, City of King, or Town of Danbury - there are automatic lines on the ballot
- Where it is a partisan contest like we will have in November, there is a petition process that requires a pretty low number of signatures that have to be gotten from Stokes County voters
- Will be happy for that individual to contact me regarding the process – particular forms need to be completed to get the process started

Chairman Chandler commented:

- Very detailed report -provided a lot of good information
- Keep up the good work

Chairman Chandler expressed the Board's appreciation for the presentation.

Public Works

Public Works Director Stewart Easter presented the Public Works First Quarter Report:

- Public Buildings: 1st Quarter
 - Total of 129 work orders (also respond to calls that are not entered into the work order system)
 - New paint and floors were added to the Old EMS building on Old Church Street for DSS staff to relocate (actually started moving employees today)
 - Built and installed new cabinets at the new EMS headquarters along with new

- plumbing and new interior lights (LED)
- Stripped and waxed all the floors at the Stokes Opportunity Center in Walnut Cove
- Storage shed was demoed at EMS Station #5 in Danbury to make room for the relocation of the Heli pad for Air Care
- New HVAC control equipment has been ordered for jail control upgrade -going to all digital
- Department of Transportation is set to pave Autumn Square parking lot this summer
- Department of Transportation is set to grade and pave the new parking lot located at the top of the hill across from Probation Building which will be utilized during the construction of the Government Center renovation/addition
- Parks:
 - Staff has been cleaning getting the grounds ready for the summer activities at Moratock Park
 - New Dan River access is open on Pitzer Road where park staff keeps a check on trash and keeping the grounds mowed
- Danbury Water System:
 - Construction on the new water lines for the town will hopefully start in the fall if easements go well
 - Department of Environment Quality is close to approving plans
- Green Box Traffic County: (Francisco, HWY #66, Lawsonville, Pine Hall, Pinnacle, Sandy Ridge, Walnut Cove, and Transfer Station) First Quarter
 - January 2024 – 34,349
 - February 2024 – 31,112
 - March 2024 – 22,880
- Solid Waste: (household garbage collected in tons)
 - Garbage trucks – 1,095.51
 - Roll-off (compactors) – 811.34
 - Total – 1,906.85
 - Recycle hauled – 121.29
- Want to say how much I appreciate my entire staff who work hard every day – have some really good employees
- Will be happy to answer any questions

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

Commissioner Mendenhall had no questions, good report.

Commissioner Morris confirmed with Director Easter that Air Care has been contacted and is good with the new location - noted a good report.

Vice Chairman Wood confirmed with Director Easter that the Danbury Water System new line project will go out for bids.

Commissioner Cox noted a good report.

Chairman Chandler commented:

- Good report
- Questioned Director Easter in his opinion – what is the worst building that the County occupies right now

Director Easter responded:

- Have two – Community Services Building and the Old Courthouse

- Actually, talked to a contractor about the roof at the Old Courthouse (looking down the road) contractor did not even want to discuss options

Chairman Chandler expressed the Board's appreciation for the presentation.

Emergency Medical Services (EMS)

Emergency Medical Services Director Brandon Gentry presented the Emergency Medical Services First Quarter Report:

Emergency Medical Services – 1st Quarter

- Staff and supervisors moved into new office at Autumn Square
- Administration meeting with supervisors monthly
- Continuing Education with all three shifts totaling 24 hours of training
- Interviewing for part- and full-time staff
- Required equipment yearly service completed
- Planning for 50th anniversary (EMS started on April 1, 1974) (event scheduled for April 13, 2024)
- Medication Assisted Treatment training for community paramedics
- Community paramedics started 24-hour coverage on February 17, 2024
- Oral boards with Dr. Nelson completed with some employees to become cleared as solo paramedics
- Quality Management of Patient Care Reports completed daily
- Last quarter of 2023 Peer Review meeting completed
- Attended Fire Association meeting
- NCOEMS state ambulance inspections completed on two EMS units
- Meeting with Forsyth Tech about continuing education for county fire departments
- DEA meeting and inspection of EMS Narcotic inventory and paperwork
- Dr. Nelson has started audits on all county fire departments that respond on medical calls to ensure they are getting continuing education, protocol updates, proper documentation of medical calls, and all medical equipment that is on the responding units of medical calls
- 2024 1st Quarter Call Volume:
 - Total incidents dispatched – 2,018
 - Compared to first quarter of 2023 – call volume up about 500 calls
 - Standbys – 735 (occurs when the two ambulances in King are called out, an ambulance in Danbury (if available) goes to Sauratown in order to have the entire county covered)
 - Ran out of EMS units in the county and had to rely on local fire departments transport or other counties – 14 times
 - Don't believe there was an actual transport, but other units (Pine Hall Fire Department, Franciso Fire Department and Pilot Mountain Rescue) were on standby
- Provided graphs detailing 1st quarter average response time, average transport time, and facility destinations
 - Looks like Sunday and Monday are the busiest days with Wednesday being the slowest day
 - Average response time as a system for the whole county is 10 minutes and 52 seconds
 - Average transport time (taking someone to the hospital) is approximately 30 minutes
 - Transported 1,316 to facilities (Forsyth Medical Center – approximately 700, Baptist Hospital – approximately 360, LifeBrite Community Hospital – approximately 80, Northern Hospital – approximately 60, and Kernersville Medical Center – approximately 50, Moses Cone, Annie Penn, Clemmons - less than 50)
- Special Patient Populations

- Multiple casualty incidents – 0
- Number of mass gatherings/special event coverage – 12
- Number of tactical medical events – 1 (assisted the Sheriff's Department)
- Community Paramedic Report
 - Lot of the data is coming from February 17th when they went to 24-hour shifts
 - High utilizers of EMS System (greater than 4 utilizations/month) = 8
 - Number of calls for community paramedic – 66
 - Number of total referrals within the EMS System and outside resources – 61
 - Number of total refusal calls reviewed for quality management purposes by community paramedic – 207
 - Number of active cases currently (as of 03-31-24) managed by community paramedic – 7
 - Number of home visits by community paramedics – 27
 - Number of transports to alternative destinations by community paramedics – 10 (freed up an ambulance -keeping a transport to an emergency room where someone did not need to go)
 - Number of public education events delivered by community paramedics – 8
 - Boxes of Narcan given to the public – 50
- Will be happy to answer questions regarding the Emergency Medical Services 1st quarter

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

Commissioner Cox questioned how the schedule was working out with the community paramedics.

Director Gentry responded:

- Coverage is 24/7 unless someone is out
- Starting to do some training with some of the part time staff that is interested to cover the shifts when someone is out (trying to keep it 24/7)
- A lot of good information – data shows you are busy

Commissioner Cox spoke briefly about an incident involving LifeStar who responded to a citizen call instead of our EMS ambulance which she assumed was determined by the nature of the call.

Director Gentry commented:

- The decision to send LifeStar is determined by the E911 Center
- LifeStar transports to doctor's offices, discharges from the hospital bringing back to Stokes County, and when they are not on a call, they are available if it is a routine call

Commissioner Mendenhall and Vice Chairman Wood noted a very good, detailed report.

Commissioner Morris commented:

- Very good report
- Confirmed with Director Gentry that the increase of 500 calls was compared to 2023 1st quarter
- Confirmed with Director Gentry that across the board, the state response time is 8+ minutes which is hard to do in a rural county (could be done but would need more EMS stations to cover the entire county)
- Confirmed with Director Gentry the Clemmons Medical Center is a Novant Health facility

Commissioner Cox added:

- Glad to see Dr. Nelson is auditing the local fire departments

Commissioner Mendenhall echoed Commissioner Cox's comment regarding Dr. Nelson auditing the local fire departments.

Chairman Chandler confirmed with Director Gentry that EMS and Fire share a radio frequency.

Chairman Chandler questioned Director Gentry his thoughts regarding being on the same frequency.

Director Gentry responded:

- The combination of the two was done over a year ago, everyone wanted to try combining the two
- Personally, I don't like it
- It has helped the E911 Center more than anything because they only have three staff members – they don't have to monitor two different channels
- Have already talked about this with Dr. Nelson whenever we met with all of them
- If they get an additional person in the communication center, we want to split them back up
- Reiterated that he is being told that it does help dispatchers when monitoring radio traffic

Chairman Chandler commented:

- That can affect response times when they are really busy – dispatching multiple calls
- The only reason I bring this up is that growth brings other responsibilities for the county
- We are all happy about growth coming to the county, but we also have to understand that it changes the dynamics - a lot comes with that growth
- Great report

Director Gentry continued the presentation:

Emergency Management – 1st Quarter

- Officially in new office with Emergency Operations Center 90% complete
- Updated Statewide Mutual Aid Agreement
- Tabletop exercise completed with Triad Healthcare Coalition, our local long term care facilities, and the Health Department
- EM Forum in Davidson County
- Working with NC Emergency Management(NCEM) to receive reimbursement from previous grants
- Director of NC Emergency Management Will Ray requested a meeting to see all the equipment received from past grants – he was very impressed with our operation
- Attended NC Emergency Management Conference in Cherokee in March
- Working with Amber and Duke Energy on the new nuclear project at Belews Creek Steam Station
- Meeting with Red Cross about shelters in Stokes County
- Emergency Management Calls for 1st quarter:
 - Flooding event with road closures (01-09-24)
 - Flooding event with road closures (01-28-24)
 - Gas Leak (01-28-24)
 - Code 300 at a school (false alarm) (02-02-24)
 - Gas Leak – (02-20-22)
 - Fire at Duke Energy (03-20-24) (burned approximately 54 acres) (did get a meal from Red Cross for the 50+ firemen that was on the scene)
 - Message Board deployed to local fire departments for events to prevent accidents (has been used several times)

- Will be happy to answer any questions

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

With no questions, the entire Board expressed their appreciation for a good report/presentation.

DISCUSSION AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Proposed Purchase Agreement for Future Green Box Site

Chairman Chandler turned the floor over to Public Works Director Stewart Easter regarding the Proposed Purchase Agreement for a Future Green Box Site which was first discussed at the March 25th meeting. (information can be obtained from the county website – agenda, Public Works Department, or Clerk to the Board)

Director Stewart Easter presented the additional information as requested by the Board:

- Provided and discussed maps detailing mileage and travel time from the new location off of Hawkins Road to other locations
- Provided the number of addresses in the new proposed service area
- Reiterated the need to be proactive as more people continue to move into Stokes County
- Be happy to answer any questions

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

Vice Chairman Wood commented:

- Think it is good and needed
- Location is fine, there is no quick fix for Walnut Cove or King
- Think it is a no brainer even with the closeness to the Sizemore location
- Am all for it

Commissioner Cox commented:

- Have a few questions
- Believe it is approximately 5.5 miles to the Sizemore location
- Looking at the numbers provided in the 1st quarter report just presented, it doesn't look like the transfer station is overused – looks like it could handle more than it is currently being used
- My questions about the Pinnacle site:
 - Know a lot of people use that site that are not Stokes County residents
 - If we did something to make sure everyone who is using it is from Stokes County – that could possibly cut the number almost in half as far as the number using the Pinnacle Site
 - Since we just remodeled the site, could we add additional compactors
- Not saying that this is not going to be needed in the future at some point, but just wondering if adding an additional compactor and finding a way to monitor who is using the site (only Stokes County residents) would help right now

Director Easter responded:

- As far as the numbers presented for the 1st quarter report, that site is closed at 5:00 pm every

weekday and does not open until 8:30 am every weekday morning which makes those numbers less

- I agree 100% regarding those using the Pinnacle Site are all not from Stokes County – there is no way of knowing how many people from Surry County are using that site until something is put in place to monitor that
- (From what I hear and see) Believe that a lot of people who live really close to Pinnacle who works either in Forsyth County or King – as they go to work, they just stop and use the site (that is just an assumption) (don't have any hard facts)
- Do know that there are a lot of stops in the early morning which I believe are people going to work and on Saturdays they come down from that direction and go back that direction toward Surry County
- Do know we are getting some Surry County residents just don't know how many
- That is on my radar, and it is going to come – have been talking to the Tax Department
- I want to do like Surry County has done and put a sticker program in place
- Want to plan, make sure it is what we need, make sure it will work in Stokes County, advertise it to the public
- It will have a partial ID number which will tie back to the Tax Department, that way if the vehicle does not have a valid sticker, they will be turned away, if they still empty the trash after being turned away, can get the vehicle license tag number, there is a general statute that will allow us to fine them

Commissioner Cox commented:

- What would happen if someone showed up and did not realize the sticker program was in place, by showing the attendant their valid driver's license that shows Stokes County, could they provide the citizen with the sticker

Director Easter responded:

- The sticker would be tied in with the Tax Department and would be mailed out with our tax listing every year (property owner would receive two stickers for vehicles)
- The next question that needs to be explained would be rental houses – the property owner would get two stickers for any rental properties

Commissioner Cox continued:

- Questioned if the site was purchased, what would be the plan to develop the greenbox site

Director Easter responded:

- My plan was to purchase the property with payment being in the Fiscal Year 2024-25 along with possibly clearing the land, then maybe the next year look for grants to possibly buy compactors (would want the site to be like Pinnacle and Walnut Cove)
- Development would be done in phases (possible two or three years)

Commissioner Cox continued:

- Agree planning for the future is important
- We do know that the Yadkin Township is growing; however, we do know that a lot of those houses are in the city limits with free trash pickup

Director Easter continued:

- Would love to add two more compactors at Pinnacle – pulling ten (10) tons every other day from Pinnacle – a lot of trash
- The Walnut Cove Site is really close – pulling (8-10) tons every other day
- It is going to get to the point at the Pinnacle Site that there will have to be an employee designated with a roll off just to keep an eye on Pinnacle and the other sites

- That is not now but can see it coming – the volume of trash continually to increase

Chairman Chandler noted that at least they are putting trash in the bins and not throwing it alongside the road.

Commissioner Mendenhall commented:

- Personally know this situation very well, actually dumped trash at the Walnut Cove Site today – usually use the transfer station which is closest to my home but do use the Walnut Cove Site if I am going through there (talked to the attendants while I was there today)
- Discussed two different routes from the proposed location to the Sizemore Road site (actually did the mileage calculation) – one route was 5.3 miles, and one route was 4.1 miles
- The distance from the Pinnacle Site to the Surry County line is very close – don't know the exact mileage but it is very close
- They are rolling in from Surry County utilizing that site
- Is King growing and is King going to continue to grow – absolutely
- Glad to hear you say that you did not intend to try to do it all in the same fiscal year
- Think we can take the time needed to plan – believe Walnut Cove is also used a lot
- Just personally think, especially with our budget coming up, believe we all know that this is going to be a pretty tough budget year
- Some of you may disagree – everyone has a right to their own opinion
- Personally think we are going to have our hands full with this upcoming budget
- The cost for this land would be \$50,000, think we can certainly hold off purchasing the land for a year or two to make sure that we have a plan in place to determine who is using the Pinnacle Site as Commissioner Cox mentioned earlier
- I know that is happening, I go up there
- Appreciate you being proactive (appreciate you being proactive ever since you started working for the County), but my personal opinion is that this item needs to be put off for a year or two

Commissioner Morris commented:

- I respectfully disagree that we don't need to put it off and we do try to purchase the land
- Remember this process years ago where we went through trying to find other locations for a site and ended back up with the same location
- This is very difficult to find sites, the more people move in, the more crowded, the more likely it is going to be hard to identify additional sites that already supports the zoning
- I would be in favor to purchase the land with further discussion about when to start the project
- Land prices are not going to get any cheaper
- If we decide not to use it, we could sell it for a profit most likely
- If we don't get ahead of this situation, feel like we will be going in circles like we did last time and not be able to find an ideal location (not sure where an ideal location would be for a greenbox site) -if it is not already zoned, I can bet it will be difficult to rezone a piece of property for a greenbox site
- In favor of taking the first step, don't see any downside or risk to purchasing the property

Director Easter responded:

- The positive things – it is already zoned, and you have someone in the area willing to sell knowing that the land will be used for a greenbox site
- Hoping it might even relieve some trash going to the Walnut Cove site
- Even if we have purchased the land, we can still run the numbers once a procedure is put in

place to see who is using the sites

Chairman Chandler commented:

- Think we have to look ahead
- Makes sense in terms of zoning
- Questions have been answered from the last meeting
- The entire project doesn't have to be done this upcoming year
- After the purchase is made, then after that we can look at another phase of the plan
- It all goes back to this, the more people coming to live in Stokes County along with those living close (like the Pinnacle site) and moving into those areas – the more trash
- I know it all comes down to money but at some point, in time we have got to at least try to plan for the future – if things change and people stop moving into Stokes County, we adjust

Chairman Chandler questioned if there were any further questions/discussion/comments.

Commissioner Morris questioned Director Easter when the offer to purchase the property expires.

Director Easter responded:

- Technically, according to the dates put in the offer, it probably already has
- Would need to get the county attorney to update the proposed agreement
- Would request the Board, if it is the desire of the Board to proceed with the purchase, move the item to the action agenda in order to get the landowner to sign the offer (landowner signed the proposed offer but would definitely need to update the offer and have them sign)

Commissioner Cox commented:

- Just going to throw this out, this proposed site is across from White's Garage
- Being across from a salvage yard, don't think you would be able to sell it and make a profit if it is not used for a greenbox site as proposed
- Not sure anyone would want to build a home across from a salvage yard

Commissioner Morris responded:

- May want the property for other purposes, have not seen any land decreasing in price in Stokes County

Commissioner Cox continued:

- The one good point is that the property is already zoned for a greenbox site – just want to remind the Board that the County is still sitting on land in Pinnacle that we can't sell that was bought for a greenbox site

Commissioner Mendenhall noted that he had driven through that area this past week.

Vice Chairman Wood added that he felt like the County did need to push some type of sticker program, I lived in Pinnacle, once you past Pinnacle Elementary School, you are in Surry County, once you cross over new Highway#52, you are in Surry County.

Chairman Chandler responded:

- Not saying to do or not do a sticker program, but it is going to have to be well thought out because you are going to have a lot of confrontations and staff working at the sites will have to take care of those situations
- Confirmed with Director Easter there were some cameras at the sites but probably not enough to view the entire site
- Just want to say that if we plan to do some type of sticker program, we do it right – don't want to put our employees on the "front line of a battlefield"

Director Easter responded:

- Have spoken to Surry County and there were some issues at the beginning, but it has slowly gotten better

Commissioner Cox commented:

- Know we have to plan ahead but just don't want to see us with land again that we can't use – which may not happen since this property is already zoned for that purpose

The Board discussed moving the item to the action agenda.

Commissioner Cox noted that she could go along with purchasing the land with planning the development of the site after a sticker program is put in place.

Vice Chairman Wood confirmed with Director Easter that the sticker program would be done countywide – there are some Virginia residents using the Lawsonville site.

Chairman Chandler, with consensus of the Board, directed Interim County Manager/Clerk Brown and Director Easter to place the item back on the agenda at a future time once the offer of purchase has been updated by the County Attorney.

Danbury Water and Sewer Rate Increase Request

Chairman Chandler turned the floor over to Public Works Director Stewart Easter regarding the Danbury Water and Regional Sewer Systems Rate Increase Request. (information can be obtained from the county website – agenda, Public Works Department, or Clerk to the Board)

Director Stewart Easter presented the following information regarding the proposed Danbury Water and Regional Sewer Systems Rate Increase Request:

- Due to the cost increase of supplies, maintenance, and labor for both the Danbury Water System and the Regional Sewer System, a rate increase is being recommended
- Current rates have been in place since July 1, 2016
- Although the increase will help with the Wastewater Treatment Plant (WWTP), Stokes County will still show a loss with the sewer system not having enough customers to offset the cost of operating and maintaining the WWTP
- Both water systems are profitable
- In comparing the fees with the Town of Walnut Cove and the City of King, the County was few dollars under
- Explained the following recommended rates for the water and the sewer:

2024 Proposed Water Rate Increase (for the Danbury Water System):

Current Water Rates (residential)	Proposed Water Rate Increase (residential)
\$28.00 per month (includes 3,000 gallons)	\$32 per month (includes 3,000 gallons)
\$7.25 per 1,000-gal over 3,000 gallons	\$8.25 per 1,000-gal over 3,000 gallons
Availability Fee \$14.00	Availability Fee \$16.00
Hospital \$7.70 per 1,000 gallons	Hospital \$8.50 per 1,000 gallons
Institutional Rates	Institutional Rates
\$25.87 per 1,000 gallons	No adjustment

Current Tap Fees Includes Meter

3/4" \$1,500.00

1"-6" cost plus 20%

Proposed Rate Increase

3/4" \$2,500.00

Other Fees

Deposit - Owner - \$75.00

Deposit - Renter - \$150.00

Re-Connection Fee - \$50.00

Unauthorized Tap - \$2,000.00

Other Fees

No adjustment

2024 Proposed Regional Sewer Rate Increase:**Current Sewer Rates (residential)**

\$17.00 per month (includes 3,000 gallons)

\$6.00 per 1,000-gal over 3,000 gallons

Availability Fee \$14.00

Hospital \$7.70 per 1,000 gallons

Proposed Sewer Rate Increase (residential)

\$20.00 per month (includes 3,000 gallons)

\$7.00 per 1,000-gal over 3,000-gallons

Availability Fee \$16.00

Hospital \$8.50 per 1,000 gallons

Institutional Rates

\$25.87 per 1,000 gallons

Institutional Rates

No adjustment

Current Tap Fees Includes Meter

4" \$1,500.00

Larger than 4" cost plus 20%

Proposed Rate Increase

4" \$2,500.00

Other Fees

Deposit - Owner - \$75.00

Deposit - Renter - \$150.00

Re-Connection Fee - \$50.00

Unauthorized Tap - \$2,000.00

Other Fees

No adjustment

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

Commissioner Morris asked Director Easter to explain the unauthorized tap.

Director Easter responded:

- Normally you will not see this but there have been instances where people have known to go out, dig, and tap into the lines themselves – basically a fine

Commissioner Morris confirmed with Director Easter that the water systems are paying for themselves, but the sewer system is lacking.

Commissioner Morris noted that his understanding was that an enterprise fund must pay for themselves.

Finance Director Lankford responded:

- The Water Systems and the Regional Sewer System are all separate enterprise funds

- The Fiscal Year 2022-23 Audit noted the high quick ratio for the Regional Sewer System is not as liquid
- Also have a Financial Performance Indicator of Concern (FPIC) response with the Local Government Commission staff regarding the Regional Sewer System that has to be completed

Vice Chairman Wood confirmed with Director Easter that the recommended rate increases will be effective July 1, 2024.

The Board had no other issues or concerns.

Commissioner Mendenhall recommended moving the item to tonight's action agenda.

It was the consensus of the Board to move the item to the action agenda.

Chairman Chandler, with full consensus from the Board, directed Interim County Manager/Clerk Brown to place the item on tonight's action agenda.

Agreement for RiverStreet Equipment Storage at Old Prison Camp

Chairman Chandler turned the floor over to Public Works Director Stewart Easter regarding the proposed Agreement for RiverStreet Equipment Storage at the Old Prison Camp location. (information can be obtained from the county website – agenda, Public Works Department, or Clerk to the Board)

Public Works Director Stewart Easter presented the following information regarding the proposed agreement for RiverStreet Equipment Storage at Old Prison Camp:

- The County has allowed RiverStreet Networks to store a portion of their equipment at the Old Prison Camp property in Meadows using one of the older buildings for years
- The new animal shelter will be built on the property utilizing a portion of the area and the main building with the majority of the other buildings being demolished
- An agreement between the County and RiverStreet for the use of the building currently being occupied needs to be implemented for the benefit of all and to protect the County and all involved against any liability
- RiverStreet is going to cover up the grease pit
- A proposed agreement is being presented for the Board's review and consideration
- The lease term is for five (5) years with an option to renew for one additional five (5) year term (Lessee will pay the County one dollar (\$1.00) per year as rent for the lease premises)
- The proposed agreement has been reviewed and approved by County Attorney Browder

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

Vice Chairman Wood confirmed with Director Easter that the proposed lease includes language (item #9) that would hold the County harmless if one of their employees were to get hurt on the property.

Commissioner Morris commented:

- Know that RiverSteet has already spend a lot of money on the building (including fencing) – my question is does the proposed lease language prohibit them from further spending on the building

Director Easter responded:

- There is language in the proposed lease that states RiverStreet must get permission before making any additions, changes, etc.
- RiverStreet has always asked permission before doing anything to the building – they have moved some of their equipment getting ready for the demolition

Commissioner Mendenhall commented:

- The proposed lease contains Item #4 Alternations states “Lessee shall not, without first obtaining the written consent of Lessor, make any alternations, additions, or improvements, in, to or about the premises

Director Easter concluded that he felt the proposed lease will cover the County as well as RiverStreet.

Chairman Chandler confirmed with Director Easter it would be beneficial to go ahead and move the item to the action agenda.

It was the consensus of the Board to move the item to tonight’s action agenda.

Chairman Chandler, with full consensus of the Board, directed Interim County Manager/Clerk Brown to place the item on tonight’s action agenda.

Draft Policy for Food Trucks Operating on County Property

Chairman Chandler turned the floor over to Interim County Manager/Clerk Amber Brown for any further comments regarding the draft policy for Food Trucks Operating on County Property which was presented at the March 25th meeting. (draft policy can be obtained from the county website-agenda or the Clerk to the Board) (Economic Analyst Tory Mabe was also in attendance for the meeting)

Interim County Manager/Clerk Amber Brown commented:

- The draft policy was presented at the March 25th meeting and placed back on tonight's discussion agenda to allow local business owners, food truck operators, and citizens additional time to review the draft policy and provide feedback to the Board
- Have not received any comments since the last meeting

Chairman Chandler opened the floor for further discussion/questions/comments from the Board.

Commissioner Cox commented:

- Questioned Interim County Manager/Clerk Brown if she had any instances where someone tried to set up without asking permission

Interim County Manager/Clerk Brown responded:

- Economic Analyst Tory Mabe may can speak better to this, but I do know that occasionally, there has been a taco truck that set up at Moratock Park (which is county property) without asking, there were no issues
- There has not been any food truck set up at the Government Center without permission

Commissioner Cox confirmed with Interim County Manager/Clerk Brown that if a food truck just showed up and set up without having completed the necessary paperwork, the vendor would be asked to leave.

Commissioner Cox commented:

- I am fine with inviting food trucks if that is the desire of the Board and they have completed the required paperwork
- Were there any issues at Moratock Park last year

Economic Analyst Tory Mabe responded:

- There has been a regular ice cream cart that rolls around at Moratock Park on weekends
- It is an ice cream cart that is not inspected by Environmental Health
- They do stay several hours at the park

Vice Chairman Wood noted the draft policy does not address carts.

Interim County Manager/Clerk Brown noted the draft policy language can be modified to address carts, so it is not just food trucks.

Economic Analyst Mabe continued:

- There were two surveys completed that were not inspected by Environmental Health, donut and ice cream vendors are inspected by the Department of Agriculture

Attorney Jennifer Michaud responded:

- The County needs to make sure that the policy from a legal standpoint details what is required from the food truck owner and/or cart owner

Commissioner Cox continued:

- In reviewing other counties' policies, did you find their policies are similar to this draft policy
- What I understand from some people that do food trucks are that most counties just want them to verify their health inspection status and their Certificate of Insurance – that being the two main items
- Questioning what would be an appropriate time that somebody would have to submit the Articles of Incorporation – that seems like a lot to ask of the food truck operator and the draft policy states “if applicable” – how would the food truck operator know if this applies to them

Economic Analyst Mabe responded:

- That was language taken from another policy that we reviewed – can always delete that language
- Did send out an email to the Economic Development List Serve asking for counties to send me copies of any county property food trucks – only one that responded was Rockingham County and theirs was specific to the City of Reidsville and the Town of Eden (municipal properties)

Commissioner Cox added:

- Would be willing to delete that language – it does seem a lot to ask, and they do get inspected by the Health Department with very specific requirements
- Just want to have a policy that does not over complicate the process for the food vendor

Chairman Chandler confirmed with other Board members that they agree to delete the language pertaining to requesting the Articles of Incorporation.

Attorney Michaud confirmed with the Board that the desire of the Board is to have a policy that applies to not only a standard food truck but to others that would be permitted by the Department

of Agriculture as well.

Attorney Michaud continued:

- Believe the draft policy language does need to be adjusted because a lot of it is contemplating a typical food truck not one permitted by the Department of Agriculture such as baked goods, ice cream, - things that are not cooked to order
- Can make some adjustments on that end

Commissioner Cox responded:

- Good with doing that – just wanted to try to simplify the policy a little bit and take out the redundancy of what they have already had to do to be permitted
- Definitely agree that the County needs to know that their inspection and insurance is up to date
- Believe we need to revamp the policy a little and let Ty's office review it

Attorney Michaud responded:

- Need to review not necessarily from an enforcement but also from a non-discrimination point of view
- Think we probably need to put a time period where the operators have to submit the application and all the required documentation (like a certain number of days before they are scheduled to be on the premises)

Economic Analyst Mabe continued:

- The application states the completed application once approved will remain on file for two (2) years

Attorney Michaud responded:

- Reiterated the need to incorporate a time period that the application must be approved before they intend to come, just in case you have vendors who do not complete the application ahead of time – possibly two weeks

Economic Analyst Mabe noted that the park attendant could provide a copy of the approved policy for those who have not completed the application.

Chairman Chandler commented:

- Once the new bridge is constructed at Moratock, need to possibly look at charging vendors to come on the property - can be a discussion for later down the road
- One thing needed in the policy is who is designated to be in charge – someone who oversees the process

The Board discussed someone in charge of scheduling, someone in charge of the application process, etc. – whether it should be the same department/person.

Commissioner Mendenhall noted that there has to be communication – draft policy states Administration, Human Resources, Environment Health staff can invite food trucks to set up on county property and also states county manager's responsibilities.

Chairman Chandler reiterated the need to have specific language in the policy who is in charge.

The Board unanimously agreed to have staff make the necessary changes as discussed by the Board and return the draft policy on the action agenda at the April 22nd meeting.

Chairman Chandler, with full consensus of the Board, directed Interim County Manager/Clerk Brown to amend the draft policy as directed by the Board and place the item on April 22nd action agenda.

Tourism Development Authority Board Appointments

Chairman Chandler turned the floor over Interim County Manager/Clerk Amber Brown regarding the Tourism Development Authority. (information can be obtained from the county website-agenda or the Clerk to the Board) (Economic Analyst Tory Mabe was also in attendance for the meeting)

Interim County Manager/Clerk Amber Brown presented the following information:

- On February 12, 2024, the Board of Commissioners passed the Resolution Authorizing the Establishment of an Occupancy Tax and Tourism Development Authority
- TDA is actually who is in charge of approving how the collected tourism tax is spent
- Vacancies were the advertised on the website for all seven (7) open positions on the newly created TDA
- The applicants (applications/resumes were received) are being recommended for consideration of appointment for consideration of appointment by the Board of Commissioners:
 - Seven Voting Members of the TDA:
 - Three (3) positions are open for members that must be affiliated with the business of collecting the tax in the county (such as those who own bed/breakfast, VRBO, Airbnb – overnight rentals)
 - Katie Tedder
 - Shelley Rogers
 - Elizabeth O’Neal
 - Four (4) positions that must be currently active in the promotion of travel/tourism in the county (each incorporated municipality nominates a member, and the County Board of Commissioners nominates one (1):
 - Terri Fowler – nominated by the City of King
 - Dave Hoskins – nominated by the Town of Danbury
 - David Willard – nominated by the Town of Walnut Cove
 - McKayla Sawyers – for consideration to be the Stokes County Board of Commissioners’ nominee
 - Employee of Stokes County Soil and Water – great employee
 - Board has the option to nominate someone for this position
 - There are three (3) ex-officio members that will serve the Board:
 - Amber Brown – representative from the County Manager’s office
 - Tory Mabe – tourism representative from the Economic Development/Tourism Office
 - Lisa Lankford – the Finance Director for Stokes County

Chairman Chandler opened the floor for nominations.

Commissioner Mendenhall moved to the nominate the following individuals to the TDA:

- Seven Voting Members of the TDA:
 - Three (3) positions for members that must be affiliated with the business of collecting the tax in the county
 - Katie Tedder
 - Shelley Rogers
 - Elizabeth O’Neal
 - Four (4) positions currently active in the promotion of travel/tourism in the

county (each incorporated municipality nominates a member, and the County Board of Commissioners nominates one):

- Terri Fowler – City of King
- Dave Hoskins –Town of Danbury
- David Willard –Town of Walnut Cove
- McKayla Sawyers – the Stokes County Board of Commissioners

and to close the nominations. Vice Chairman Wood seconded the motion.

Chairman Chandler opened the floor for any further nominations.

With no further nominations, the motion passed unanimously.

Chairman Chandler, with full consensus of the Board, directed Interim County Manager/Clerk Brown to place the nominations on April 22nd action agenda for polling.

Scheduling Joint Meeting with the City of King

Chairman Chandler presented the following information regarding the Scheduling of a Joint Meeting with the City of King:

- While attending the 25th Anniversary for the Habitat for Humanity, I was talking to the mayor of King
- I told the mayor that I would like to schedule a meeting with him – agreed as Chairs to a meeting at a later date
- Last week, received a call from the mayor stating that his Council had actually voted to have a full joint meeting with the Board of Commissioners
- Had originally told the mayor that I would be willing to go to King and would like to see this Board have the joint meeting in King if the rest of the Board has no objections
- The focus of the meeting will be communication and how we can support one another – financially, strategically planning, etc.
- Gives us an idea of where both Boards are going down the road in the next five (5) years
- Need to keep in mind that some of those housing developments going up in King are not in the city limits – but close enough to enjoy the amenities King has to offer
- Think we both need to be on the same sheet of music at the same time when it comes to budgeting and strategical planning

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

The other members of the Board had no issues with having a joint meeting with the King City Council (to be held in King) and felt it was a very good idea.

Commissioner Morris, with agreement from other Board members, suggested having a joint meeting with the other two municipalities – Town of Walnut Cove and Town of Danbury.

It was consensus of the Board to direct Interim County Manager/Clerk Brown to coordinate with the King city manager to work through the logistics regarding a date and time along with a joint agenda.

ACTION AGENDA

All attachments presented on the Agenda are available in the attachments of the Agenda on the

County Website and are available upon request from the Clerk, with the exception of the minutes approved which are located on the County Website under the minutes tab.

Health Department Tobacco and Vape Use Policy

Chairman Chandler entertained a motion to approve the proposed Health Department Tobacco and Vape Use Policy which was presented at the March 25th meeting.

Commissioner Cox moved to approve the Health Department Tobacco and Vape Use Policy which was presented at the March 25th meeting. Vice Chairman Wood seconded the motion.

Chairman Chandler opened the floor for any further discussion/questions/comments.

With no further discussion, the motion passed unanimously.

Proposed Maintenance of Effort (MOE) Budget Request

Chairman Chandler entertained a motion to approve the proposed Maintenance of Effort Budget Request presented at the March 25th meeting.

Commissioner Mendenhall moved to approve the Maintenance of Effort Budget Request presented at the March 25th meeting. Commissioner Morris seconded the motion.

Chairman Chandler opened the floor for further discussion/questions/comments.

With no further discussion, the motion passed unanimously.

JCPC FY 24-25 Funding Allocation Request

Chairman Chandler entertained a motion to approve the JCPC Fiscal Year 2024-25 Funding Allocation Request presented at the March 25th meeting.

Commissioner Cox moved to approve the JCPC Fiscal Year 2024-25 Funding Allocation Request presented at the March 25th meeting. Vice Chairman Wood seconded the motion.

Chairman Chandler opened the floor for any further discussion/questions/comments.

With no further discussion, the motion passed unanimously.

Danbury Firemen's Relief Fund Board Appointment Request

Chairman Chandler noted that Jud Burns was nominated at the March 25th meeting to serve on the Danbury Firemen's Relief Fund Board.

Chairman Chandler polled the Board:
Commissioner Mendenhall: Jud Burns
Commissioner Morris: Jud Burns
Chairman Chandler: Jud Burns
Vice Chairman Wood: Jud Burns
Commissioner Cox: Jud Burns

Chairman Chandler noted the Board unanimously approved Jud Burns to serve on the Danbury Firemen's Relief Fund Board.

Danbury Water and Sewer Rate Increase Request

Chairman Chandler entertained a motion to approve the Danbury Water and Regional Sewer Systems Rate Increase Request presented at tonight's meeting.

Commissioner Mendenhall moved to approve the Danbury Water and Regional Sewer Systems Rate Increase presented at tonight's meeting. Vice Chairman Wood seconded the motion.

Chairman Chandler opened the floor for any further discussion/questions/comments.

With no further discussion, the motion passed unanimously.

Agreement for RiverStreet Equipment Storage at Old Prison Camp

Chairman Chandler entertained a motion to approve the Agreement for RiverStreet Equipment Storage at the Old Prison Camp presented at tonight's meeting.

Commissioner Cox moved to approve the Agreement for RiverStreet Equipment Storage at the Old Prison Camp presented at tonight's meeting. Commissioner Morris seconded the motion.

Chairman Chandler opened the floor for any further discussion/questions/comments.

With no further discussion, the motion passed unanimously.

CLOSED SESSION

Chairman Chandler entertained a motion to enter closed session.

Commissioner Cox moved to enter closed session for the following:

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged pursuant to GS 143-318.11(a)(3)
- To consider the initial employment or appointment of an individual to any office or position, other than a vacancy in the Board of County Commissioners or any other public body, or to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the Board of Commissioners or of some other public body pursuant to G.S. 143-318.11(a)(6)

Commissioner Mendenhall seconded the motion.

With no discussion, the motion passed unanimously.

The Board entered closed session.

Adjournment

The Board reentered the open portion of the meeting.

With no further business to come before the Board, Chairman Chandler entertained a motion to adjourn the meeting.

Commissioner Mendenhall moved to adjourn the meeting. Commissioner Cox seconded and the motion passed unanimously.

Amber Brown
Clerk to the Board

Brad Chandler
Chair



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VI.b.

Budget Amendments

Contact: Lisa Lankford

Summary:

Budget Amendment #61 To budget monies awarded through a grant from NC DIT PSAP to purchase portable radios for the Primary PSAP

Budget Amendment #62 To transfer funds from Administration Salaries and Wages line item to Professional Services for administrative support for the remainder of FY 2023-24

ATTACHMENTS:

Description	Upload Date	Type
Budget Amendments 61-62	4/19/2024	Cover Memo

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, 2024.

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
	Enhanced 911 Fund			
200.4325.512	Equipment-NC DIT 2023 PSAP radio grant	\$ -	\$ 23,384.60	\$ 23,384.60
	Total	\$ -	\$ 23,384.60	\$ 23,384.60

This budget amendment is justified as follows:

To budget monies awarded through a grant from NC DIT PSAP to purchase portable radios for the Primary PSAP.

This will result in a net increase of \$23,384.60 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
	Enhanced 911 Fund			
200.3301.000	NC DIT 2023 PSAP radio grant	\$ -	\$ 23,384.60	\$ 23,384.60
	TOTALS	\$ -	\$ 23,384.60	\$ 23,384.60

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, 2024.

Verified by the Clerk of the Board _____

Department Head's Approval _____

Date _____

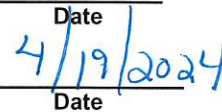
County Manager's Approval _____

Date _____

Finance Director's Approval _____

Date _____







2023 Portable Radio PSAP Grant Application

PSAP Name: Stokes County Emergency Communications

PSAP Contact Name: Matt Boyles

PSAP Contact Email: rmboyles@co.stokes.nc.us

PSAP Contact Phone Number: 336-593-2494

PSAP Address: 1012 Main St. Danbury, NC 27016

Date: 8/29/2023

Number of Board-approved seats: 4

*Please double click in the cell to open the table. Once complete, close out the table to transfer data. ***The number of radios requested cannot exceed the number of Board-approved seats in the Primary PSAP.*

Types of Radio Requested	Number of Radios	Per Radio Cost	Total funds requested
Motorola APX6000 700/800mhz	4	\$5,846.15	\$23,384.60
Motorola APX8000 700/800mhz/VHF/UHF Multiband	0	\$8,330.89	\$0.00
Tait TP9400 700/800mhz/VHF/UHF Multiband	0	\$3,154.50	\$0.00
Tait TP9600 700/800mhz/VHF/UHF Multiband	0	\$3,627.75	\$0.00
EF Johnson-Kenwood VP5000 700/800mhz	0	\$2,756.66	\$0.00
EF Johnson-Kenwood VP6000 700/800mhz	0	\$3,603.71	\$0.00
EF Johnson-Kenwood VP8000 700/800mhz/VHF/UHF Multiband	0	\$5,498.91	\$0.00
Harris XL-45 700/800mhz	0	\$2,486.25	\$0.00
Harris XL-95 700/800mhz	0	\$3,874.25	\$0.00
Harris XL-150 700/800mhz	0	\$3,574.25	\$0.00
Harris XL-185 700/800mhz	0	\$4,729.00	\$0.00
Harris XL-200 700/800mhz	0	\$6,506.75	\$0.00
Harris XL-400 700/800mhz	0	\$10,991.75	\$0.00

By submitting this application, the above-named PSAP acknowledges and agrees to the following:

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, 2024.

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

Account Number	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
	Administration			
100.4120.180	Professional Services	\$ 34,400.00	\$ 25,000.00	\$ 59,400.00
100.4120.000	Salaries and Wages	\$ 224,763.75	\$ (25,000.00)	\$ 199,763.75
	Total	\$ 259,163.75	\$ -	\$ 259,163.75

This budget amendment is justified as follows:

To transfer funds from Salaries and Wages line item to Professional Services for administrative support for the remaining of the Fiscal Year 2023-24

This will result in a net increase of \$00.00 in the expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will increase. These revenues have already been received or are verified they will be received 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 22nd day of April, 2024.

Verified by the Clerk of the Board

Department Head's Approval

Date

County Manager's Approval

Date

Finance Director's Approval

Date

Kevin Landford

4/19/2024

COUNTY OF STOKES

Amber N. Brown
Interim County Manager
Clerk to the Board



Phone:
(336) 593-2448

Fax:
(336) 593-2346

E-Mail:
anbrown@co.stokes.nc.us

ADMINISTRATION

Post Office Box 20 • 1014 Main Street • Danbury, NC 27016 • www.co.stokes.nc.us

April 22, 2024

TO: Stokes County Board of Commissioners
RE: Budget Amendment #62

At a previous Board of Commissioners meeting, the contract for administrative support (Ms. Bullins) was extended through July to support the Interim Manager while the Board goes through the process of hiring a permanent manager. Because of this extension, additional funding is needed in the Professional Services line item of the Administration Budget to cover these extended hours of support. There is lapse salary already appropriated in the Salaries and Wages line item in the Admin Budget to cover these additional services. We are requesting \$25,000 be moved from the Salaries and Wages line item to the Professional Services one in order to be proactive and make sure there is enough allocated through the end of the contract.

Please let me know if you have any questions. Thank you.

Sincerely,

Amber N. Brown
Stokes County Interim County Manager
Clerk to the Board



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VI.c.

Grant Project Ordinance

Contact: Lisa Lankford

Summary:

Attached is a Grant Project Ordinance for the Sheriff's Department funded by the NC OSBM.

ATTACHMENTS:

Description	Upload Date	Type
Grant Project Ordinance	4/19/2024	Cover Memo

Grant Project Ordinance

BE IT ORDAINED, by the Stokes County Board of Commissioners, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the N. C. Office of State Budget and Management (OSBM). These funds may be used for the following categories of expenditures, to the extent authorized by state law.

The Stokes County Sheriff's Office plans to use the funds to purchase equipment that will help equip the officers with the tools needed to operate effectively and safely.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

		Expenditure	Appropriation of	Appropriation of
Account Number	Description	Categories	OSBM Monies	Other Monies
100.4310.512	Equipment-NC State		\$ 100,000.00	
	Grant #3-2024			
		Total	\$ 100,000.00	\$ -

Section 3: The following revenues are anticipated to be available to complete the project:

100.3301.441	N.C. OSBM:	<u>\$100,000.00</u>
Total:		\$100,000.00

Section 4: The Finance Director is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: The Finance Director is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Director and to the Clerk to The Board.

Section 7: This grant project ordinance expires on October 3, 2025 or when all the NC OSBM funds have been obligated and expended by Stokes County, whichever occurs sooner.

Adopted this 22nd day of April, 2024

Brad Chandler - Chairman

Keith Wood - Vice Chairman

Rick Morris - Commissioner

Sonya Cox - Commissioner

Ronnie Mendenhall - Commissioner

Amber Brown - Clerk to the Board

North Carolina Office of State Budget and Management

Contract # 20595

This Agreement is hereby entered into by and between the NC Office of State Budget and Management (the "AGENCY") and Stokes County
(the "RECIPIENT") (referred to collectively as the "Parties").

1. EFFECTIVE TERM:

The RECIPIENT's performance period for this agreement shall be effective starting July 1, 2023, through October 3, 2025. The PARTIES' duties of record-keeping, monitoring, reporting, and auditing continue thereafter as provided below.

2. RECIPIENT'S DUTIES:

The RECIPIENT is authorized by this agreement to use funds for purposes referenced in the Current Operations Appropriations Act, Session Law (S.L.) 2023-134. The RECIPIENT's scope of work is a complete and concise scope of goods or services supported by this agreement and consistent with language in S.L. 2023-134. (See Appendix A).

The RECIPIENT agrees to use the funds in the amounts allocated for the budget cost items set forth in the RECIPIENT's Budget. RECIPIENT may reallocate and/or redistribute among budgeted items up to 10% in overall budget costs without the express written permission of the AGENCY.

The RECIPIENT understands and acknowledges that the total funding level available under this agreement will not exceed \$100,000.00.

The RECIPIENT acknowledges they have provided the following additional documentation:

- a. Internal Revenue Service W-9 form (includes address, Tax ID) DS
AB
- b. Electronic Payment Form & Supporting Document AB
- c. Scope of Work – Appendix A AB
- d. Policy addressing conflicts of interest DS
AB
- e. Sworn Statement of no overdue tax debts DS
AB

The RECIPIENT understands and acknowledges required compliance with all statutory provisions outlined in G.S. 143C-6-22 Use of State funds by non-State entities, 9 N.C.A.C. Subchapter 3M and the requirements found in S.L. 2023-134, Section 5.3; 12.1 and 12.2.

The RECIPIENT shall ensure:

- a. Funds are used for nonsectarian, nonreligious purposes only.
- b. No more than \$140,000 in State funds, including any interest earnings accruing from those funds, may be used for the annual salary of any individual employee of a nonprofit organization.

- c. Interest earnings on funds shall be used for the same purposes for which the grant was made.
- d. Submission of quarterly reports on financial and performance progress. This shall include the financial and performance progress of the RECIPIENT and all SUB-RECIPIENTS.
- e. Compliance with 9 N.C.A.C. Subchapter 3M.0205.

Pursuant to G.S 143C-6-8, the RECIPIENT understands and agrees that funding shall be subject to the availability of appropriated funds. However, in the event of agreement termination due to lack of adequate appropriated funds, the AGENCY will ensure that it will pay for services and goods acquired and obligated on or before the notice of agreement termination.

3. AGENCY'S DUTIES & PAYMENT PROVISIONS:

The AGENCY shall ensure that funds allocated and disbursed pursuant to Session Law 2023-134 comply with the intent and guidance found in these Session Laws and ensure compliance with related state statutes and financial management standards.

The AGENCY is subject to the following requirements:

- a. Upon execution of this contract and the RECIPIENT's submission of documents identified in Section 2 of this contract, the AGENCY shall pay the RECIPIENT the full amount as identified in the scope of work within 30 days.
- b. Develop RECIPIENT quarterly financial and performance reporting document that shall incorporate the requirements of 9 N.C.A.C. Subchapter 3M.0205 and require the RECIPIENT to:
 - i. Certify that funds received or held were used for the intended purpose.
 - ii. Provide an accounting for funds received, interest earned, funds expended.
 - iii. Provide activities, accomplishments, and performance measures.
 - iv. Provide a list of employees and the amount of State funds used for the employee's annual salary.
 - v. Provide supporting invoices, contracts, payroll information or other documents to support expenditures.
- c. Provide a secure method for submitting financial and performance reports.
- d. Conduct financial and performance monitoring until the contract is completed.
- e. Funds will not revert until October 3, 2025.

4. FUNDS MANAGEMENT:

The RECIPIENT agrees that funds paid through this contract shall be subject to the following:

- a. Accounted for in a separate fund and accounting structure within the RECIPIENT's central accounting and / or grant management system. This shall include accounting for interest earned on these funds.
- b. All accounts payable disbursements, check register disbursements and related transactions shall be managed in a detailed manner that supports fully transparent accounting of all financial transactions associated with this funding allocations described in Section 3 above.
- c. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be eligible under this Contract.
- d. If eligible, the RECIPIENT and all subrecipients shall:

- i. Request from the North Carolina Department of Revenue a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. 105-164.14; and
- ii. Exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their quarterly project status reports.

5. POST-GRANT AWARD DOCUMENTATION REQUIREMENTS:

The RECIPIENT agrees to submit the required quarterly report on or before the 10th day following the end of each quarter. The first report is due to the AGENCY during the quarter in which the funds have been received by the RECIPIENT. The AGENCY shall provide the format and method for reporting. All reports and supporting documents shall include the RECIPIENT and all SUB-RECIPIENT information and shall be submitted as prescribed by the AGENCY.

RECIPIENT and any SUB-RECIPIENTS agree that all program activity results information reported shall be subject to review and authentication as described in Paragraph 7 and RECIPIENT will provide access to work papers, receipts, invoices and reporting records, if requested by the AGENCY, as the AGENCY executes any monitoring or internal audit responsibilities.

RECIPIENTS and SUB-RECIPIENTS receiving \$500,000 or more shall have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book. The audit report must be provided to the AGENCY no later than nine months after the end of the RECIPIENTS fiscal year. This report shall be submitted as prescribed by the AGENCY. The cost of an audit conducted in conformance with the Yellow Book is an allowable cost for this grant.

6. AGREEMENT ADMINISTRATORS:

All notices permitted or required to be given by one Party to the other and all questions about the Agreement from one Party to the other shall be addressed and delivered to the other Party's Agreement Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Agreement Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Agreement Administrator by giving timely written notice to the other Party.

RECIPIENT and AGENCY Point of Contact	
RECIPIENT Contract Administrator	AGENCY Contract Administrator
Name: <u>Amber Brown</u>	Cole Jordan
Email: <u>anbrown@co.stokes.nc.us</u>	NC Office of State Budget and Management 2 South Salisbury Street Raleigh, NC 27601
Direct Phone: <u>(336) 593-2448</u>	Direct Phone: 984-236-0633
Fiscal year end MONTH: <u>June</u>	Email: <u>NCGrants@osbm.nc.gov</u>

7. MONITORING AND AUDITING:

The RECIPIENT acknowledges and agrees that, from and after the date of execution of this Agreement and for five (5) years following its termination, the books, records, documents and facilities of the RECIPIENT are subject to being audited, inspected and monitored at any time by the AGENCY upon its request (whether in writing or otherwise). The RECIPIENT further agrees to provide AGENCY staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

The RECIPIENT acknowledges and agrees that, regarding the grant funds, it will be subject to the audit and reporting requirements prescribed in G.S. 159-34, Local Government Finance Act – Annual Independent Audit, rules, and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the RECIPIENT and are subject to change.

8. TAXES:

The RECIPIENT shall be considered to be an independent RECIPIENT and as such shall be responsible for all taxes. The RECIPIENT agrees to provide the AGENCY with the RECIPIENT'S correct taxpayer identification number upon the execution of this Agreement. The RECIPIENT agrees that failure to provide the AGENCY with a correct taxpayer identification number authorizes the AGENCY to withhold any amount due and payable under this Agreement.

9. SITUS:

This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Wake County, North Carolina.

10. COMPLIANCE WITH LAW:

The RECIPIENT shall remain an independent RECIPIENT and as such shall be wholly responsible for the scope of work to be performed under this Agreement and for the supervision of his employees and assistants. The RECIPIENT represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of or have any individual contractual relationship with the AGENCY. The RECIPIENT shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and work performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction.

The Recipient acknowledges and agrees that, in its conduct under this Contract and in connection with any and all expenditures of grant funds made by it, it shall comply with the cost principles enunciated in the Code of Federal Regulations, 2 CFR, Part 200. The Recipient further acknowledges and agrees that, if it grants any of the grant funds awarded hereunder to one or more sub-recipients or sub-sub-recipients, the Recipient shall, by contract, ensure that said cost principles are made applicable to and binding upon any and all such SUB-RECIPIENTS, SUB-SUB-RECIPIENTS, etc. in their handling, use and expenditure of the funds awarded to the RECIPIENT hereunder.

11. TERMINATION OF AGREEMENT:

This agreement may be terminated by mutual consent upon sixty (60) days written notice to the other party, or as otherwise provided by law. As soon as reasonably possible following termination of this agreement, the amount of any residual unexpended funds shall be transferred to the AGENCY.

12. AMENDMENTS:

This Agreement may be amended in writing which documents approval of changes by both the AGENCY and the RECIPIENT.

13. AGREEMENT CLOSE-OUT PROCESS:

The RECIPIENT agrees to submit to the AGENCY a complete performance and expenditure status report (final quarterly report) within ninety (90) days after the completion of the project or final expenditure date, whichever is later. Unexpended funds should be promptly returned to the AGENCY at this time.

RECIPIENT will be deemed noncompliant if its final report is not submitted within the 90-day period stated above. Once the complete final performance and financial status report package has been received and evaluated by the AGENCY, the RECIPIENT will receive official notification of agreement close-out. The letter will inform the RECIPIENT that the AGENCY is officially closing the agreement and retaining all agreement files and related material for a period of five (5) years or until all audit exceptions have been resolved, whichever is longer.

14. AUTHORIZED SIGNATURE WARRANTY:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement. **In Witness Whereof**, the RECIPIENT and the AGENCY have executed this Agreement in duplicate originals, with one original being retained by each party.

RECIPIENT NAME

DocuSigned by:
Amber Brown
C82923CC6807419...
Signature


3/18/2024 | 11:29 AM EDT

Date

Amber Brown
Printed Name

Interim County Manager
Title

NC OFFICE OF STATE BUDGET AND MANAGEMENT

DocuSigned by:  8CB5034DDDB04BB...	3/18/2024 5:19 PM EDT
Signature	Date

Kristin Walker	State Budget Director
Printed Name	Title



Board of County Commissioners
April 22, 2024
2:00 PM

Item number: VII.a.

Stokes Family YMCA Update

Contact: Executive Director, Derek Edwards

Summary:

Stokes Family YMCA Executive Director Derek Edwards will be here to present an update about the YMCA and recreation for the county.



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VII.b.

Department First Quarter Reports for 2024

Contact: Interim Manager/Clerk to the Board Amber Brown

Summary:

As previously discussed at the request of the Board, we have introduced quarterly reports for all departments based off of calendar year starting with 2024. Each department will complete a report for every quarter, but the fourth quarter report will be implemented into the Manager's Annual Report for that year. While all departments will be doing quarterly reports, in the sake of time, only a few departments will present at a Board meeting each quarter on their reports and rotate every quarter, so each department is covered.

The following departments will be presenting their first quarterly reports at Monday's commissioners meeting for January 1, 2024 - March 31, 2024. Their reports are attached:

- DSS, Stacey Elmes
- Register of Deeds, Brandon Hooker
- Arts Council, Eddy McGee
- Tax Administration, Richard Brim

ATTACHMENTS:

Description	Upload Date	Type
DSS First Quarter Report	4/19/2024	Cover Memo
Register of Deeds First Quarter Report	4/17/2024	Cover Memo
Arts Council First Quarter Report	4/17/2024	Cover Memo
Tax Department First Quarter Report	4/17/2024	Cover Memo
Sheriff's Office First Quarter Report	4/17/2024	Cover Memo

STOKES COUNTY DEPARTMENT OF SOCIAL SERVICES

QUARTERLY REPORT—JANUARY — MARCH 2024

ADULT SERVICES

- 42 *Adult Protective Services (APS)* reports were received.
- 25 APS reports were evaluated and 3 of these reports were substantiated for abuse, neglect, or exploitation.
- 13 visits were made to offer services to families experiencing a need for adult social work services.
- 100 % of Adult Protective Services (APS) reports were initiated timely.
- The agency is *court appointed guardian* for 33 individuals to ensure health, safety, and well-being needs are met.
- *Representative Payee* for 7 individuals to ensure their basic needs for food, clothing and shelter were met.
- 6 assisted living facilities were monitored to ensure compliance with state and federal rules.
- 7 elderly and disabled adults received *In-Home Aide* services enabling them to remain in their own homes.
- 53 individuals received *Special Assistance In-Home* services to assist with advanced needs, enabling them to avoid out-of-home placement.
- 48 adults received services from the *Community Alternatives Program*, enabling them to remain safely in their homes.
- 168 families received benefits in *Crisis Intervention/Emergency Assistance* funds to meet a life-threatening or health related heating or cooling emergency.
- 342 families received a one-time vendor payment benefit of *Low-Income Energy Assistance* funds to assist in meeting heating, cooling, or water needs.

CHILDREN'S SERVICES

- 127 *Child Protective Services (CPS)* reports were received.
- 70 CPS reports involving 149 children were accepted for investigation or assessment.
- 21 reports were substantiated for abuse, neglect, or dependency.
- An average of 14 cases were open each month for *In Home Case Management* services.
- 24 new children entered *Foster Care*.
- A total of 93 children have been served in Foster Care.
- New *Foster Home* licensing class completed in March with 3 families working towards becoming licensed.
- 10 foster homes were supervised.
- 91% of children who were investigated were able to remain safely in their own homes.
- 2 *Adoptions* were finalized.
- *Agency staff stayed with 15 different children for 80 days of the 91 days in this quarter.*

FAMILY SUPPORT SERVICES

- \$528,785 was collected in *Child Support* payments for 950 children.
- Paternity was established for 10 children.
- 12 new court orders for support were established.
- Child Day Care facilities received *Childcare Subsidy* payments for an average of 138 children to receive care enabling their caretakers to work outside the home.
- \$19,307 was recouped by our *Program Integrity* program from individuals who had received incorrect benefits.
- An average of 42 individuals received *Work First Family Assistance* services, including a monthly benefit check to participants who met program requirements totaling \$25,059.
- 2,832 households received *Food and Nutrition* services with \$2,516,981 in benefits issued.
- 10,011 families/individuals received *Medicaid* benefits.
- An average of 177 individuals received *Non-Emergency Medicaid Transportation* services totaling \$155,194.
- 46 individuals received assistance from the *Substance Abuse/Mental Health* Liaison.
- 3,434 individuals came to the agency for services.
- 10 individuals completed *Voter Registration* forms.
- \$3,070,825 was distributed to Stokes County residents that could be used at Stokes County businesses.



The Second Harvest Food Bank Mobile Pantry was in the parking lot four Tuesdays during February and March with 400 families/individuals being served. (Pictured: 2 Second Harvest employees and DSS employees Candace White, Jayme Conner, Kimberly Childress, and Joy Branch.)



In January, Sarah Essic, the agency's foster home licensing worker held an appreciation event at the skating rink in King for our foster parents and their children. (Pictured: a foster parent and child skating)



“

So many great experiences that we wouldn't trade for the world

”

Adventure Awaits

Become a Foster Parent Today



“

People don't remember the things we say, but they always remember the things that we do

”

Adventure Awaits

Become a Foster Parent Today



Campaign thru Vaya Health to attract foster parents---DSS is using these on social media. This is just a sample.

Brandon Hooker
Register of Deeds



April 29, 2024

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 **2024 First Quarter/3rd Fiscal Quarter**

Total Recording Fees: \$60,314.25
Total Excise Tax: \$113,467.00

Total Revenue: \$173,781.25

For the reporting period of **January 1, 2024 – March 31, 2024**, this office recorded:

Deeds	440	Marriage Licenses	46
Deeds of Trust	315	Notary Oaths	37
Miscellaneous Documents	116	Notarized Signatures	12
Plats	54	Certified Copies	922
Birth Certificates	0	Un-Certified Copies	46
Death Certificates	127		

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

Conveyance Tax	\$56,733.50
Domestic Violence Center	\$1,380.00
Children's Trust Fund	\$230.00
State Treasurer	\$7,644.60
Total	\$65,988.10

Gross Revenue	\$173,781.25
Less monies collected by the state	\$65,988.10
Net Revenue	\$107,793.15

Witness my hand and seal this April 29, 2024.

A circular notary seal for the Office of the Register of Deeds, Stokes County, North Carolina. The seal contains the word "SEAL" in the center. Overlaid on the seal is a handwritten signature of Brandon Hooker.

Register of Deeds

P.O. Box 67 • Danbury, North Carolina 27016 • Telephone (336) 593-2414

Stokes County Register of Deeds

2024 First Quarter Report

Office Updates

- a. Completed the integration of our backing-indexing data into our remote access site.
This project has improved access to records from 1993 back to 1979.
- b. Excise tax collection is up 32% over the previous quarter.
 - a. Had 2 or 3 large real estate transactions
- c. Presented property fraud seminar to King and Walnut Cove Senior Centers, as well as Sandy Ridge seniors.

First Quarter Financial & Transaction Figures

Total Revenue: \$173,781.25

Total Transactions: 3,127

of Land Records Indexed: 6,212

Total Maps Recorded: 54

Notary Oaths Administered: 37

Certified Vital Record Copies Issued: 918

Recorded Birth Certificates: 0

Recorded Death Certificates: 127

Marriage Licenses Issued: 46

Military Discharges Recorded: 1

Assumed Business Names Recorded: 16

Thank a Veteran Cards Issued: 1

Recording Fees Revenue Percentage: 34.7%

Excise Tax Revenue Percentage: 65.3%

Electronic Filing Percentage: 79.62%

RECEIPTING ALLOCATION REPORT
01/01/2024 - 03/31/2024

Stokes County, NC

Total fees* for the date range		173,781.25
Pension Fund (1.5% of applicable fees)		904.71
State Treasurer Allocation(total)		7,644.60
Floodplain Mapping Fund (55%)	4,204.53	
Dept. of Cultural Resources (25%)	1,911.15	
General Fund (20%)	1,528.92	
Marriage License Allocations:		1,610.00
Children's Trust Fund (\$5)	230.00	
Domestic Violence Center Fund (\$30)	1,380.00	
Excise Tax Collections:		113,467.00
NCDAVE (FKA EBRs/VRAS) Collections:		0.00
Preservation and Automation Fund:		5,178.03
Undesignated County Receipts:		44,976.91

* 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.

INSTRUMENT TYPE COUNT REPORT

01/01/2024 - 03/31/2024

TYPE	DESCRIPTION	NO. OF DOCUMENTS	RECORDING FEE	EXCISE TAX
A N	Assumed Name	16	416.00	0.00
A N AMEND	Assumed Name Amendment	3	78.00	0.00
A N WD	Assumed Name Withdrawal	1	26.00	0.00
AFFT	Affidavit	20	520.00	0.00
AGMT	Agreement	14	372.00	0.00
ASGMT	Assignment	31	806.00	0.00
BKCY	Bankruptcy	10	260.00	0.00
CAN	Cancellation	276	0.00	0.00
CEM D	Cemetery Deed	2	52.00	0.00
CERT	Certificate	6	156.00	0.00
COMBO	Deed/Inst of Combination	2	52.00	0.00
COR D	Correction Deed	1	26.00	0.00
DECL	Declaration	19	504.00	0.00
DEED	Deed	398	10,304.00	111,572.00
DT	Deed of Trust	306	19,520.00	0.00
EXR D	Executor's Deed	1	26.00	0.00
FCL	Foreclosure	3	78.00	0.00
FF	Fixture Filing	2	0.00	0.00
IND	Indenture	2	92.00	0.00
LEASE	Lease	2	52.00	0.00
LIS P	Lis Pendens	1	26.00	0.00
MEMO	Memorandum	5	130.00	0.00
MERG	Merger	1	26.00	0.00
MOD	Modification	1	26.00	0.00
MOD A	Modification Agreement	9	234.00	0.00
MTG	Mortgage	7	448.00	0.00
N REQ	Notice of Request	21	546.00	0.00
NOTCE	Notice	10	130.00	0.00
P A	Power of Attorney	88	2,262.00	0.00
P REL	Partial Release	7	182.00	0.00
PLAT	Plat	54	1,134.00	0.00
QCD	Quit Claim Deed	34	884.00	746.00
R C	Restricted Covenants	1	26.00	0.00
R M A	Road Maint. Agreement	1	26.00	0.00
R P A	Revocation of Power of Attorney	16	416.00	0.00
R W	Right of Way	154	4,004.00	6.00
REAFF	Reaffirmation of DT	1	26.00	0.00
REFUS	Refusal	2	52.00	0.00
REL	Release	17	442.00	0.00
REL D	Release Deed	4	104.00	0.00
RENUN	Renunciation	1	26.00	0.00
RESCI	Document of Rescission	1	26.00	0.00
S COL	Substitution of Collateral	1	26.00	0.00
S D T	Supplemental Deed of Trust	3	192.00	0.00
S INS	See Instrument	1	26.00	0.00
S TR	Substitute Trustee	6	156.00	0.00
SEP A	Separation Agreement	3	78.00	0.00
SUB A	Subordination Agreement	4	104.00	0.00
TMB D	Timber Deed	1	26.00	371.00
TR D	Trustee Deed	3	78.00	772.00
UCC	UCC	24	0.00	0.00
Totals		1,595	45,202.00	113,467.00

Department of Arts & Cultural Services Quarterly Report for January – March, 2024

- *Organized the New Year's Day Polar Plunge at Hanging Rock State Park on Jan. 1. Our largest Plunge yet, with 175 going in the water and another 250 spectators.
- *Hosted a NC Arts Council Piedmont Regional Meeting at The Arts Place attended by arts organizations from Stokes, Forsyth, Wake, Orange, Durham, Alamance, Rockingham, Yadkin, Caswell, Durham, Surry, Guilford and Davidson counties. Arts Caucus Chair Rep. Kyle Hall, NC Arts Director Jeff Bell, and ARTS NC Director Nata McGaha also attended.
- *Applications submitted for NC Arts Council Grants for 2024-2025 fiscal year in support of Grassroots, Junior Appalachian Music, and Artist Support Grant categories for over \$60,000.
- *Served as Region 10 Artist Support Grant lead organization (Stokes, Surry, Yadkin, Rockingham, Caswell) in granting over \$10k to regional artists.
- *Recipient of \$30k grant in support of Arts Education programming from private foundation.
- *Recipient of \$2500 grant from Make Music Day organization
- *Sponsor and organizer of the 76th Sandy Ridge School Bluegrass Show held in March
- *Co-organized Ag Day Farm Tour with Stokes Ag Extension and Forsyth Tech Stokes Center
- *Co-organized National Ag Day with Stokes Ag Ext, Stokes County Schools and Cheryl Knight
- *Hosted 2024 Winter Dessert Theatre Series with "Terms of Endearment", "Black History Heroes, Soldiers & Spies", "Empowered, Brilliant & Brave", and "You're a Good Man, Charlie Brown" performances
- *Initiated Arts Crosswalk Project for Summer of 2024 with Town of Walnut Cove, Town of Danbury and City of King
- *Multiple meetings with Arts Caucus Chair, Rep. Kyle Hall regarding Stokes Arts programming
- *Hosted Trellis Music Therapy program at Arts Place
- *Virtual meeting of ARTS Day Advocacy Panel
- *Submitted Downtown Rural Development Grant to NC Dept of Commerce for \$326k to provide additional funding for the already budgeted \$1.3 million to renovate Arts Block in Danbury.
- *Hosted five performances by the Mars Hill University Bailey Mountain Cloggers in Stokes elementary schools
- *Hosted over 100 students from South Stokes, North Stokes, and Piney Grove schools at UNCG to attend a Opera performance
- *Hosted gallery exhibits by Stokes County School students K-12, and Forsyth Tech CC Visual Arts Dept.

*Hosted NC Arts Council Foundation, Stokes Surry Connections, Tourism Development Authority, Clerk of Court Quarterly, and Stokes County Schools Administrative meetings at The Arts Place

*Hosted multiple arts performances at The Arts Place, including Hank Williams Tribute concert, Copper Children and St. Patrick's Day celebrations.

*Operation of The Arts Place of Stokes daily from Jan. 1 – March 31, with classes, retail sales, and coffee shop sales via the support of paid staff and volunteers.



COUNTY OF STOKES

TAX ADMINISTRATION

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

Date: April 1, 2024

To: Amber Brown, County Manager

From: Richard Brim, Tax Administrator

Reference: Tax Office Quarterly Update April 2024

The first quarter of 2024 has been busy for the Stokes County Tax Office. Each of our units have been working hard to meet deadlines and taxpayers' needs.

Below is a breakdown of each unit's first quarter activities:

Collections

- Processed and Mailed 3,383 Second Notices for Delinquent Real Property Taxes
- Made final preparations to begin Collecting Occupancy Tax for the second quarter of 2024
- Processed 643 Gap Bills for Motor Vehicles

Collection Garnishments

Date Range	Number of Accounts	Original Levy Amount	Collected Amount
January 1, 2024 - March 31, 2024	132	\$32,269.86	\$15,871.78

EMS Billing and Collections January 1, 2024 - March 31, 2024

Transports Billed	Total Charges	Total Paid (Current and Prior)	Non-Billable
1,148	\$972,713.30	\$554,269.09	\$222,204.65

GIS/Mapping/Land Records

- Processed 450 Deed Transfers
- Created 43 New Parcels
- Added 56 New E-911 Addresses
- Worked with Board of Elections, Fire Departments, Public Works, School System and

Communications on various projects

Personal Property Listing

- Currently Listing and Valuing Business and Individual Personal Property
- Processing Elderly/Disabled and Disabled Veteran Exemption Applications

Jackie Hostetter, Senior Personal Property Appraiser, will be retiring on April 30th. Jackie's twenty-three years of knowledge and experience will be missed. Lynn Long will be moving from Personal Property Appraiser to Senior Personal Property Appraiser. Lynn has been cross-trained and is prepared to manage the Personal Property unit of the Tax Office. I would like to thank Jackie for all her hard work and dedication to the Tax Office.

Real Property Appraisal

- Appraisers are in the field appraising new construction
- The 2025 County-Wide Reappraisal is in full swing and the Revaluation Team is conducting field reviews and analyzing qualified sales
- Preparing the 2025 Schedule of Values

Our primary focus will be to continue operating at a high level of efficiency and fulfill taxpayers' needs in a timely manner, while promoting a taxpayer friendly environment with an emphasis on customer service and public relations. If you need any additional information, please let me know.

Sincerely,

Richard Brim

The graphs you are looking at are created using the nature code that was generated by the communications staff based on the initial call information. Upon arrival often times the nature of the call for service may change based upon further investigation. A call may be coded as a breaking and entering to communications and is found to be a door opened by strong winds or wasn't shut well. Some additional examples are noted below.

- Burglary / Breaking and Entering – 133 calls dispatched – 31 actual reportable to LEO.
- Death Investigation – 18 calls dispatched – 5 actual reportable to LEO – All considered natural and signed off by a doctor. Examples of incorrect coding could be unconscious person where NARCAN was used or successful CPR was performed. This category would also include natural deaths where we were dispatched to assist, but no investigation was necessary.
- Sexual Assault – 11 calls dispatched – 7 actual reportable to LEO –
- Assaults – 36 calls dispatched – 40 actual reportable to LEO
 - o Includes SROs, created from walk-ins, called in
- Fraud – 27 calls dispatched – 28 actual reportable to LEO
- Shooting – 6 calls dispatched – 3 reportable to LEO – All self-inflicted.

Jail Revenues –

Jan - \$27,153.04

Feb - \$22,882.56

March – Incomplete (\$17,257.45)

Total – July 23 – Feb 24 - \$300,843.78

Personnel –

- Currently 9 vacancies in the jail – Most resignation letters reflected pay as a reason for leaving.
- 1 vacancy on patrol
- 2 vacancies in court services

New CAD/ RMS/ JMS system upgrades are underway. Expected to be going around July 1.

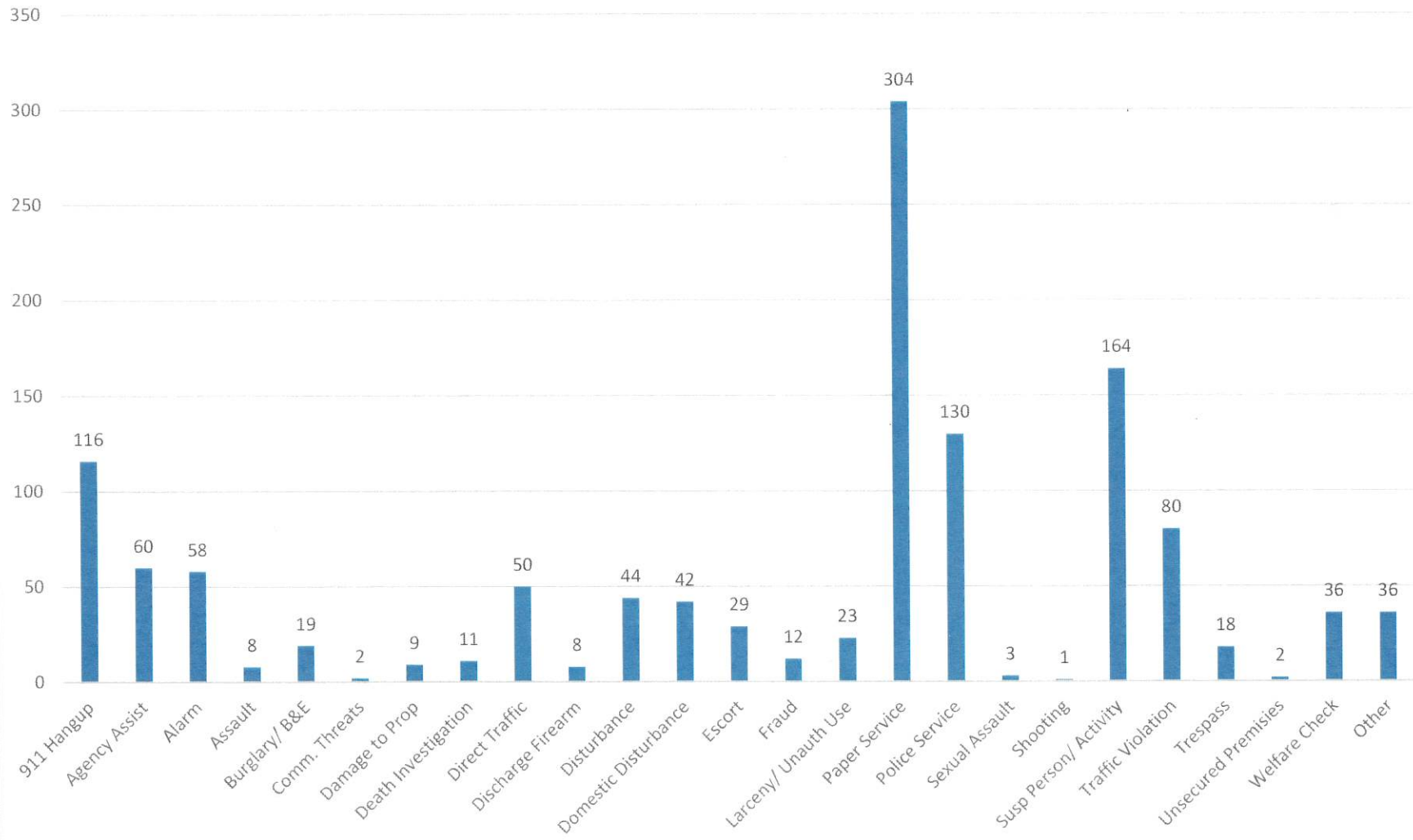
- Will incorporate online jail bookings
- More efficiency for patrol officers as we will have a mobile system
- Direct reporting into the RMS system verse Word documents
- Will have a citizen interactive area – Citizen Connect -
<https://cc.southernsoftware.com/index/index2.php>
-

Stokes County Sheriff's Office Calls for Service

January 2024

Total Calls - 1265

Security Checks - 1420

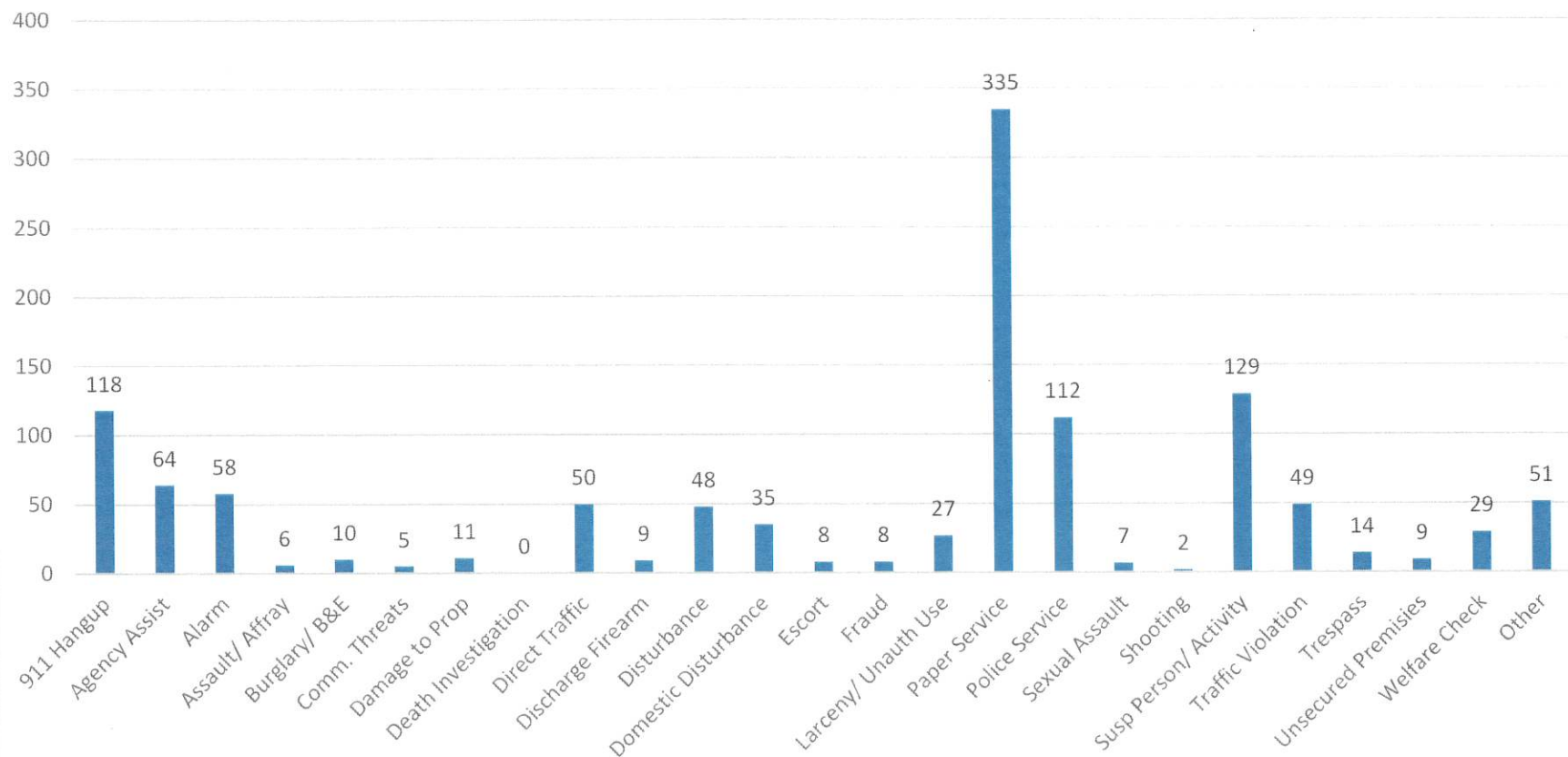


Stokes County Sheriff's Office Calls for Service

February 2024

Total Calls - 1199

Securtiy Check - 1184

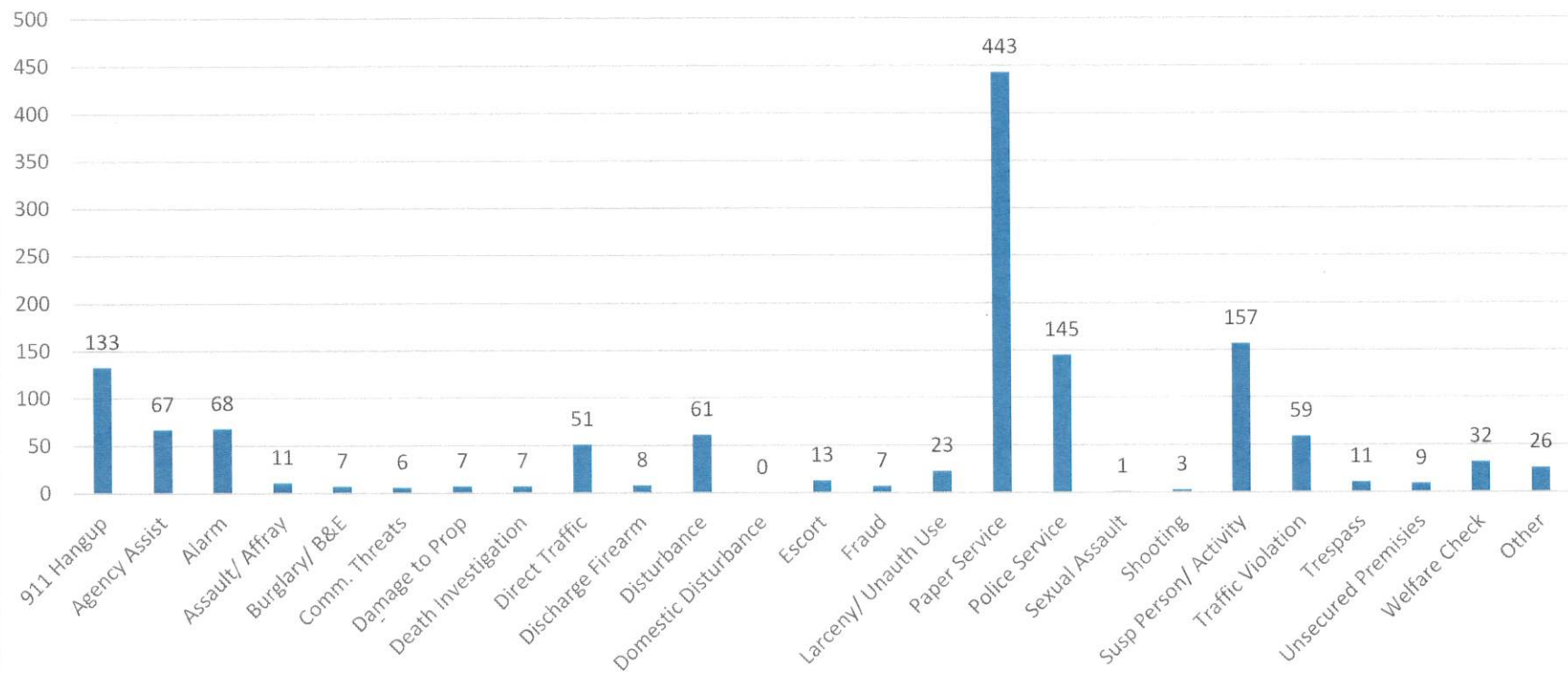


Stokes County Sheriff's Office Calls for Service

March 2024

Total Calls - 1358

Securtiy Check - 1602

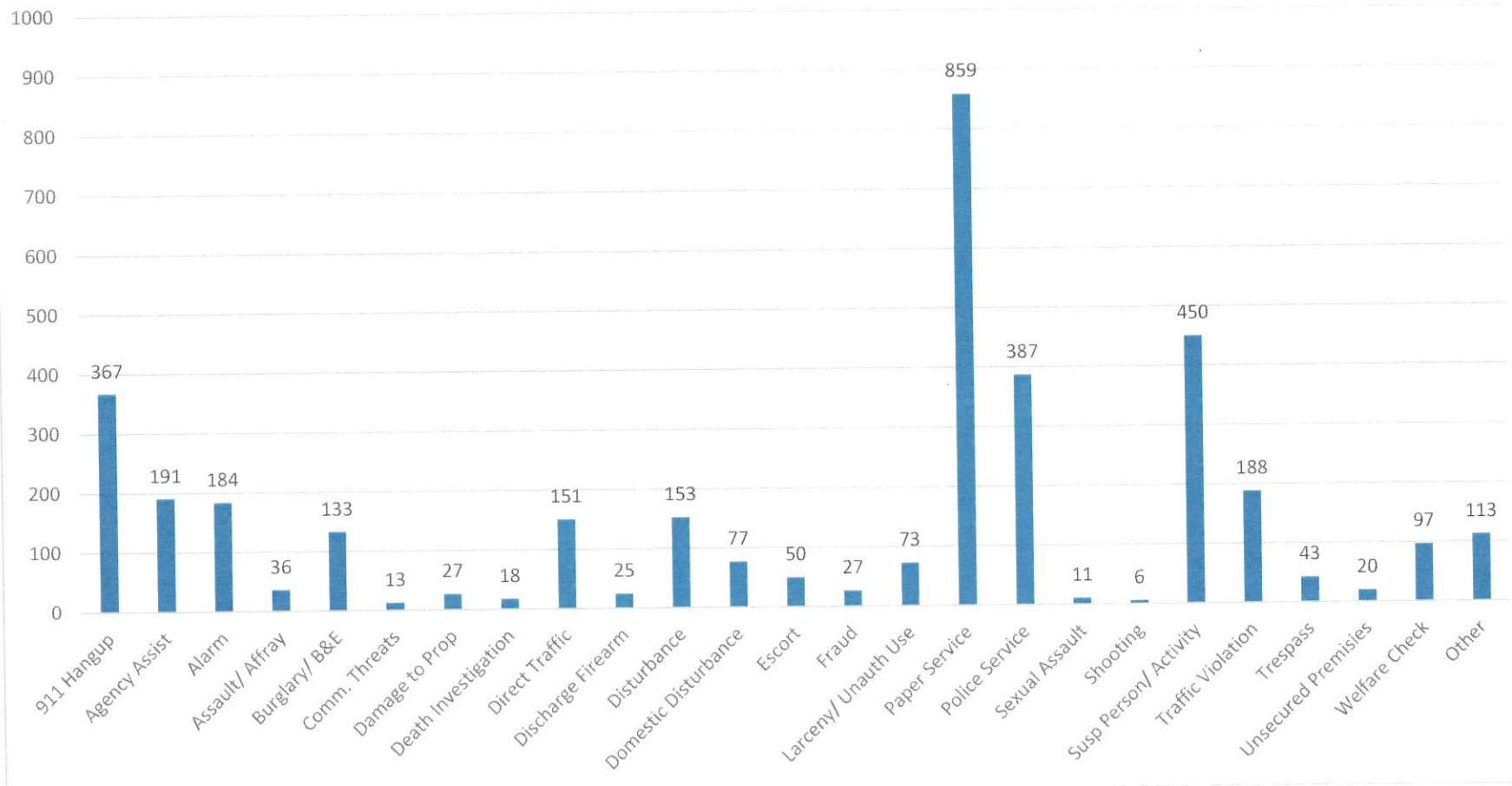


Stokes County Sheriff's Office Calls for Service Totals

January 2024 - March 2024

Total Calls - 3703

Total Security Checks - 4206





Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VIII.a.

Tax Office Agenda

Contact: Richard Brim, Tax Administrator

Summary:

Discussion:

1. Monthly Reports for the month of March 2024.
 - a. Tax Collections Status Report FY 2023-2024.
2. Real and Personal Releases less than \$100.00 per N.C.G.S. 105-381(b).
3. Real and Personal Refunds less than \$100.00 per N.C.G.S. 105-381(b).
4. Real and Personal Releases more than \$100.00.
5. Real and Personal Refunds more than \$ 100.00.
6. Present Use Late Applications.

Items for Approval on May 13, 2024

1. Real and Personal Releases more than \$100.00.
2. Real and Personal Refunds more than \$ 100.00.
3. Present Use Late Applications.

ATTACHMENTS:

Description	Upload Date	Type
Tax Office Agenda	4/18/2024	Cover Memo

TAX COLLECTION STATUS REPORT

TOTAL AMOUNT COLLECTED BY MONTH FY 2023-2024

CURRENT 2023 TAX	COUNTY	SCHOOL OPERATING EXP	USE VALUE TAX BILLS	INTEREST PEN & FEES	OCCUPANCY TAX	KING (FIRE)	RURAL HALL (FIRE)	WALNUT COVE (FIRE)	SERVICE (FIRE)	CITY OF KING	TOWN OF WALNUT COVE	DANBURY	EDU DEBT BLDG FUND
JULY	163,536.56	146,939.74	7,795.98	1,352.98	-	6,519.48	1,548.96	2,485.96	23,355.97	32,094.14	9,091.38	359.96	20,674.21
AUGUST	7,426,240.95	6,671,510.70	4,972.46	1,017.60	-	272,986.91	47,808.32	166,790.42	915,413.80	2,112,037.16	287,954.25	18,529.35	909,912.35
SEPTEMBER	477,054.28	427,148.89	6,944.25	1,591.62	-	17,273.15	3,300.99	8,792.80	60,638.08	134,042.45	25,560.60	554.80	58,952.92
OCTOBER	327,298.11	294,071.97	2,774.03	611.46	-	6,641.44	1,112.28	7,723.88	39,063.05	47,519.79	89,064.98	541.21	40,306.95
NOVEMBER	336,484.51	302,332.55	1,120.87	243.13	-	9,929.63	2,104.92	9,426.86	45,529.58	79,153.88	10,216.04	1,478.86	41,297.29
DECEMBER	1,164,408.95	1,046,128.09	7,628.43	1,203.14	-	31,486.89	7,430.82	36,533.80	143,734.16	322,550.05	60,713.91	3,914.45	143,181.09
JANUARY	3,710,649.57	3,333,620.52	5,955.84	9,459.15	-	39,196.18	8,283.42	39,431.16	771,961.39	212,751.44	73,647.23	4,316.24	455,388.57
FEBRUARY	130,306.74	117,117.30	239.01	8,833.36	-	4,038.21	1,109.15	4,454.71	19,112.03	17,280.67	2,065.59	201.41	16,448.96
MARCH	236,309.12	212,345.48	2,379.41	19,243.04	-	5,797.22	1,556.81	4,821.35	36,576.63	47,332.25	8,654.38	867.16	30,169.31
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$13,972,288.79	\$12,551,215.24	CONT'D	CONT'D		\$393,869.11	\$74,255.67	\$280,460.94	\$2,055,384.69	\$3,004,761.83	\$566,968.36	\$30,763.44	CONT'D
BUDGET AMT	\$14,121,812.00	\$12,686,282.00	CONT'D	CONT'D		\$398,586.00	\$79,404.00	\$283,977.00	\$2,073,099.00				CONT'D
BALANCE	\$149,523.21	\$135,066.76				\$4,716.89	\$5,148.33	\$3,516.06	\$17,714.31				
PERCENTAGE	98.94%	98.94%				98.82%	93.52%	98.76%	99.15%				
PRIOR	COUNTY	SCHOOL OPERATING EXP	USE VALUE TAX BILLS	INTEREST PEN & FEES	DOGS	KING (FIRE)	RURAL HALL (FIRE)	WALNUT COVE (FIRE)	SERVICE (FIRE)	CITY OF KING	TOWN OF WALNUT COVE	TOWN OF DANBURY	EDU DEBT BLDG FUND
JULY	35,114.97	31,777.22	-	12,255.40	24.00	1,758.29	106.91	622.74	5,225.37	3,981.01	629.05	31.91	4,687.92
AUGUST	26,104.41	22,804.82	-	10,256.66	3.36	545.75	138.25	1,002.02	3,900.51	2,728.07	(413.52)	-	3,529.53
SEPTEMBER	18,399.57	17,164.18	-	7,414.39	42.00	735.91	72.59	548.38	2,621.22	3,000.97	848.35	-	2,612.70
OCTOBER	14,769.76	13,440.85	-	6,559.63	30.00	214.07	90.40	503.52	2,172.29	3,739.42	337.75	-	2,061.50
NOVEMBER	21,049.79	18,871.88	-	10,014.34	5.91	633.16	244.73	342.49	2,270.21	9,376.44	1,510.38	-	2,968.89
DECEMBER	12,900.72	11,683.21	-	5,672.69	-	68.38	9.42	416.25	1,962.07	3,718.87	974.96	85.55	1,827.20
JANUARY	21,333.74	19,067.75	-	9,583.58	6.00	462.85	-	385.69	3,618.60	3,635.80	973.02	78.18	3,026.37
FEBRUARY	16,896.97	15,550.59	-	8,561.89	-	170.48	40.82	292.22	2,306.65	7,604.63	1,544.72	53.47	2,501.77
MARCH	44,828.05	42,944.15	89.03	18,809.75	-	702.84	56.35	1,514.73	6,222.69	15,591.45	2,650.62	17.09	6,636.94
APRIL	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUNE	-	-	-	-	-	-	-	-	-	-	-	-	-
SUB TOTAL	\$211,397.98	\$193,304.65	\$39,899.31	\$132,683.81	\$111.27	\$5,291.73	\$759.47	\$5,628.04	\$30,299.61	\$53,376.66	\$9,055.33	\$266.20	\$1,746,184.47
BUDGET AMT	\$300,000.00	\$200,000.00	\$30,000.00	\$225,000.00	\$250.00	\$5,500.00	\$2,000.00	\$7,000.00	\$42,000.00				\$1,729,554.00
BALANCE	\$88,602.02	\$6,695.35	\$(9,899.31)	\$92,316.19	\$138.73	\$208.27	\$1,240.53	\$1,371.96	\$11,700.39				\$16,630.47
PERCENTAGE	70.47%	96.65%	133.00%	58.97%	44.51%	96.21%	37.97%	80.40%	72.14%				100.96%

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR MARCH 2024

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

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>AMOUNT</u>
FEDORCHAK, DEBORAH ANN	1393 SIZEMORE RD, GERMANTON, NC 27019	320225-2021-2021	\$2.05
FEDORCHAK, DEBORAH ANN	1393 SIZEMORE RD, GERMANTON, NC 27019	320225-2022-2022	\$2.03
FEDORCHAK, DEBORAH ANN	1393 SIZEMORE RD, GERMANTON, NC 27019	320225-2023-2023	\$2.02
REAVES, ROBERT ADAM	PO BOX 37, SANDY RIDGE, NC 27046	880420-2023-2023	\$82.94

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

4/17/24
DATE

TOTAL AMOUNT \$89.04

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR MARCH 2024

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

NAME	ADDRESS	BILL NUMBER	LEDGER	AMOUNT
DILLER, MICAH	1080 LAUREL BLUFF DR, KING, NC 27021	303505-2023-2023	100.3100.160	\$1.92
			207.3100.160	\$0.47
			211.3100.160	\$0.23
			112.3100.160	\$1.72
DILLER, MICAH	1080 LAUREL BLUFF DR, KING, NC 27021	303505-2022-2022	100.4140.390	\$1.86
			207.3100.160	\$0.48
			211.3100.160	\$0.24
			112.3100.160	\$1.86
DILLER, MICAH	1080 LAUREL BLUFF DR, KING, NC 27021	303505-2021-2021	100.4140.390	\$1.82
			207.3100.160	\$0.47
			211.3100.160	\$0.23
			112.3100.160	\$1.82
DILLER, MICAH	1080 LAUREL BLUFF DR, KING, NC 27021	303505-2020-2020	100.4140.390	\$1.86
			207.3100.160	\$0.48
			211.3100.160	\$0.24
			112.3100.160	\$1.86
DILLER, MICAH	1080 LAUREL BLUFF DR, KING, NC 27021	303505-2019-2019	100.4140.390	\$1.73
			207.3100.160	\$0.48
			211.3100.160	\$0.24
			112.3100.160	\$1.99
** MABE, WILLIS JR	1105 WESS HALL RD, DANBURY, NC 27016	874101-2022-2022	100.4140.390	\$6.56
			209.3100.160	\$1.69
			211.3100.160	\$0.85
			112.3100.160	\$7.69
** MABE, WILLIS JR	1105 WESS HALL RD, DANBURY, NC 27016	874101-2023-2023	100.3100.160	\$6.77
			209.3100.160	\$1.66
			211.3100.160	\$0.83
			112.3100.160	\$6.71
			100.3839.012	\$0.94

**** ATTN. FINANCE DEPT: PLEASE DIRECT WILLIS MABE JR REFUND MONIES (TOTAL = \$34.61) TO PAY THE BALANCE OF DELINQUENT STOKES COUNTY TAX BILL # 851391-2023-2023 WITH THE REMAINING FUNDS TO BE USED AS A PREPAYMENT UPON FUTURE STOKES COUNTY TAX BILL # 851391-2024-2024**

TOTAL AMOUNT \$56.61

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

4/17/24
DATE

Lisa Lankford
LISA LANKFORD
FINANCE DIRECTOR

4/18/24
DATE

STOKES COUNTY TAX ADMINISTRATION RELEASE REPORT FOR MARCH 2024

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

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NO.</u>	<u>AMOUNT</u>	<u>REASON</u>
PINNACLE CHURCH OF GOD	1602 PINNACLE HOTEL RD, PINNACLE, NC 27043	849466-2023-2023	\$3,566.80	TAX EXEMPT RELIGIOUS
BATES, JIMMY DARRELL BATES, DEBRA S	1120 VIRGINIA AVE, NW NORTON, VA 24273	296333-2023-2023	\$100.64	MANUF HOME DESTROYED BY FIRE
BATES, JIMMY DARRELL BATES, DEBRA S	1120 VIRGINIA AVE, NW NORTON, VA 24273	296333-2022-2022	\$100.64	MANUF HOME DESTROYED BY FIRE

TOTAL AMOUNT \$3,768.08

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

4/17/24
DATE

BRAD CHANDLER
CHAIRMAN-STOKES COUNTY
BOARD OF COMMISSIONERS

DATE

STOKES COUNTY TAX ADMINISTRATION REFUND REPORT FOR MARCH 2024

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

<u>NAME</u>	<u>ADDRESS</u>	<u>BILL NUMBER</u>	<u>LEDGER</u>	<u>AMOUNT</u>	<u>REASON</u>
BARROWMAN, PATRICIA JUNE BARROWMAN, DAVID CHARLES	1460 WILDLIFE RD, MOUNT AIRY, NC 27030	66315049	100.3100.113	\$50.01	VEHICLE SOLD
			209.3100.112	\$12.91	
			211.3100.001	\$6.45	
			112.3100.001	\$50.01	
FOLLINI, EDWARD CHARLES III FOLLINI, SPERANZA CASTELLI	1610 W OLD PHILLIPS RD, PINNACLE, NC 27043	63103071	100.3100.113	\$70.30	VEHICLE SOLD
			209.3100.112	\$17.22	
			211.3100.001	\$8.61	
			112.3100.001	\$63.16	
HOLT, KELLY JOE	1817 AMOSTOWN RD, SANDY RIDGE, NC 27046	70421626	100.3100.113	\$85.97	VEHICLE SOLD
			209.3100.112	\$21.06	
			211.3100.001	\$10.53	
			112.3100.001	\$77.24	
WAGNER, ANGELA MARSHALL	1235 MADISON RD, MADISON, NC 27025	69907387	100.3100.113	\$61.76	VEHICLE TOTAL LOSS
			209.3100.112	\$15.12	
			211.3100.001	\$7.56	
			112.3100.001	\$55.49	

TOTAL AMOUNT

\$613.40

Richard T. Brim
RICHARD T. BRIM
TAX ADMINISTRATOR

4/17/24
DATE

BRAD CHANDLER
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 1, 2024

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 three (3) Present-Use Value Late Applications for Year 2024 on which the Tax Office is recommending approval:

<u>Taxpayer(s)</u>	<u>Parcel</u>	<u>Acreage</u>	<u>Reason</u>
MCALISTER, JAMES MILES	5979-00-85-3189	35.80	Late Delivery of Forestry PUV Application
	5080-00-15-4960	49.71	Late Delivery of Agric. PUV Application
	5989-00-29-1065	29.41	Late Delivery of Agric. PUV Application
APPROVAL _____ DENIAL _____			

<u>Taxpayer(s)</u>	<u>Parcel</u>	<u>Acreage</u>	<u>Reason</u>
FULK, REID P	5985-00-99-0183	43.32	Late Delivery of Forestry PUV Application
APPROVAL _____ DENIAL _____			

<u>Taxpayer(s)</u>	<u>Parcel</u>	<u>Acreage</u>	<u>Reason</u>
CLARK, KENNETH W CLARK, SANDRA M	6957-00-91-7765	28.78	Late Delivery of Forestry PUV Application
APPROVAL _____ DENIAL _____			

Date 4/17/24

Date _____

Richard T. Brim
Richard T. Brim
Tax Administrator

Brad Chandler-Chairman
Stokes County Board of Commissioners



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VIII.b.

EMS Part-Time Rate Increase Request

Contact: Brandon Gentry, EMS Director

Summary:

EMS Director Brandon Gentry will present the attached request for a rate increase for part-time EMTs and paramedics for EMS.

ATTACHMENTS:

Description	Upload Date	Type
EMS Part Time Rate Request	4/19/2024	Cover Memo



Director
Brandon Gentry
bgentry@co.stokes.nc.us

Stokes County Emergency Services
3169 NC 8 Hwy S
Walnut Cove, NC 27052
Phone: (336) 593-1567
Fax: (336) 593-5412



Operations Manager/Training Officer
Renee Bridges
rbridges@co.stokes.nc.us

Memo

April 15, 2024

To: Amber Brown, County Manager

From: Brandon Gentry, Director

Reference: Part-Time Pay

Part-Time Salary Increase

I would like to request a part-time hourly rate increase for EMT, Advanced EMT, and Paramedic levels. I would also like to implement a range in the part-time salary based on experience. This would assist in the attraction and retention of more experienced part-time employees in Stokes County. I have included some salary charts that indicate the pay scale based on experience. I have attached a chart that shows surrounding counties part time pay.

Below is the requested hourly rate change for our part-time employees.

EMT: 17.00 – 22.00 based on experience.

AEMT: 18.00- 23.00 based on experience.

Paramedic: 21.00 -30.00 based on experience.

Surrounding counties pay scale for part time EMS.

Part Time	Paramedic	AEMT	EMT
Stokes	18.00 - 23.00	15.22 - 20.22	12.97 - 17.97
Davie	19.82 - 29.26	16.31 - 24.07	15.53 - 22.92
Yadkin	20.67 - 31.00	17.85 - 26.78	17.00- 25.50
Surry	18.51 - 30.66	16.31- 26.73	
Forsyth	23.59 - 40.11	19.41 - 33.00	18.49 - 31.43

This would not increase our part time budget this year. We would see an increase in the next budget of 37,000 dollars. That was already put in the budget for 24/25.

I thank you for your consideration in this matter. Such actions would help retain and attract experienced part-time employees in this department.

Thank you,



Brandon Gentry, Director



Board of County Commissioners
April 22, 2024
2:00 PM

Item number: VIII.c.

Stokes County Aging Planning Committee Appointment

Contact: Interim Manager/Clerk to the Board Amber Brown

Summary:

King Senior Center Director Paula Hall recommended two individuals to fill open vacancies on the Stokes County Aging Planning Committee: Tom Southern and Virginia Southern. Their appointment applications are attached for viewing.

ATTACHMENTS:

Description	Upload Date	Type
Tom Southern Appointment Application	4/20/2024	Cover Memo
Virginia Southern Appointment Application	4/20/2024	Cover Memo

STOKES COUNTY APPOINTMENT APPLICATION

NAME:

Tom Southern

ADDRESS:

203 Faye Ct.

CITY/NC/ZIP

King, NC 27021

PLEASE INDICATE THE COMMITTEE/BOARD YOU ARE INTERESTED IN
SERVING ON:

Stokes Aging and Planning Committee

Comments: Please note why you are interested in serving on this committee.

I am the Stokes County Delegate on the Senior Tarheel
Legislature. I have had many years of experience with seniors
and would like to continue planning for those who will
follow me. I am well familiar having served Stokes County
over a period of years and know many of the needs to
address.

Fax/Mail/Email appointment application to
Box 20, Danbury, NC 27016 336-593-2448; Fax: 336-593-2346; Email:

Amber Brown

Clerk to the Board, PO

anbrown@co.stokes.nc.us

STOKES COUNTY APPOINTMENT APPLICATION

NAME: Virginia Southern

ADDRESS: 203 Faye Ct

CITY/NC/ZIP King, NC 27021

PLEASE INDICATE THE COMMITTEE/BOARD YOU ARE INTERESTED IN
SERVING ON:

Stokes Aging Planning Committee

Comments: Please note why you are interested in serving on this committee.

I am the alternate delegate from Stokes County on
the Senior Tarheel Legislators. One of the duties of this organization
is to advocate for Seniors Citizens. I would like to be a part
of the planning for senior citizens. I really enjoy going
to the King Senior Center.

Amber Brown

Fax/Mail/Email appointment application to Clerk to the Board, PO
Box 20, Danbury, NC 27016 336-593-2448; Fax: 336-593-2346; Email:

anbrown@co.stokes.nc.us



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VIII.d.

Walnut Cove Senior Center Advisory Council Appointments

Contact: Interim Manager/Clerk to the Board Amber Brown

Summary:

There are currently five vacancies on the Walnut Cove Senior Center Advisory Council. We have received three applications to fill some of these on the recommendation of Senior Services Director Vicky East. These applications are for Kimble McEachern, Diane Gratcofsky, and Jeannie Dease. The applications are attached for viewing and consideration.

ATTACHMENTS:

Description	Upload Date	Type
Kimble McEachern Appointment Application	4/17/2024	Cover Memo
Diane Gratcofsky Appointment Application	4/17/2024	Cover Memo
Jeannie Dease Appointment Application	4/17/2024	Cover Memo

STOKES COUNTY

APPOINTMENT APPLICATION

NAME: Kimble Hairston McEachern

ADDRESS: 610 School St. POB74

CITY/NC/ZIP: Walnut Cove, NC 27052

PLEASE INDICATE THE COMMITTEE/BOARD YOU ARE INTERESTED IN
SERVING ON:

Walnut Cove SR Center Advisory Committee

Comments: Please note why you are interested in serving on this committee.

Fax/Mail/Email appointment application to Amber Brown Clerk to the Board, PO Box
20, Danbury, NC 27016 -- 336-593-2448; Fax: 336-593-2346; Email:
ambrown@co.stokes.nc.us

My interest in the Walnut Cove Senior Advisory Committee stems from my father's love of this community. Ralph Hairston was an advocate of all people and loved the building that the seniors use, in fact he lovingly helped to restore it. I believe that we all should contribute to our communities, as he did. I have been involved on several boards within Stokes County from youth to homes. I have worked with a cross section of the populations on local, county and state levels. I am a strong advocate for those who don't have a voice. I have been a Girl Scout Troop Leader for over 16 years, appointed to the Stokes County Board of Elections for a second term, a UNC-Chapel Hill alumni and a 25-year IBMer. I look forward to helping and engaging with the Advisory Committee in the coming years to increase utilization and services to our great assets, our seniors.

Sincerely,

Kimble Hairston McEachern

STOKES COUNTY

APPOINTMENT APPLICATION

NAME:

Diane Gratoofsky

ADDRESS:

720 Stokesburg Rd

CITY/NC/ZIP

Walnut Cove, NC 27052

PLEASE INDICATE THE COMMITTEE/BOARD YOU ARE INTERESTED IN
SERVING ON:

Walnut Cove Senior Center Advisory Committee

Comments: Please note why you are interested in serving on this committee.

I love this Senior Center. I have enjoyed
many classes and groups. I will enjoy
giving back with my time and ideas.

Fax/Mail/Email appointment application to Amber Brown Clerk to the Board, PO Box
20, Danbury, NC 27016 - 336-593-2448; Fax: 336-593-2346; Email:
anbrown@co.stokes.nc.us

STOKES COUNTY

APPOINTMENT APPLICATION

NAME:

Jeannine Elizabeth Dease

ADDRESS:

9005 Deer Hill Rd

CITY/NC/ZIP

Belews Creek, NC 27009

PLEASE INDICATE THE COMMITTEE/BOARD YOU ARE INTERESTED IN SERVING ON:

Senior Advisory Board for WCSC

Comments: Please note why you are interested in serving on this committee.

I am a person who has used this facility for years now. I started with a time to give healing touch to seniors and have been taking classes now for as long as I have been receiving from this WCSC to keep my body and health to its best.

Fax/Mail/Email appointment application to Amber Brown Clerk to the Board, PO Box 20, Danbury, NC 27016 - 336-593-2448; Fax: 336-593-2346; Email:

ambrown@co.stokes.nc.us



Board of County Commissioners
April 22, 2024
2:00 PM

Item number: VIII.e.

Proposed Budget Schedule for Fiscal Year 24-25

Contact: Interim Manager/Clerk to the Board Amber Brown

Summary:

A proposed budget schedule for fiscal year 2024-2025 has been put together with dates for budget work sessions, a budget public hearing, and a joint meeting with the Board of Education. Input is needed from the Board of Commissioners on the acceptability of these dates. These dates need to be decided upon and a consensus had among the Board so we can advertise accordingly. Attached is the proposed 2024-2025 budget schedule. A combination of day and night work sessions are proposed to accommodate different schedules of citizens. All meeting will be livestreamed and recorded like other meetings of the Board of Commissioners. There are more meeting dates scheduled together towards the beginning of June than in previous years to make sure there is ample time for commissioners to discuss and the budget team to make changes prior to July 1. The budget ordinance will need to be placed on the June 24th commissioners meeting for approval.

ATTACHMENTS:

Description	Upload Date	Type
Proposed Budget Schedule FY 24-25	4/19/2024	Cover Memo

COUNTY OF STOKES

Amber N. Brown
Interim County Manager
Clerk to the Board



Phone:
(336) 593-2448

Fax:
(336) 593-2346

E-Mail:
anbrown@co.stokes.nc.us

ADMINISTRATION

Post Office Box 20 • 1014 Main Street • Danbury, NC 27016 • www.co.stokes.nc.us

April 19, 2024

To: Stokes County Board of Commissioners

Re: Proposed 2024-25 Budget Schedule

From: Amber N. Brown, Interim County Manager/Clerk to the Board

Delivery of the 2024-25 FY Budget

The Budget will be presented to the Board at the Regular Meeting of the Commissioners on Tuesday May 28, 2024.

Budget Work Sessions

Monday June 3, 2024 @ 5:00 pm
Tuesday June 4, 2024 @ 2:00 pm
Thursday June 6, 2024 @ 6:00 pm
Thursday June 13, 2024 @ 2:00 pm
Monday June 17, 2024 @ 2:00 pm

Public Hearing

Monday June 3, 2024 @ 7:00 pm

Joint Meeting with the Board of Education

Tuesday June 11, 2024 @ 5:00 pm (pending confirmation of BOE)

***All meetings and the public hearing will be held in the Commissioners Chambers in order to livestream.**



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: VIII.f.

Stokes County Sports Hall of Fame

Contact: Chairman Brad Chandler

Summary:

In a previous commissioners meeting, community member Jeff Whitaker made public comments recommending that Stokes County do a Sports Hall of Fame like Surry County does. Chairman Chandler requested this item be added so that the Board could discuss this option further.



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: IX.a.

Proposed Purchase Agreement for Future Green Box Site

Contact: Public Works Director Stewart Easter

Summary:

Public Works Director Stewart Easter has been working on strategic planning for future needs of the county related to his department. One of those plans is the growth of King area and the need for an additional Green Box Site for that area of the county. Mr. Easter has been searching for a potential good location to place this site and has found that ideal location. The parcel is located off of Hawkins Road and would be a portion of that parcel not exceeding two acres. The property is also already zoned for the appropriate usage.

The owner, Mr. Dean Slate, is interested in selling a portion of the parcel to the County for this purpose and has agreed to terms and conditions proposed as part of the attached purchase agreement if the Board is interested in moving forward. The location is east of King and would also benefit portions of the Germanton and Walnut Cove area as well. County Attorneys have approved and drafted the attached purchase agreement for commissioner review along with other supporting documentation.

ATTACHMENTS:

Description	Upload Date	Type
Updated Green Box Purchase Contract	4/19/2024	Cover Memo
Maps for Proposed Green Box Location	4/5/2024	Cover Memo

OFFER TO PURCHASE AND CONTRACT

COUNTY OF STOKES, as Buyer, hereby offers to purchase, and **DEAN SLATE and wife JILL T. SNYDER** as Sellers, upon acceptance of said offer, agrees to sell and convey, a parcel of land described ("the Property"), upon the following terms and conditions:

1. REAL PROPERTY: Located in the Stokes County, NC, and being a portion of tax Pin 6923-86-6651, and not to exceed two (2) acres, to be determined by current survey.

2. PURCHASE PRICE: The purchase price is \$25,000.00 per acre, excluding easement area.

3. TERMS OF PURCHASE:

(a) Sellers shall provide a current survey and survey map of the land to be purchased, at no cost to the Buyer. The survey shall also show the boundaries of an easement for a Commercial Truck entrance over Sellers' remaining land. Sellers and Buyer must both approve the survey.

(b) Sellers shall also convey a non-exclusive perpetual easement for a Commercial Truck entrance for the mutual use of Sellers and Buyer.

(c) Buyer will install a chain link fence around the designated Recycling Center area of Property. Sellers, at Sellers' expense, will be allowed to connect to said fence to extend the fencing around his property.

(f) The Buyer agrees to pay all costs for the title work, deed preparation, recording fees, and revenue stamps. Title shall be delivered by the Sellers at closing by General Warranty Deed, free and clear of any encumbrances or assessments. There must be no restriction, easement, zoning or other governmental regulation that would prevent the reasonable use of the real property for Buyer's intended use. All deeds of trust, liens and other charges against the Property must be paid and satisfied by Sellers prior to or at closing such that cancellation may be promptly obtained following closing. Sellers shall remain obligated to obtain any such cancellations following closing. The Property must have legal access to public right-of-way.

(h) Ad valorem taxes on the Property for 2024 shall be paid by Sellers.

(i) Sellers agree to use best efforts to deliver to Buyer as soon as reasonably possible after the acceptance of this offer, copies of all title information in possession of or available to Sellers, including but not limited to: title insurance policies, attorney's opinions on title, surveys, covenants, deeds, notes and deeds of trust and easements relating to the Property.

(j) Sellers will provide reasonable access to Buyer or Buyer's representatives for the purposes of appraisal, inspection, and/or evaluation. Buyer may conduct a walk-through inspection of the Property prior to closing.

(k) Closing shall be defined as the date and time of recording of the deed. All parties agree to execute any and all documents and papers necessary in connection with closing and transfer to Buyer title on or before June 30th, 2024, at a site determined by the Buyer. The deed is to be made to the County of Stokes. Possession shall be delivered at closing. Payment of the purchase price shall not be due until July 30th, 2024.

(l) This contract shall be binding upon and shall inure to the benefit of the parties and their heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate. If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the closing, it shall survive the closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.

(m) This contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by all parties. This offer shall form a binding contract when signed by both Buyer and Sellers. This contract is executed under seal in signed multiple originals, all of which together constitute one and the same instrument, with a signed original being retained by each party, and the parties adopt the word SEAL beside their signatures below.

BUYER:

COUNTY OF STOKES

By: _____(SEAL)

DATE: April 22nd, 2024

Name and Title: _____

SELLERS:

_____(SEAL)
DEAN SLATE

DATE: _____

_____(SEAL)
JILL T. SNYDER

DATE: _____

STOKES COUNTY PROPOSED NEW GREENBOX SITE LOCATED ON THE 2700 BLOCK OF MOUNTAIN VIEW RD

WASTE TRANSFER STATION
2015 SIZEMORE RD
GERMANTON, NC 27019
To Proposal Site:
10 Min. or 5.9 Mile's

WALNUT COVE GREEN BOX
4399 NC 89 HWY E
WALNUT COVE, NC 27052
To Proposal Site:
12 Min. or 8.7 Mile's

PINNACLE GREEN BOX
1831 N OLD 52 RD
PINNACLE, NC 27043
To Proposal Site:
15 Min. or 10.2 Mile's

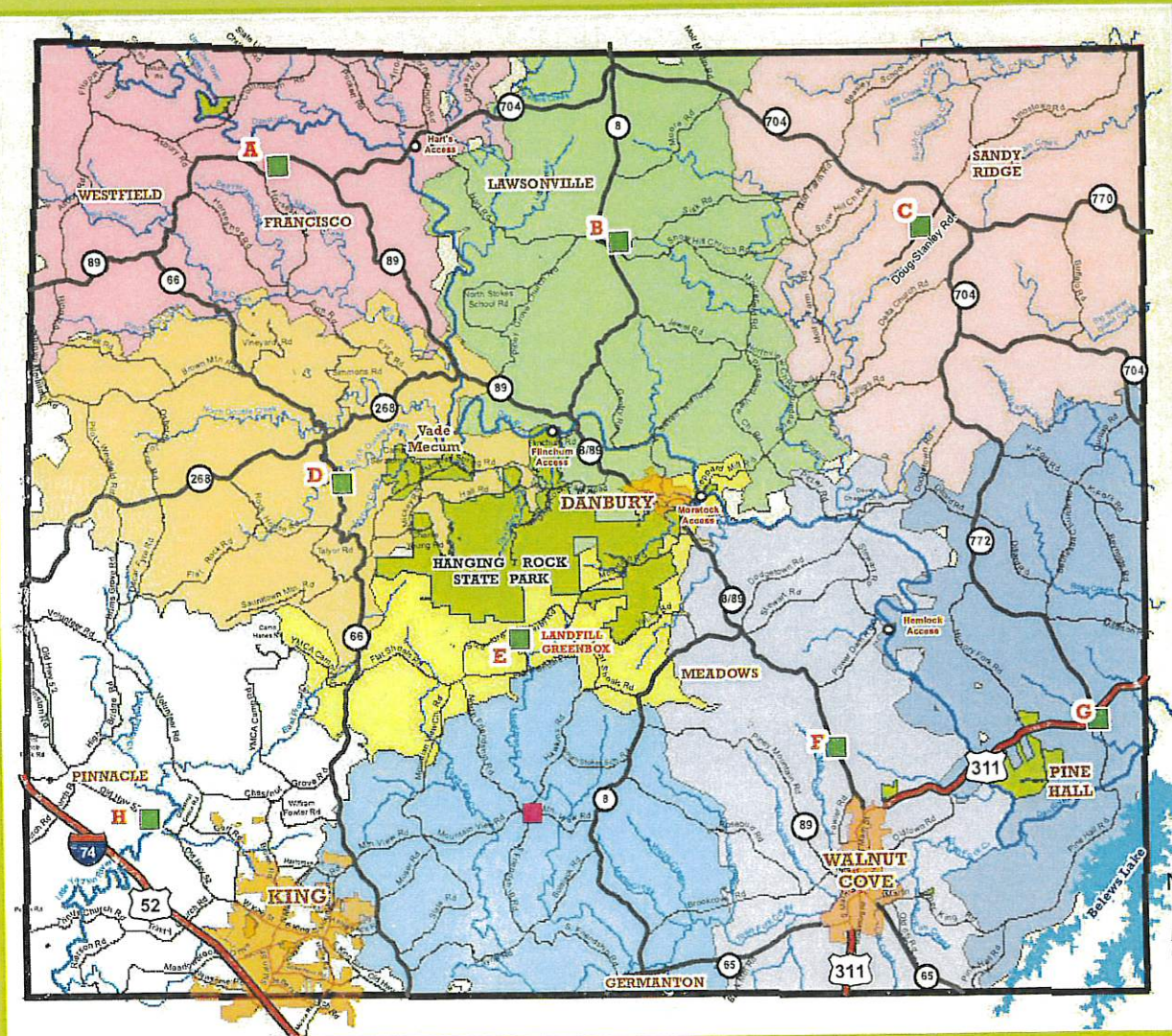
TIME A MILEAGE
FOR OTHER AREAS

GERMANTON, NC
AT THE COUNTY LINE:
To Proposal Site:
9 Min or 6.4 Mile's
To Walnut Cove Green Box:
14 Min or 9.3 Mile's

NOVA LANE:
With 34 Homes
To Proposal Site:
8 Min or 5.8 Mile's
To Pinnacle Green Box:
10 Min or 6.6 Mile's

NORTHBRIDGE:
Off NC 66 Hwy S:
To Proposal Site:
9 Min or 5.9 Mile's
To Sizemore Rd:
9 Min or 6.5 Miles

PILOT BLUFF
IN THE CITY OF KING:
To Proposal Site:
8 Min or 5.3 Mile's
To Pinnacle Green Box:
9 Min or 6.2 Miles



Service Area/Name

- Francisco
- Lawsonville
- MTN View (Proposed)
- NC66HwyN
- Pine Hall
- Pinnacle
- Sandy Ridge
- Sizemore
- Walnut Cove
- Current Service Area
- Parks
- City Limits

A - 7040 NC 89 HWY W
WESTFIELD, NC 27053



B - 1079 FIRE RESCUE LN
DANBURY, NC 27016



C - 1370 DOUG STANLEY RD
SANDY RIDGE, NC 27046



D - 1690 NC 66 HWY S
WESTFIELD, NC 27053



E - WASTE TRANSFER STATION
2015 SIZEMORE RD
GERMANTON, NC 27019



F - 4399 NC 89 HWY E
WALNUT COVE, NC 27052



G - 1055 PINE HALL RD
PINE HALL, NC 27042



H - 1831 N OLD 52 RD
PINNACLE, NC 27043



PROPOSED GREENBOX SITE OFF MOUNTAIN VIEW RD

CURRENT GREENBOX SITES

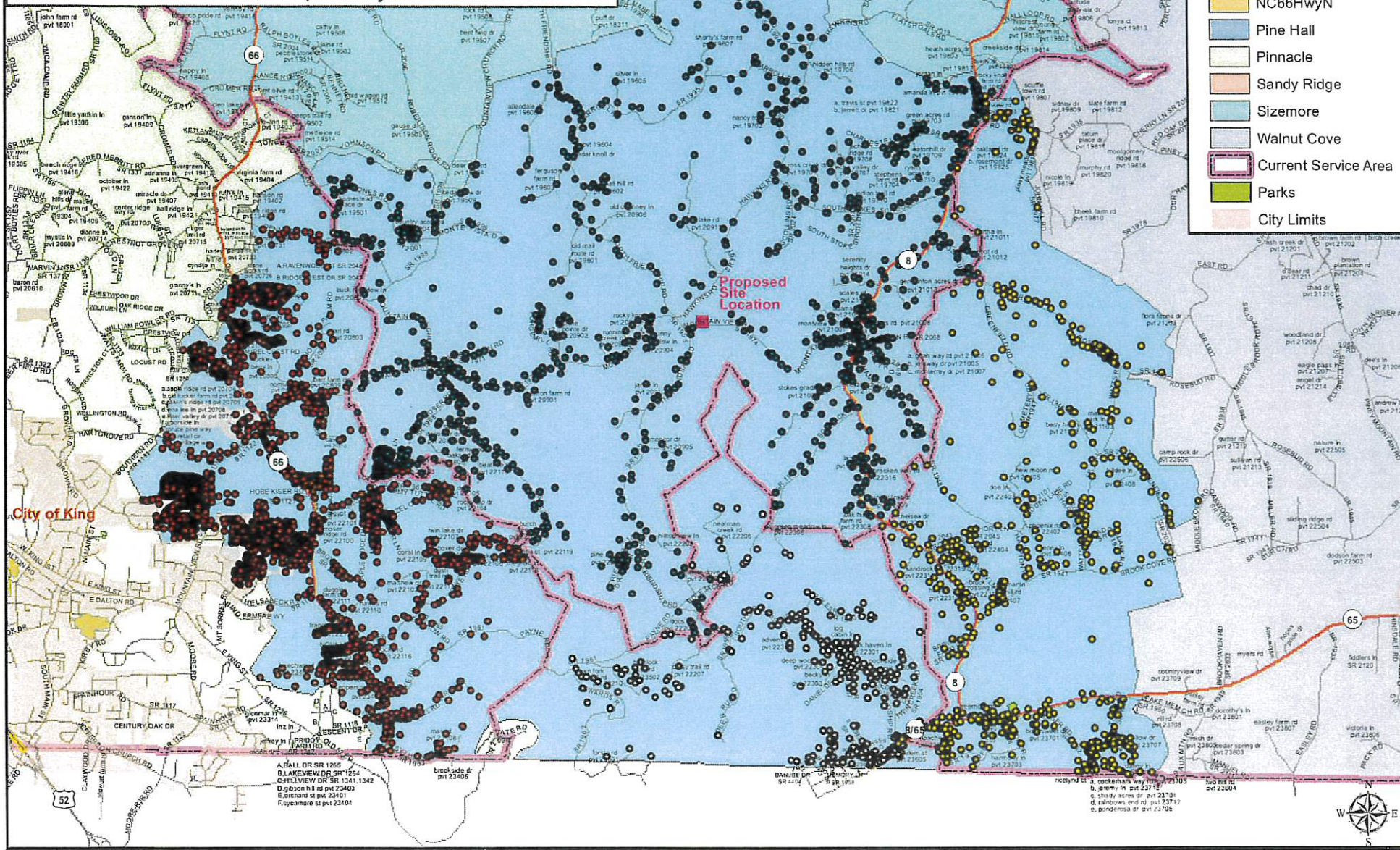
Service Areas are no more than 9 miles and are not allowed to overlap

Date: 3/27/2024

Map Created By Stokes County Tax Office



Addresses in new proposed service area.
 3718 Total Addresses in Service Area of Mtn View Green Box Proposal
 1817 Addresses From Pinnacle Area added
 556 Addresses From Walnut Area added
 1047 Addresses From Sizemore Added
 298 Addresses Added to Service Area; currently outside 9 mile service area.



Disclaimer
 Stokes County GIS Mapping
 This map was prepared using the most reliable sources from government and private industry sources. There are no guaranties (implied or expressed) regarding this map by the Stokes County Mapping/GIS Department. Furthermore, the Stokes County Mapping/GIS Department shall not be held responsible to any party, under any circumstance for damages arising from the use or misuse of this map. Any and all errors brought to our attention will be corrected in later revisions.

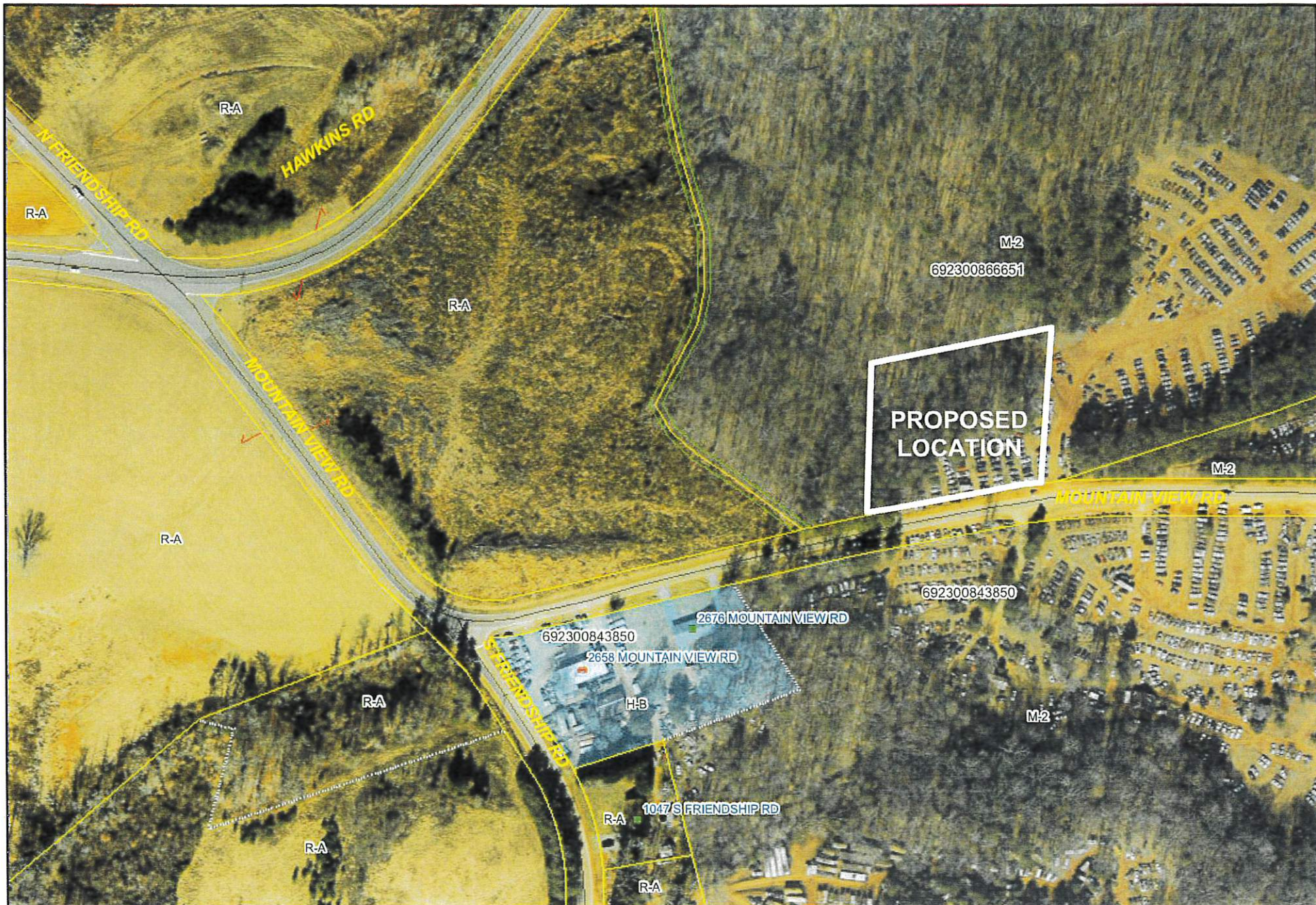
- SIZEMORE ADDRESS
- WALNUT COVE ADDRESS
- PINNACLE ADDRESS
- OUTSIDE CURRENT 9 MILE AREA

Service Areas are no more than 9 miles and are not allowed to overlap

1:72,000

0 0.375 0.75 1.5 2.25 3 Miles

Printed
 Date: 3/27/2024



Disclaimer Tax Map Stokes County GIS Mapping
 This map was prepared using the most reliable sources from government and private industry sources.
 There are no guaranties (implied or expressed) regarding this map by the Stokes County Mapping/GIS
 Department. Furthermore, the Stokes County Mapping/GIS Department shall not be held responsible to
 any party, under any circumstance for damages arising from the use or misuse of this map. Any and all
 errors brought to our attention will be corrected in later revisions.

8x11 L

CURRENT ZONING = M 1
CURRENT USE - SALVAGE/JUNK YARD

1:2,400
 0 50 100 200 300 400 Feet

Printed
 Date: 3/27/2024





Board of County Commissioners

April 22, 2024

2:00 PM

Item number: IX.b.

Policy for Food and Mobile Vendors Operating on County Property

Contact:

Summary:

At a previous commissioners meeting, the Board directed staff to work on creating a food truck policy for operating on county property and at the government center in Danbury.

Surveys were sent out to local restaurant owners and food truck owners around the county to complete and give input on this topic.

Staff took this survey feedback and utilized similar policies in other jurisdictions to come up with a draft policy for food trucks and mobile vendors operating on county property. Attached is the updated policy with recommended changes made along with an application for food truck owners to fill out to be considered for operating on county property (corresponding to the policy).

ATTACHMENTS:

Description	Upload Date	Type
Updated Food Truck and Mobile Vendor Policy	4/20/2024	Cover Memo



Mobile Food Vendor Policy for County Owned Property

Purpose:

The purpose of this policy is to establish guidelines for the operation of Mobile Food Vendors (MFV) on Stokes County Owned Properties. This policy aims to promote a vibrant and diverse culinary scene, enhance public and employee access to a variety of food options, supporting local entrepreneurs while ensuring the safety, and well-being of the community and businesses within. Unregulated activity can lead to (among other things) foodborne illnesses, injury, fires and property damage. This policy will establish rules on frequency of set up, set up location, paperwork, and permits the MFV should possess.

Scope:

This policy allows only Mobile Food Vendors such as food trucks, prepackaged food offerings, ice cream, or donut trucks the ability to set up on County Owned Properties upon invitation by authorized Administration, Human Resources, or Environmental Health Department personnel.

Definitions:

A Mobile Food Vendor refers to any Mobile Food Unit or food truck inspected by the State of North Carolina Environmental Health Specialists as well as prepackaged or prepared food offerings such as Ice Cream Truck or any food vendor inspected by the North Carolina Department of Agriculture.

Guidelines:

1. Application Process:

- Mobile Food Vendors wishing to operate on County Property must submit the attached application for approval to operate on County Property.
- All MFV's asked to operate on County Property must present a valid Health Department or NCDA issued permit and adhere to all regulations outlined in the permit.
- MFV's must be ask by the appropriate government representative before operating on County Property.
- All required documents listed on the second page of the application must be submitted for approval and received at least two weeks prior to scheduling a set up date on County Property.
- Applications will expire two years from date approved at which point MFVs will have the option to renew and may be contacted by a county representative to assist with the re-approval process.

2. Location and Scheduling:

- Mobile Food Vendors may only operate in designated areas within the County Property. Those areas will be marked by traffic cones and approved by the government representative.
- County Property encompasses all Stokes County owned properties. This policy regulates MFVs operating on all county-owned property, but is primarily aimed at the Government Center Complex located in Danbury, NC.
- This policy allows the set-up of only one Mobile Food Vendor, per any scheduled date, and two food trucks per month per each county property unless otherwise approved by the County Manager's Office or authorized government representative.
- Exceptions to this policy include Forsyth Tech Stokes Campus who regulates their own food trucks and vendors.
- Special or private events will be looked at on a case-by-case basis.
- Unless otherwise specified, an approved MFV may park in their designated during their established time.
- Mobile Food Vendors must remove equipment from their assigned spot daily. No overnight parking is allowed.
- While located on County property the MFV must provide its own power and water sources.
- The MFV shall not sell alcohol or tobacco products while on County Property.

3. Health and Safety Standards:

- Mobile Food Vendors shall comply with all requests from County officials or Public Safety personnel regarding safety on County property, which includes requests to relocate or to leave County property.
- MFV's must comply with all health and safety regulations set forth by the Stokes County Health Department or NCDA, including but not limited to food handling, sanitation, and waste disposal.
- MFV operators are responsible for maintaining cleanliness and hygiene both inside the truck and in the surrounding area.
- Regular inspections may be conducted to ensure compliance with health and safety standards.

4. Noise and Environmental Impact:

- Mobile Food Vendors must minimize noise and environmental impact, including emissions, waste generation, and disruption to surrounding activities.
- Generators and other equipment should be properly maintained to reduce noise levels and emissions.
- MFV operators are responsible for cleaning up any litter or waste generated during their operations.

5. Fair Competition and Equity:

- Efforts will be taken to ensure fair competition among Mobile Food Vendor operators and other food establishments.

- MFV applications may be subject to periodic review and renewal to promote fairness and prevent monopolization of County Property.
- Preference will be given to Stokes County permitted MFV operators in the application and scheduling process to support local businesses.

6. Enforcement and Compliance:

- Non-compliance with this policy may result in suspension or revocation of the Mobile Food Vendor authorization to set up on County property.
- Violations of health and safety regulations may result in fines, penalties, or other enforcement actions as provided by law.
- MFV operators are expected to cooperate with government officials and follow any instructions or directives issued for the safety and welfare of the public.

7. Review and Amendments:

- This policy will be periodically reviewed and may be amended as necessary to ensure the safety and well-being of Stokes County residents and visitors.

Conclusion:

This Mobile Food Vendor policy aims to balance the interests of MFV operators, the community, and the government while fostering a vibrant and inclusive culinary environment on County Property. By adhering to these guidelines, MFV operators can contribute to the cultural and economic vitality of the community while providing employees and visitors to Stokes County Owned Properties, with a diverse variety of dining options.



Application to Operate as a Mobile Food Vendor on County Owned Property

Date Submitted _____

Date Approved _____

Date Expires _____

Name(s) of Applicants: _____

Residence Address: _____

Home Telephone: _____ Cell: _____

Driver's License Number: _____ State: _____

Name of Mobile Food Vendor: _____

Business Address: _____

Business Telephone: _____ Number of Employees: _____

Email Address for business or owner: _____

Vehicle and/or truck make: _____ Model: _____

Vehicle License plate number: _____

Sales Tax identification number: _____

Description of products to be sold: _____

**** If Approved, this application allows the listed Mobile Food Vendor to set up on Stokes County Owned Property ONLY when scheduled and designated by the Stokes County Manager's Office or Human Resources Personnel.**

The applicant agrees to park and set up as a Mobile Food Vendor in the assigned spot and position the vehicle or tent in such a way that it does not impede or hinder the use of any required parking spaces or driveway aisles for the permanent business on site. Mobile food vehicles may only be placed on lots that exceed their minimum parking requirements and must be positioned in such a way that they do not create sight obstructions for vehicular traffic and maintain a ten (10) foot clearance from all surrounding buildings. The applicant acknowledges that he/she has read, understands, and will comply with the Mobile Food Vendor on County Property Policy.

Signature of Applicant

Date

List of items required with submission of application:

- _____ 1. Certificate of general liability insurance.
- _____ 3. Copy of applicant driver's license.
- _____ 4. Proof of vehicle insurance and registration (if applicable).
- _____ 5. Copy of license(s) to do business in North Carolina (if applicable).
- _____ 6. Copy of Health Department or NCDA Permit(s).

OFFICIAL USE ONLY: Signature of Authorized Representative

_____ Date: _____

Please E-Mail Application to anbrown@co.stokes.nc.us or tlmabe@co.stokes.nc.us

Contact: 336-593-2488

Mail Printed Application To:

Stokes County Manager's Office

PO Box 20

Danbury, NC 27016



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: IX.c.

Tourism Development Authority Board Appointments

Contact: Interim Manager/Clerk to the Board Amber Brown

Summary:

On February 12, 2024, the Board of Commissioners passed the Resolution Authorizing the Establishment of an Occupancy Tax and Tourism Development Authority (TDA). After the resolution was approved, vacancies were advertised on the website for all seven open positions on the newly created TDA Board. Appointment applications were received to fill all slots. The below applicants are being recommended for consideration of appointment by the Board of Commissioners.

Seven Voting Members of the TDA:

- Three (3) positions open for members that must be affiliated with the business of collecting the tax in the county.:
 1. Katie Tedder
 2. Shelley Rogers
 3. Elizabeth O'Neal
- Four (4) positions that must be currently active in the promotion of travel and tourism in the county. Each incorporated municipality nominates a member, and the County Board of Commissioners nominates one.
 1. Terri Fowler - Nominated by the City of King
 2. Dave Hoskins - Nominated by the Town of Danbury
 3. David Willard - Nominated by the Town of Walnut Cove
 4. McKayla Sawyers - For consideration to be the Stokes County Board of Commissioners' nominee.

At the last meeting, the above individuals were nominated to serve in the corresponding positions on the TDA.

All appointment applications and resumes are attached to the agenda in the order listed above.

There are also three ex-officio members that will serve on the Board:

- Amber Brown - A representative from the County Manager's Office.
- Tory Mabe - A tourism representative from the Economic Development and Tourism Office.
- Lisa Lankford - The Finance Director for Stokes County.

ATTACHMENTS:

Description	Upload Date	Type
-------------	-------------	------

Katie Tedder Appointment Application	4/5/2024	Cover Memo
Shelley Rogers Appointment Application	4/5/2024	Cover Memo
Shelley Rogers Resume	4/5/2024	Cover Memo
Elizabeth O'Neal Appointment Application	4/5/2024	Cover Memo
Terri Fowler Appointment Application	4/5/2024	Cover Memo
Dave Hoskins Appointment Application	4/5/2024	Cover Memo
David Willard Appointment Application	4/5/2024	Cover Memo
David Willard Resume	4/5/2024	Cover Memo
McKayla Sawyers Appointment Application	4/5/2024	Cover Memo
McKayla Sawyers Resume	4/5/2024	Cover Memo



STOKES COUNTY

APPOINTMENT

APPLICATION

NAME: AGE:

ADDRESS:

CITY: STATE: ZIP:

E-MAIL: PHONE:

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

Comments: Please note why you are interested in serving on this committee.

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

****IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.**

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346

Email: anbrown@co.stokes.nc.us



STOKES COUNTY

APPOINTMENT

APPLICATION

NAME: AGE:

ADDRESS:

CITY: STATE: ZIP:

E-MAIL: PHONE:

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

Comments: Please note why you are interested in serving on this committee.

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

****IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.**

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346

Email: anbrown@co.stokes.nc.us

Shelley Rogers

1645 Hart Road Lawsonville, NC 336-414-7609 Cell

336-593-2735 Home

Srogersprn@gmail.com / prntrriage.com

Objectives

To be chosen for a seat on the Stokes Count TDA, nominated by Stokes County Board of Commissioners

Experience

PRN INC PC, Lawsonville NC

June 1996-Present

I have been the owner and President of PRN INC PC for 28 years. We are the largest privately owned triage company in NC. PRN INC PC has provided unsurpassed nursing triage cares since 1996 and staffs 75+ nurses entrusted with the care of over 1800+ providers in 5 states.

Forsyth Hospital, Winston-Salem NC

1992-1996 – Labor and Delivery Nurse

Forsyth Technical Community Collage

Nursing Degree RN

Personal Background

My husband Dale and I have been married since 1987, he has lived on Hart Road in Stokes County his entire life. We have raised two children here, Tate Rogers who is an Environmental Engineer and founder of Triangle Environmental in Durham NC. Our daughter Tess Rogers is a lawyer with Smith Anderson Law Firm in Raliegh NC. We are all about Stokes County and hope to have the children their spouses and our grandchild return to Lawsonville in the years to come. We acquired our first Airbnb/VRBO property when Dale's brother passed away 3 years ago. We wanted to keep the property in the family, and this gave us a way to do so. We have been successfully renting the renovated home for two ½ years. We just finished a new home, a smaller "couples' cabin" we will be listing in the next few weeks. We have also had NBHA barrel races at our home that brought in over three hundred horses. This is something we would like to investigate doing again now that we have the time. We also participate in the Stokes County car shows with my husband's 1970 Chevelle. My sister Stacey Worthington and her husband Tom moved here from CA to retire and bought approx. sixty acres that attaches to our property and host camps for foster children. Stacey is also a Guardian ad Litem for Stokes County. I wanted you to know our family are committed members of Stokes County and enjoy sharing its beauty and all it has to offer with others. I believe my personal and professional background and my understanding of running a successful short-term rental and promoting what a wonderful place Stokes County is, can be an asset to the SC TDA. Also being aware of all events and happenings in Stokes County through the TDA will help me to promote our current rental properties. Please see our current listing Foot Hill Farms II on Airbnb/VRBO. Thank you for your consideration.

Shelley Rogers

1645 Hart Road Lawsonville, NC 336-414-7609 Cell

336-593-2735 Home

Srogersprn@gmail.com / prntriage.com

References

Connie Deese, Executive Director

NC Onsite Wastewater Contactor Inspector

Certification Board

(NCOWCICB)

Danbury, NC

336-416-6394

Kenny Robertson, Contractor

Hard Rock Construction

Danbury, NC

336-406-7421



STOKES COUNTY

APPOINTMENT

APPLICATION

NAME: AGE:

ADDRESS:

CITY: STATE: ZIP:

E-MAIL: PHONE:

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

Comments: Please note why you are interested in serving on this committee.

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

****IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.**

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346

Email: anbrown@co.stokes.nc.us



STOKES COUNTY

APPOINTMENT

APPLICATION

NAME: AGE:

ADDRESS:

CITY: STATE: ZIP:

E-MAIL: PHONE:

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

Comments: Please note why you are interested in serving on this committee.

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

****IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.**

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346

Email: anbrown@co.stokes.nc.us



STOKES COUNTY APPOINTMENT APPLICATION

NAME: DAVID HOSKINS AGE: 58

ADDRESS: 621 MAIN ST

CITY: DANBURY STATE: N.C. ZIP: 27016

E-MAIL: DAVID.DANRIVERCO@gmail PHONE: 336-478-0894

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

TOURISM DEVELOPMENT AUTHORITY TDA

Comments: Please note why you are interested in serving on this committee.

TOURISM BUSINESS OWNER
BNB OWNER
TOWN COUNCIL Member

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

owner of tourism company
owner of B-N-B

**IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346
Email: anbrown@co.stokes.nc.us



STOKES COUNTY

APPOINTMENT

APPLICATION

NAME: AGE:

ADDRESS:

CITY: STATE: ZIP:

E-MAIL: PHONE:

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

Comments: Please note why you are interested in serving on this committee.

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

****IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.**

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346

Email: anbrown@co.stokes.nc.us

David Gray Willard

720 N Main St.
Walnut Cove, NC 27052
Cell: (336) 403-6423
Email: davidgraywillard@gmail.com

EDUCATION:

- 2018 *BS Degree, Fire and Emergency Services Administration, Fayetteville State University*
- 2013 *AAS Degree, Fire Protection Technology, Forsyth Technical Community College*
- 1993 *Diploma, South Stokes High School Walnut Cove*

EMPLOYMENT HISTORY:

2014-Present Battalion Chief of Training and Safety, Kernersville Fire Rescue Department

As Battalion Chief at KFRD I am charged with analyzing, planning, creating, scheduling, implementing and tracking the department's Training and Safety programs. This is an extensive training program, working from initial recruit hiring to a career development path that prepares all personnel for the top leadership roles. Recently, I was tasked with planning, overseeing and completing construction of a new state of the art training facility. With this addition, I lead the department with becoming a Delivery Agency with the NC Fire Rescue Commission. This move will allow us to recruit, train and retain a diverse, highly trained workforce. I also serve as School Director for the Kernersville Fire Rescue delivery agency, working with the NC OSFM to provide certification programs to our personnel.

2012-2019 Fire Chief, Walnut Cove Vol. Fire Department & Rescue Sq. Inc.

As Chief of the Department, I oversaw the day-to-day operations and budget management of this 45-member combination department. The department has moved from an all-volunteer staff to a combination staff and from an ISO rating of 8/9 to a 5/6 during my tenure. Completed the research and purchase of new SCBA's as well as the specification and purchase of a new Engine. The department achieved Medium Rescue status and greatly improved our service delivery. We developed and implemented department guidelines concerning the part-time program as well as all of the operational and administrative policies.

2002-Present Adjunct Instructor, Forsyth Technical Community College

Fire service instructor teaching multiple subjects. As an instructor, I have developed and presented classes to multiple agencies. This has given me the opportunity to develop working relationships and to develop comfort speaking in public.

2006-2013 Fire Engineer/Relief Captain, Kernersville Fire Rescue Department

As Engineer, I was charged with maintaining all equipment in a response ready state. I was tasked with its safe operation and maintenance. In the absence of the Captain, I operated as company officer supervising a crew of three to four.

2000-2006 Firefighter II, Town of Kernersville Fire Department

Responsibilities included the safe and proper operation of Fire Department equipment, while performing Fire, Rescue, EMS, Hazardous Materials, Public Education and Public Service duties for the Town of Kernersville.

2001-2003 Part-Time Firefighter, Beeson Crossroads Fire Department

Responsibilities included providing Emergency Services to the community of Beeson Crossroads through a 0800-1700 schedule to supplement the volunteers of the Department.

1997-2005 Volunteer Firefighter, Walnut Cove Volunteer Fire Dept. & Rescue Squad Inc.

I served as a member from 1996-2005. I held the positions of Firefighter, Lieutenant and Captain. Walnut Cove Fire Department provides Fire Suppression, Rescue and EMS services to the citizens of Walnut Cove and the surrounding community.

1999-2002 Part-Time Firefighter, Fire Department City of King

Responsibilities included providing Emergency Services for the community on a part-time basis. This position was to work for the full-time firefighters while they were off duty. I performed a variety of tasks including Command Officer, Pump Operator and Firefighter. I left the position due to lack of hours and wanting to spend more time at home.

QUALIFICATIONS:

- 27 Years of Fire Service: Experience in All Levels
- 6.5 Years of Chief Officer: Supervising 10 Part-time and 35 Volunteers
- 10 years as Battalion Chief of Training: creating and managing the department's training program
- 5 years as School Director Kernersville Fire Rescue
- 8 Years as Engineer with Kernersville Fire Rescue Department
- Bachelor's Degree in Fire and Emergency Services Administration
- Certified NC Fire Officer I, II, III
- 2015 NCAFC Executive Development Program
- 2016 NCAFC Training Program Management Program
- Certified NC Fire Rescue Instructor III with Qualifications in Live Fire, FF I&II, RIT, STICO, DMICO, and PICO
- Blue Card Incident Command Instructor
- Certified NC Fire Prevention I Inspector
- Certified NC Firefighter II
- Certified NC Emergency Medical Technician
- Certified NC Hazardous Materials Level I Responder
- NC DOL OSHA 30 Hour General Industry
- Certified NC Chief 101
- Certified NC Rapid Intervention Team
- Certified NC Emergency Vehicle Driver
- Basic Arson Investigator
- Juvenile Fire Setter Intervention Specialist I
- National Fire Academy Mayday
- National Fire Academy Leadership I
- National Fire Academy Juvenile Fire Setter Intervention Specialist
- National Fire Academy S.T.I.C.O
- National Fire Academy P.I.C.O
- National Fire Academy D.M.I.C.O
- National Fire Academy Incident Safety Officer
- Budget Preparation and Negotiation with Town and County Leaders
- NC DOI 9s Inspections
- NC DOI Rate Reduction Inspections
- Member of the NC Firemen's Association
- Member of the NC Rescue Association
- Member of the NC Fire Chief's Association
- Member of the International Society of Fire Rescue Instructor
- Member NC Instructor Society

REFERENCES:

Available upon request.



STOKES COUNTY

APPOINTMENT

APPLICATION

NAME: AGE:

ADDRESS:

CITY: STATE: ZIP:

E-MAIL: PHONE:

PLEASE INDICATE THE COMMITTEE OR BOARD YOU ARE INTERESTED IN SERVING ON:

Comments: Please note why you are interested in serving on this committee.

Conflicts of Interest: Please list any conflicts that would limit your ability to serve this committee or board.

****IT IS PREFERRED TO ATTACH OR INCLUDE REFERENCES OR A RESUME IF AVAILABLE.**

Fax/Mail/Email appointment application to **Amber Brown, Clerk to the Board**,
PO Box 20, Danbury, NC 27016 | Phone: 336-593-2448 | Fax: 336-593-2346

Email: anbrown@co.stokes.nc.us

McKAYLA NEWSOME SAWYERS

1055 Pine Ridge Road • King, NC • 27021 • (704)-999-0234 • mckaylanewsome@yahoo.com

Education

North Carolina State University, Raleigh, NC

December 2018

Master of Science in Animal Science - Reproductive Physiology Concentration

Cumulative GPA: 3.67

North Carolina State University, Raleigh, NC

December 2016

Bachelor of Animal Science - Agricultural Business Management Minor

Cumulative GPA: 3.72

Experience

Stokes Soil & Water Conservation District, Danbury, NC

January 2021 – Present

Soil/Watershed Conservationist

- Work in conjunction with the NC Division of Soil and Water Conservation to protect and improve soil and water resources throughout the state.
- Oversee the maintenance of the 24 watersheds in the district
- Facilitate state cost share programs to allocate funds to district landowners for soil and water conservation best management practices
- Oversee the maintenance and rental of the district no-till drill for pasture, hayfield, and wildlife plot planting and renovation
- Provide technical services and advice to district

Rockingham Community College, Wentworth, NC

August 2020-Present

Animal Science Instructor

- Design materials for ANS 110 Animal Science and instruct course in the Agribusiness program

Wake Forest Innovations, Winston-Salem, NC

January 2019-September 2019

Research Laboratory Technician III

- Work with 2 veterinarians to provide research services to Wake Forest Baptist Medical Center
- Responsible for project management, animal intubation, blood collection, surgery prep, post-procedure care, training, among other responsibilities
- Work with several species including non-human primates, swine, and sheep

NC State University Department of Animal Science, Raleigh, NC

December 2016-December 2019

Animal Science Introduction to Animal Science Lab Instructor

- Taught 122 students each week, which are divided into 4 different labs
- Constructed lab quizzes and practicals
- Managed 6 teaching assistants
- Responsible for inputting grades and provided a well-rounded education to students

Teaching Assistant for Reproductive Physiology classes

- Grade assignments, set up for lab, answer student questions to aid in learning process

Small Ruminant Management Instructor

- Taught 2 lectures each week along with a lab
- Designed class activities, exams, lectured, graded assignments, input grades

Newsome Farm, King, NC

2010-present

- Maintain poultry breeder houses- gather eggs, clean out houses at end of flock
- Maintain cattle- development of tagging system, deworming, administer vaccines, keep detailed records, developed herd health plan, order supplies

Honors/Service

- NC State Department of Animal Science Graduate Student Award in Teaching (Spring 2018)
- Dean's List
- Animal Science Club (2013-2016) – Historian (2015-2016), Secretary (Fall 2016)
- Stokes County Animal Shelter Volunteer
- Stokes County Cattlemen's Association Secretary (2011-2017)

Skills

- Proficient in Microsoft and related applications, social media, Moodle
- Self-motivated, self-disciplined, takes responsibility



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: IX.d.

Proclamation Recognizing Older Americans Month

Contact: Stacey Elmes, DSS Director

Summary:

May is Older Americans Month. To urge every resident to celebrate our older citizens, help to create an inclusive society, and accept the challenge of flexible thinking around aging, this proclamation is being presented. Attached is the Older Americans Month proclamation.

ATTACHMENTS:

Description	Upload Date	Type
Older Americans Month Proclamation	4/19/2024	Cover Memo



A PROCLAMATION

Whereas, May is Older Americans Month, a time for us to recognize and honor Stokes County older adults and their immense influence on every facet of American society; and

Whereas, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

Whereas, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

Whereas, Stokes County must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness; and

Now, therefore, we, the Stokes County Board of County Commissioners do hereby proclaim May 2024 as Older Americans Month. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community.

We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

Dated this 22nd day of April, 2024.

Chairman Brad Chandler

Vice-Chairman Keith Wood

Commissioner Sonya Cox

Commissioner Ronnie Mendenhall

Commissioner Rick Morris

Clerk to the Board Amber Brown



Board of County Commissioners

April 22, 2024

2:00 PM

Item number: IX.e.

EMS Part-Time Rate Increase Request

Contact: Brandon Gentry, EMS Director

Summary:

EMS Director Brandon Gentry will present the attached request for a rate increase for part-time EMTs and paramedics for EMS.

ATTACHMENTS:

Description	Upload Date	Type
EMS Part Time Rate Request	4/19/2024	Cover Memo



Director
Brandon Gentry
bgentry@co.stokes.nc.us

Stokes County Emergency Services
3169 NC 8 Hwy S
Walnut Cove, NC 27052
Phone: (336) 593-1567
Fax: (336) 593-5412



Operations Manager/Training Officer
Renee Bridges
rbridges@co.stokes.nc.us

Memo

April 15, 2024

To: Amber Brown, County Manager

From: Brandon Gentry, Director

Reference: Part-Time Pay

Part-Time Salary Increase

I would like to request a part-time hourly rate increase for EMT, Advanced EMT, and Paramedic levels. I would also like to implement a range in the part-time salary based on experience. This would assist in the attraction and retention of more experienced part-time employees in Stokes County. I have included some salary charts that indicate the pay scale based on experience. I have attached a chart that shows surrounding counties part time pay.

Below is the requested hourly rate change for our part-time employees.

EMT: 17.00 – 22.00 based on experience.

AEMT: 18.00- 23.00 based on experience.

Paramedic: 21.00 -30.00 based on experience.

Surrounding counties pay scale for part time EMS.

Part Time	Paramedic	AEMT	EMT
Stokes	18.00 - 23.00	15.22 - 20.22	12.97 - 17.97
Davie	19.82 - 29.26	16.31 - 24.07	15.53 - 22.92
Yadkin	20.67 - 31.00	17.85 - 26.78	17.00- 25.50
Surry	18.51 - 30.66	16.31- 26.73	
Forsyth	23.59 - 40.11	19.41 - 33.00	18.49 - 31.43

This would not increase our part time budget this year. We would see an increase in the next budget of 37,000 dollars. That was already put in the budget for 24/25.

I thank you for your consideration in this matter. Such actions would help retain and attract experienced part-time employees in this department.

Thank you,



Brandon Gentry, Director