

LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, JANUARY 04, 2016 – TIME: 9:00 A.M.
COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 5 Min. Est.

PUBLIC INFORMATION

Angela Bates, Green Lamp, Community Services Block Grant Funds

C. Dean Horne, C.P.A., Presentation of FY 14-15 Audit Report

Johnny Craft, Hugo Fire Department

PUBLIC COMMENTS

Scheduled: None

Non-Scheduled:

CONSENT AGENDA: 10 Min.

ACTION

1. Approval of Minutes: Regular Board Meeting: December 7, 2015.

King

END OF CONSENT AGENDA

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.

2. Budget Ordinance Amendment: Capital Improvements Fund: Economic Development: \$37,500. Increase. Chestnutt
3. Resolution Approving fifteen (15) Additional Part-Time Vehicle Operator Positions. Greene
4. Resolution Approving the Purchase and Installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances: Select Custom Apparatus: \$11,344.80. Dail
5. Resolution Approving the Remount of a 2003 Ford E450 Wheeled Coach Ambulance Box: Select Custom Apparatus: \$85,425.25. Dail
6. Budget Ordinance Amendment: General Fund: DSS: \$25,000. Increase. Moore
7. Resolution Authorizing FY15-16 Contract to Home Transport Services for Department of Social Services: \$535,000. Moore
8. Resolution Approving Lenoir County Planning & Inspections Department Request to Reinstate the Term Limits for Planning Board Members. O'Neal

APPOINTMENTS: 5 Min.

9. Resolution Approving Citizens to Boards, Commissions, Etc. **5 Min** Board

OTHER ITEMS: 10 Min.

10. **Items from County Manager** Board
11. **Items from County Attorney/Commissioners Public Comments/Closed Session (if necessary)** Board

LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, JANUARY 4, 2016 – TIME: 9:00 A.M.
COMMISSIONERS' MEETING ROOM, LENOIR COUNTY COURTHOUSE
130 S. QUEEN ST., KINSTON, N.C.

Summary of Actions Taken at the December 7, 2015 Meeting

- | | | |
|----|---|----------|
| 1. | Approval of Minutes: Regular Board Meeting: November 16, 2015. | Approved |
| 2. | Budget Ordinance Amendment: Trust and Agency Fund: Finance/Extension-Family Caregiver: \$2,135.: Increase. | Approved |
| 3. | Resolution Honoring Donna Grady. | Approved |
| 4. | Resolution in Support of Lenoir Community College new Access Road. | Approved |
| 5. | Resolution Declaring Property as Surplus and Authorizing the Sale of Surplus Property by Auction. | Approved |
| 6. | Budget Ordinance Amendment: General Fund: Finance/Social Services: \$17,288.: Decrease. | Approved |
| 7. | Resolution Approving Purchase of Billing Service Agreement with SouthData, Inc.: Not to Exceed \$9,500 for 15-16 Fiscal Year. | Approved |
| 8. | Resolution Approving 2016 County Holidays. | Approved |
| 9. | Resolution Approving 2016 Calendar of Board Meeting Dates and Times. | Approved |

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

December 07, 2015

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, December 07, 2015, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman Craig Hill, Vice Chairman Jackie Brown, Commissioners, Roland Best, Mac Daughety, Reuben Davis, Eric Rouse, and Linda Rouse Sutton.

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Martha Martin, Finance Officer, Vickie F. King, Clerk to the Board, Robert Griffin, County Attorney, members of the general public and news media.

Mr. Hill asked everyone to join in for a moment of silence in remembrance of Pearl Harbor.

Chairman Hill called the meeting to order at approximately 9:00 a.m. Ms. Brown offered the Invocation and Mr. Daughety led the audience in the Pledge of Allegiance.

Mr. Hill turned the meeting over to Attorney Robert Griffin for the election of Chairman and Vice-Chairman.

Election of Chairman *Attorney Robert W. Griffin Ms.*
Ms. Sutton nominated Mr. Craig Hill with a second by Ms. Brown; there was no opposition to the nomination and no further nominees; Mr. Hill was named Chairman by unanimous approval of the Board – One Year Term.

Election of Vice-Chairman *Attorney Robert W. Griffin Ms.*
Ms. Sutton nominated Ms. Jackie Brown with a second by Mr. Best; there was no opposition to the nomination and no further nominees; Ms. Brown was named Vice-Chairman by unanimous approval of the Board – One Year Term.

Mr. Hill thanked the Board for their vote of confidence and stated he looks forward to serving for another year as Chairman. Mr. Hill stated the Board has had a very successful year and he is looking forward to the upcoming year.

Ms. Brown thanked the Board and stated she also looks forward to working with the Chairman and other members of the Board.

PUBLIC INFORMATION:

None

PUBLIC COMMENTS:

Ms. Annie Whitehead stated she has a plan she would like to present to the Lenoir County Board of Commissioners. Ms. Whitehead stated it is the same plan she shared with members of the Klu Klux Klan (KKK) many years ago. In 1960 a message was sent from the Lenoir County Court House to the White House and they listened and we were able to make a big difference. Lenoir County is filled with youth that are in need of our help, and additional jails are not the answer. I have a program in place with volunteers ready to assist. There is one problem we are lacking a building to provide the necessary services. Ms. Whitehead asked the Board to furnish a building to her organization so she along with volunteers can provide the troubled youth of Lenoir County with the help they need. It is time for the people in Lenoir County to come together and make a difference. Mr. Hill thanked Ms. Whitehead for coming and encouraged her to share this message with City Council members as well.

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: November 16, 2015.
2. Budget Ordinance Amendment: Trust and Agency Fund: Finance/Extension-Family Caregiver: \$2,135. Increase. Ms. Martin stated this amendment is to increase the budgeted amount for the Partnership for Children Program. The original budget for this program was funded at \$52,100. The County received notification on November 17, 2015 that the budget was being increased by \$2,135. This will bring the total budget to \$54,235. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 2 was unanimously approved.

Upon a motion by Ms. Brown and a second by Ms. Sutton, the consent agenda was unanimously approved.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 3 was a Resolution Honoring DSS Employee Donna Grady. Ms. Susan Moore, Social Services Director, read the Resolution aloud for members of the Board and the viewing public. Ms. Moore stated many years ago due to major health problems, Ms. Grady's family was in need of assistance from Lenoir County DSS. After Ms. Grady left the office she was determined to get a job with DSS. Ms. Grady felt she could provide greater customer service than her family had received at the agency. Needless to say from the time Ms. Grady became employed with DSS she has gone above and beyond to provide great customer service. Ms. Grady has taught employees at the agency to treat people with dignity and respect. She has constantly reminded everyone to realize they could be that person on the other side needing help. Ms. Grady's motto throughout her entire career has always been "customer service; these are your neighbors." Upon a motion by Mr. Hill and a second by Ms. Sutton, Item No. 3 was unanimously approved.

Ms. Grady stated it has truly been a pleasure to serve the citizens of Lenoir County. She stated she has made lots of new friends and met many good people throughout her career. She is grateful for the opportunity she had to work for Lenoir County. Ms. Sutton stated Ms. Grady has overcome many obstacles. She has been strong and has done exceptionally well, and I am very proud of her.

Ms. Brown stated since her association with DSS there has never been a more congenial person than Donna Grady. Ms. Grady takes everything seriously. After Lenoir County began using NC Fast, Ms. Grady was asked by several different counties to come and teach the NC Fast program. I would say that speaks volume about the person of Ms. Grady.

Item No. 4 was a Resolution in Support of Lenoir Community College New Access Road. Mr. Bruce Parson, Business Manager, Lenoir Community College, read the Resolution. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No 4 was unanimously approved.

Item No. 5 was a Resolution Declaring Property as Surplus and Authorizing the Sale of Surplus Property by Auction. Ms. Martin stated the County has acquired various properties over a period of time mainly through tax foreclosures. Some of these properties have structures on them and some are vacant lots. These properties add no value to the operations of Lenoir County. County Administration is requesting the approval of the Board to sell the two (2) listed properties through the negotiated offer and upset bid process. The sale of these properties will return them to private owners and add them once again to the tax scrolls. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 5 was unanimously approved.

Item No. 6 was a Budget Ordinance Amendment: General Fund: Finance/Social Services: \$17,288. Decrease. Ms. Martin stated this amendment is to correct the original budget for federal adoption assistance. This is a roll forward amount each, and was rolled forward on Budget Amendment G-16 in August 2015. There was an amount included in the original budget, but should not have been, as there is no offsetting revenue coming in. This is an amount originally received in FY 04-05 and has had the unexpended balances rolled forward each new fiscal year. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No 6 was unanimously approved.

Item No. 7 was a Resolution Approving Purchase of a Billing Service Agreement with SouthData, Inc.: Not to exceed \$9,500 Fiscal Year 2015-2016. Mr. Darrell Parrish, Tax Administrator, stated in the past, the Lenoir County Tax Department has purchased blank forms, printed, processed, and mailed all listing forms, tax bills and delinquent notices. Performing these duties required the Tax Department to maintain and repair printers and bursters and involved many hours of labor. Since the Department of Motor Vehicles (DMV) now collects motor vehicle taxes, the number of notices printed and mailed has been reduced by more than 50%. The Tax Department is now responsible for three major mailings each year; listing forms at the beginning of the calendar year, delinquent advertising notices in February, and the annual bills in August. Contracting out the printing and mailing of major mailings required by the Tax Department will cost about the same as completing the processes in house and will allow the Tax Department to provide better services to the citizens of Lenoir County. Also note that the "not to exceed" amount is less than the annual estimated cost due to the fact that the Tax Department has already printed and mailed the annual bills in August of this year. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No 7 was unanimously approved. Mr. Jarman stated this is something we have always done in house and close to the same cost. Mr. Parrish has worked with us as we have progressed with billing and numbers. He has also reduced his staff by three people over the last couple of years. He is operating with less people in place, so there is more of a need to outsource a few things. Mr. Hill stated this is a good move and it's in line with some of the updates we've made with technology. Management held out during difficult times and this falls right in line with all the other updates. I think it's important that we stay in line with other counties around us. Mr. Hill told Mr. Parrish the Board appreciates his work and how he continues to look for ways to reduce cost and increase efficiency.

Item No. 8 was a Resolution Approving 2016 County Holidays. Mr. Jarman stated each year, Administration brings before the Board a list of the holidays for the next year. With this being the last meeting in 2015, the Board is asked to approve the 2016 Holiday schedule. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No 8 was unanimously approved.

Item No. 9 was a Resolution Approving 2016 Calendar of Board Meeting Dates and Times. Mr. Jarman stated this schedule is customary to what the Board had this year, which shows the Board having one business meeting in July and one business meeting in December. Mr. Hill stated last year the Board changed its' second meeting of the month from 4:00 p.m. to 5:00 p.m. and we agreed to evaluate it over the course of the year. This is the opportunity to keep it at 5:00 p.m. or make any adjustments. Mr. Hill stated he knows the Board had some issues with citizens and department heads trying to get here at 5:00 p.m. It has been stated the Board would have more citizen attendance if the meeting changed to 5:00 p.m. Mr. Hill stated a motion was made by Mr. Davis and a second by Ms. Brown, to move the Commissioners second meeting of the month back to 4:00 p.m. At this time the floor is open for discussions.

Mr. Davis stated it appears since the change to 5:00 p.m. it has not caused anyone to attend. My concern is our county employees should be able to attend the meetings, but 5:00 p.m. meetings extend their day without any benefits. My suggestion is to change the meeting back to 4:00 p.m. Ms. Brown stated she concurred with Mr. Davis. If there is not a hot item on the agenda you can count the number of people in attendance at the 5:00 p.m. meeting. In my opinion we had more people to attend the meetings when it was set at 4:00 p.m. versus 5:00 p.m.

Mr. Rouse stated he understands the points that are being made, but he does not get off work until 5:00 p.m., which makes attending the meetings better for him. Mr. Rouse stated he doesn't see a big conflict. Mr. Hill stated the Board said they would evaluate it for a year. Now is the time to decide to keep it at 5:00 p.m. or change it back to 4:00 p.m.

Mr. Daughety stated he agreed with Commissioner Rouse. Yes, the Board has not had a significant change in attendance from the general public. However, when the Board has big issues arise, having the extra hour allow those who work the opportunity to get to the meeting at 5:00 p.m. I understand what we're saying, and I agree ninety-nine percent (99%) of the time we won't have any difference in attendance. My concern is when we have big issues the working public needs access to us and that extra hour makes a difference. Mr. Hill stated the Board has the flexibility to move or change the time of a meeting with proper notice if needed which might serve both purposes.

Ms. Sutton stated the flexibility is a better rule of thumb. Also, we have to consider the dollar amount it is costing the county to staff employees after regular working hours. If there is an issue we can adjust the schedule accordingly. In all of my years if there is something going on the people will be here.

Mr. Best stated he supported the initial idea for the change to 5:00 p.m., and the Board did as we stated we would do. However, I feel 4:00 p.m. is the more suitable time for the meeting. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No 9 was approved along with a time change for the second Board meeting back to 4:00 p.m. with three descending votes by Mr. Rouse, Mr. Hill and Mr. Daughety.

Mr. Jarman stated we will send out a new calendar reflecting the 4:00 p.m. change. County Administration has had some issues with other meetings scheduled after hours. When this happens, and department heads have to attend, it forces them to send someone else to represent their department. This change will definitely help the staff. I will also say if we have an issue to come up and the Board feels it needs to be changed, we can change the order of your meeting to fit a work session and a public session later. Administration is open to work with you to accommodate the public as best as we can.

Item No. 10 was a Resolution Approving Citizens to Boards, Commissions, Etc. Chairman Hill stated, there are no applicants, so no action is required at this time.

Item No. 11 was Items from the County Manager. Mr. Jarman stated we have property located at 902 Herbert Drive that we received a \$2,000 bid on. This property is declared surplus so we can place it back on the market for bids. This is a single wide mobile home with a permanent foundation and a concrete driveway. It is my suggestion that you decline this bid at this time. I have not been inside the dwelling but I think it is worth more. Upon a motion by Ms. Sutton and a second by Ms. Brown, the \$2,000 submitted bid for property located at 902 Herbert Drive is declined.

Mr. Jarman reminded everyone of the Lenoir County employee Christmas Luncheon, which will be held Friday, December 11, 2015 at the Lenoir County Shrine Club. We are asking everyone to arrive by 11:30 a.m. because we will start promptly at 11:45 a.m. We had several employees to step up to the plate to help provide the venue and entertainment; Joey Bryan, Sheriff's Office, and the Health Department will be providing entertainment, and DSS will have their 50/50 drawing. I think this will be a good time and I am looking forward to it.

The Commissioners dinner will be next week, Wednesday, December 16th. I will get more information together as to where we will meet to ride to Silver Lake Restaurant. Mr. Davis stated he is glad the Commissioners and their spouses are going to Silver Lake Restaurant however; he wanted everyone to know that it was not his idea or suggestion. Mr. Jarman stated we have patronized various restaurants in and around town, and for the past several years the Commissioners dinner has been Dutch treat. Some of us thought it would be a good gesture to do something different this year.

On another note it is actually much more comfortable today than we anticipated. Our boiler stopped working Friday. The boiler is a very old system that we have patched together for years and today we are without heat. The old jail and the court house annex are on the same boiler. In order to accommodate the people housed here, we moved out inmates to the new jail which is now at capacity. We were able to send all the female and some male inmates to other locations. This is a very serious issue and we will keep you posted. We are hoping to get it up and running however, some technicians do not want to service the system because of its age. Major Ryan Dawson of the Sheriff's Office is here if you need further information.

Ms. Brown thanked the Commissioners for their prayers, calls and visits during the unexpected death of her sister in law. Also, on tomorrow, the Kinston Teens will be celebrating their first anniversary at the Woodmen Community Center.

Ms. Sutton stated LaGrange and Pink Hill had great parades and they both were well organized. Mr. Best stated for the first time the town of Grifton had a Christmas Parade and he was able to attend and represent the Lenoir County Commissioners.

Mr. Hill stated the Kinston Christmas Parade will be Saturday, December 12th at 10:00 a.m. and the Commissioners are to meet at 9:00 a.m. Some of the Commissioners will be riding on the float and others will use their private vehicles.

Ms. Sutton shared information from the December 3rd US 70 Corridor Commission meeting. It was a well attended meeting. There are a lot of good projects going on in the eastern part of the state. Ms. Sutton asked Mr. Pope to share information from the meeting. Mr. Mark Pope, Economic Development Director, stated a major focus is how fast they are pushing for the Felix Harvey Parkway Extension Section C. Mr. Pope stated a conference call will take place with members from ECU to bring leaders from all different areas to gather in Kinston to talk about Connect NC, in a round table discussion. The Havelock bypass is in its last phase before it goes out to bid and it should happen shortly after spring 2016. Mr. Pope shared information about the three (3) year deal regarding Hwy 11 Southern Bypass and the design changes through Greenville, near Vidant Hospital and Highway 264.

Mr. Davis stated Kinston High School football players had an undefeated season and Lenoir County should be proud. Also, the team will play in the championship game this coming Saturday in Raleigh at NC State University.

Mr. Rouse stated in light of recent shooting events that have occurred he would like the Board to consider revising our policy concerning concealed weapons on county property. Mr. Rouse stated he feels it is a God given right and everyone has the right to defend themselves. He would really like for this entire Board to consider amending policy to allow individuals who have concealed permits, and have been properly vetted, to carry a weapon on any county property, except for the court house. The way things are trending in our society we are doing a disservice to our citizens that we the Board represent by disarming them. Since we do have a well vetted concealed weapons policy we owe it to the citizens of Lenoir County to help them protect themselves wherever they are as long as they have gone through the proper process.

Mr. Daughety stated he agrees with Mr. Rouse and I too have some concerns. When our local DSS employees leave from the parking lot and it is later than 5:00 p.m. it is already dark. I would like to see the policy revisited with some restrictions so they will be able to carry concealed weapons.

Mr. Hill stated at this point I am not sure what we should do. However, I do think it would be wise to see what other boards are doing since this is something they will be faced with. We need to gather information, survey our employees and get their feelings on the situation because they are the people in the buildings every day. We also need to seek information from law enforcement before we take any type of action. I believe Pitt County Commissioners will vote at their meeting today regarding concealed weapons on county property. I am open to the research to enable us to receive more information.

Mr. Jarman asked if the Board was asking for a survey of all county employees pertaining to people being able to carry concealed weapons in county buildings except the court house. Mr. Rouse asked before the survey is released he would like to review the questions to make sure the survey is neutral. Mr. Jarman replied Mr. Rouse is more than welcome to send to him the sample questions that are down the line of what you are seeking and we can go with that.

Mr. Rouse stated his concerns are those in charge of the facilities that will feel one way or another about it. Mr. Jarman stated there are multiple things involved that would require research like liability and insurance premiums that we would need to check on as well.

Mr. Jarman asked if anyone had seen the Pitt County Survey and if it was satisfactory to the Board. Mr. Rouse stated he thinks the survey should go to the public as well as county employees because we are representing the citizens and if we just surveyed the employees it would be a skewed sample. I think if we surveyed the public as well, statistics will tell what I am trying to say.

Mr. Hill stated he did not know if we had the ability to survey the general public in this short period of time. We probably can look at national surveys and see the impact. I think this is a decision that County Boards and School Boards have to make and this is not unique to this Board; this is going on across the country. Mr. Rouse stated this will work out for those lawfully vetted licensed citizens.

CLOSED SESSION

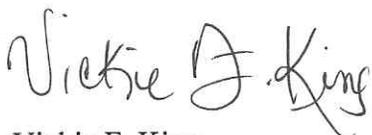
Upon a motion by Ms. Brown and a second by Ms. Sutton a closed session was entered into at approximately 9:55 a. m. with the following cited: Number Four (4): To discuss matters relating to the location or expansion of industries or other businesses in the area served by Lenoir County.

OPEN SESSION

Upon a motion by Ms. Brown and a second by Mr. Daughety and unanimous approval, the Board moved out of closed session at approximately 10:20 a.m. The meeting re-convened in open session at approximately 10:21 a.m. Mr. Hill stated the Board went into closed session to discuss a potential industry in Lenoir County. No action was taken. Mr. Hill asked if there were any additional comments? There were none. Upon a motion made by Mr. Hill and a second by Mr. Daughety, the meeting was adjourned.

Meeting Adjourned at 10:22 a.m.

Respectfully submitted,



Vickie F. King
Clerk to the Board

BUDGET ORDINANCE AMENDMENT: CAPITAL IMPROVEMENTS FUND
 ECONOMIC DEVELOPMENT: \$37,500. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2015 - 2016
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
CAPITAL IMPROVEMENTS	ECONOMIC DEVELOPMENT	VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES		Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES	
Account # and Title	Amount	Account # and Title	Amount
<u>INCREASE</u> 40-3980-9856 GRANT-ST ONE NC-PACTIV	37,500.00	<u>INCREASE</u> 40-4920-5910 PACTIV-GRANT-ST ONE NC	37,500.00
Total	37,500.00	Total	37,500.00

Reason and Justification for Request:

TO APPROPRIATE STATE ONE-NC FUNDS RECEIVED BY THE COUNTY FOR PACTIV LLC. A CHECK IN THE AMOUNT OF \$37,500. WAS RECEIVED ON DECEMBER 15, 2015 FOR THE EXPANSION OF PACTIV - PROJECT #2014-16039. THIS EXPANSION WAS ANNOUNCED IN AUGUST OF 2013 AND IS A PASS THROUGH GRANT.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Nancy Chestnut</i>	12-16-15	<i>Nancy Chestnut</i>	12-16-15
Budget Officer Approval	Date		
<i>Michael W. Farman</i>	12/16/15		
Board Approval (When Applicable)	Date	Date of Minutes	

INTRODUCED BY: Michael W. Jarman, County Manager **DATE** 01/04/2016 **ITEM NO.** 3

RESOLUTION: Approval of Additional Part Time Vehicle Operator Positions

SUBJECT AREA: Administrative

ACTION REQUESTED: Requesting the approval of fifteen (15) additional positions for Vehicle Operators for Lenoir County Transit.

HISTORY/BACKGROUND: Lenoir County Transit's revenue and ridership has been gradually decreasing. This is due in large part to Lenoir County Transit's growing lack of qualified Vehicle Operators. As the number of hours that part time employees are allowed to work decreases, the number of operators necessary to maintain current service levels has not increased proportionately. As recently as September of 2013, part time Vehicle Operators were allowed to work in excess of 50 hours per week, but now are limited to an average of 19 hours per week.

EVALUATION: Lenoir County Transit is no longer allowed to increase the working hours of part time Vehicle Operators in order to accommodate the demand for service generated by the people of Lenoir County. Currently, part time employees can work a maximum of 999 hours in any twelve month period, which equals to 19 hours per week or 83 hours per month. With the number of Vehicle Operators Lenoir County Transit currently has, running enough routes to meet demand in a timely manner has become impossible. The LCT application to the North Carolina Department of Transportation for replacement vehicles was not fully approved this fiscal year because NCDOT does not feel the vehicles LCT currently has are being fully utilized. If fifteen additional Vehicle Operator positions are approved, Lenoir County Transit would be able to better utilize vehicles, and in turn, LCT would better serve the people of Lenoir County.

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 01/04/16 **ITEM NO.:** 4

RESOLUTION: Approve the Purchase and Installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances: Select Custom Apparatus: \$11,344.80

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to approve the purchase and installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances from Select Custom Apparatus in the amount of \$11,344.80.

HISTORY/BACKGROUND: The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. North Carolina Office of Emergency Medical Services (NCOEMS) requires cold fluids and medications that are essential to our operation be kept at certain temperatures. The layout of our ambulances provides ample room in the right front cabinet to be easily modified to provide room for the refrigerator unit while keeping cost at a minimum.

EVALUATION: The Lenoir County Emergency Department (EMS) maintains a fleet of twelve (12) ambulances. The layout of our ambulances provides ample room in the right front cabinet to be easily modified to provide room for the refrigerator and keep cost at a minimum. Providing a refrigerator will assist in our daily operations, cut cost in our medical supply budget, and will provide a good foundation to allow us to continue to grow and expand our medical scope of practice. The EMS Director is recommending the purchase and installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances. Staff feels that installing a refrigerator in the box of our ambulances will cut cost in medical supplies by a minimum of \$1,400.00 a year, as well as assist in our daily operations by allowing crews to carry their medications and fluid that are required to be refrigerated. This will also assist in providing a good foundation and platform to continue to grow and expand our medical scope of practice.

Approval of this purchase will allow for the encumbrance of funds and payment to the vendor upon delivery of the ambulance.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the purchase and installation of Norcold Refrigerators on six (6) Wheeled Coach Ambulances from Select Custom Apparatus in the amount of \$11,344.80 be approved.

AMENDMENTS:

MOVED _____ **SECOND** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____
Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

01/04/2016
Date

Attest

01/04/2016
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 01/04/16 **ITEM NO.:** 5

RESOLUTION: Approve the Remount of a 2003 Ford E450 Wheeled Coach Ambulance Box: Select Custom Apparatus: \$85,425.25.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to approve the remount of a 2003 Ford E450 Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$85,425.25.

HISTORY/BACKGROUND: The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. Due to budget constraints in recent years, the Department has not been able to replace aging ambulances on a regular basis. In FY09-10, two (2) units were replaced. In FY10-11, no units were replaced. In FY11-12, one (1) box was remounted on new chassis. In FY12-13, no units were replaced. In FY13-14, one (1) box was remounted on a new chassis. In FY14-15, two (2) boxes were remounted onto new chassis, and one (1) used ambulance was purchased to replace a unit that was taken out of service in 2013, but was never replaced, keeping our fleet total at twelve (12). For the current fiscal year, funds were budgeted for the remount of two- (2) boxes onto new chassis.

EVALUATION: The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. Approximately one-half (1/2) of the units in the fleet are in need of replacement as soon as possible, but budget constraints have hampered this objective. Regular replacements have not been possible in the past few years. The EMS Director is recommending remounting the box on a 2003 Ford E450 with 240,409 miles on a new chassis during this fiscal year. Staff feels that remounting the box of this truck onto a new 2016 Ford V-10 gas chassis will be the best course of action for additional unit replacement. This 2003 Ford requires upgrades to the box due to its age and outdated equipment. A new truck now costs \$140,000 to \$160,000, with a remount, including upgrades to the box, costing approximately \$85,425.25.

Approval of this purchase will allow for the encumbrance of funds and payment to the vendor upon delivery of the ambulance.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the remount of a 2003 Ford E450 Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$85,425.25 be approved.

AMENDMENTS:

MOVED _____ **SECOND** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____
Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

01/04/16
Date

Attest

01/04/16
Date

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:
DSS:\$25,000 INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2015-2016
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		SOCIAL SERVICES		Foster Care	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input checked="" type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
REVENUES			EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
INCREASE		DECREASE			
10-3534-3000 State Foster Care H-SF & H-CF	25,000.00	10-5310-3300 Utilities	-19,000.00		
		10-5310-3930 Temporary Employees	-25,000.00		
		10-5310-4531 Insurance & Bonding	-6,000.00		
		10-5362-4972 ABA WD/E&T	-25,000.00		
		INCREASE			
		10-5346-4970 State-Foster Care H-SF	100,000.00		
Total	25,000.00	Total	25,000.00		

Reason and Justification for Request:
 This Budget request is to increase State Foster Care line item by \$100,000.00. This increase is necessary to cover expenditures for FY15-16 due to an increase of number of children in foster care. Part of this transfer is a request to use all county funds of \$25,000.00 from line item 10-5362-4972 (ABA WD/E&T) to draw down additional state funds of \$25,000.00.

Department Head Approval <i>Susan Moon</i>	Date 12/15/2015	Finance Officer Approval <i>Nancy Chestnut</i>	Date 12-16-15
Budget Officer Approval <i>M. G. Jam</i>	Date 12/28/15		
Board Approval (When Applicable)	Date	Date of Minutes	

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/04/2016 **ITEM NO.:** 7

RESOLUTION: Authorizing FY15-16 Contract to Home Transport Services for: Department of Social Services: \$525,000.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to authorize the Department of Social Services Director to execute the following FY15-16 contract to Home Transport Services in the amount of \$525,000.

HISTORY/BACKGROUND: All contracts in the amount of \$2,500 or greater require the approval by the Board of Commissioners. The Board of Commissioners approved a contract with R&W Transportation on June 15th 2015 in the amount of \$525,000 for Medicaid transportation services. Effective January 31, 2016 R&W Transportation will be dissolving their business. This contract with Home Transport Services will replace R&W Transportation contract. Medicaid transportation is a 100% Federal and State match program.

EVALUATION: Approval of this resolution will allow the agency to continue to provide Medicaid Transportation services without a disruption of services for clients who previously utilized R&W Transportation. This contract does not represent an increase in the FY15-16 budget. Medicaid Transportation is 100% Federal and State match program.

MANAGER'S RECOMMENDATION

Respectfully recommend approval



RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that: the Department of Social Services Director is authorized to execute the above listed service contract for FY15-16 to Home Transport Services in the amount of \$525,000.

AMENDMENTS:

MOVED _____ **SECONDED** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

Yea Votes: Hill _____ Brown _____ Best _____ Daughety _____ Davis _____

Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date

RESOLUTION: Approval of Reinstating Term Limits for Planning Board Members.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: The Board is requested to officially approve the reinstatement of term limits for the Lenoir County Planning Board members.

HISTORY/BACKGROUND: On February 07, 2011 the County Commissioners approved a request from the Planning Board to suspend the term limits for Planning Board members. This was impart due to the board historically having problems with obtaining a quorum of members for scheduled meetings as well as having members to fill the entire Planning Board. Since that decision, the Planning Board has not had any problems with a quorum and now has a full roster of nine (9) members. The integrity and functionality of the Planning Board is now consistent and stable enough that the Planning Board membership can be appointed and administered as authorized by the Zoning Ordinance.

EVALUATION: Applying the term limits (2-three year terms), the Planning Board would affectively be left with five (5) members whose terms have not expired, and with only four (4) needed for a quorum. This would allow the Planning Board to remain intact and thus allowing development to continue to progress throughout the County. The Commissioners would then be tasked to seek citizens within vacant Planning Districts for appointment to the Planning Board. The Planning Department believes the recommendation of reinstating term limits now will help the Department to continue the stability of the Planning Board and also to be harmonious with the Zoning Ordinance.

The Planning Department asks that the departing members of the Planning Board be sent letters from the Clerk to the Board of Commissioners, recognizing and thanking the members for their dedicated service to Lenoir County.

Current Planning Board members:

Donna H. Hardy, District 1, 2nd term expires June 2017
Frank White, Vice-Chairman, District 2, 2nd term expires June 2016
Debbie Wise, District 4, 2nd term expires June 2017
Morris (Morry) Barbee Jr., At-Large 2nd term expires November 2016
Paul Whittington, Alternate #2, 2nd term expires May 2018

Vacant Planning Board positions:

District 3, C.L. Braxton, term expired (member since 2004)
District 5, Barry Seay, no longer eligible (moved within municipal limits)
District 6, Derrick Carter, term expired (member since 2008)
Alternate #1, Russell Hill, term expired (member since 2008)

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval.

mwf
Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the reinstatement of term limits for the Lenoir County Planning Board be adopted and become retroactively effective January 01, 2016.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

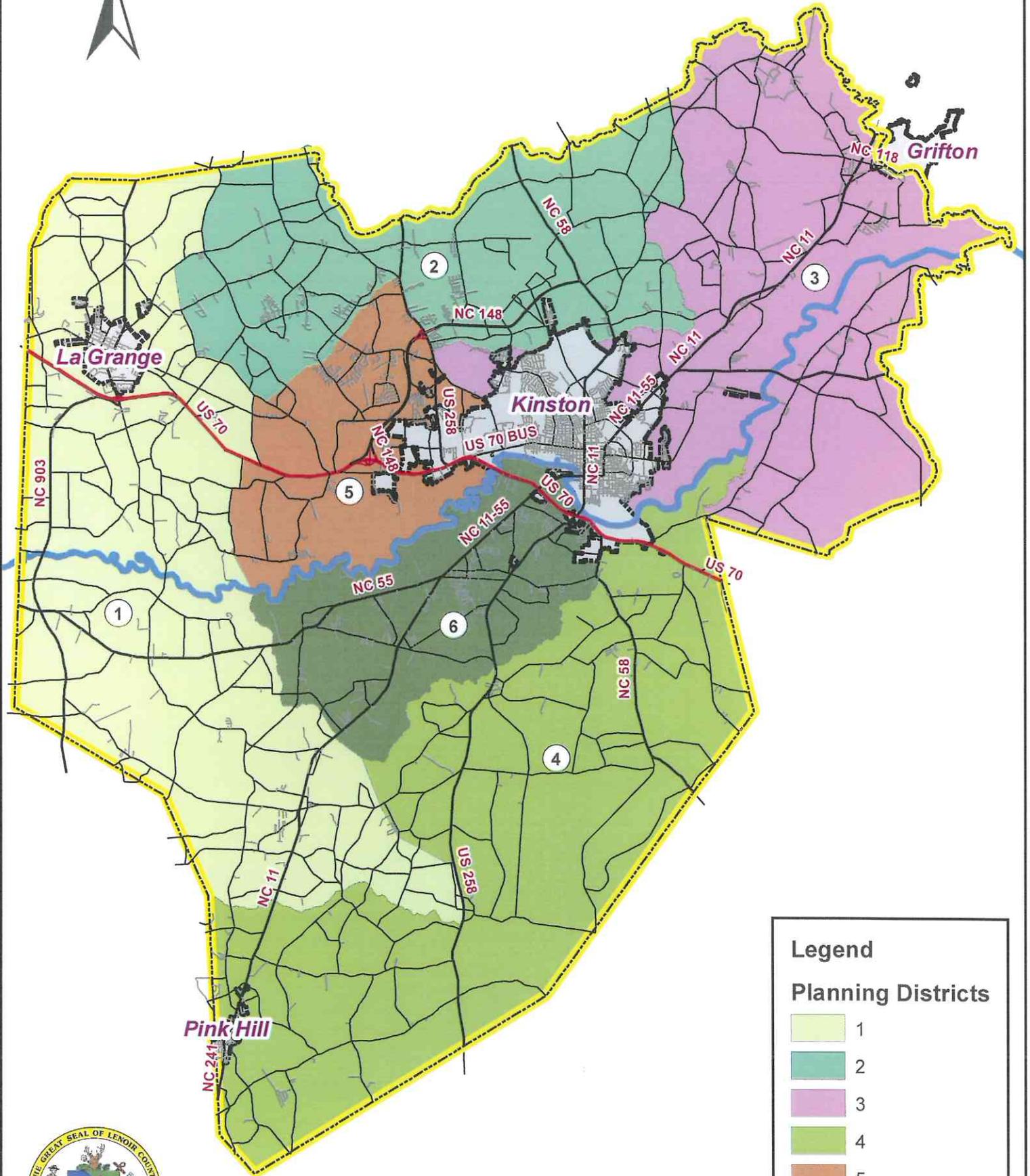
Davis _____ Rouse _____ Sutton _____

Craig Hill, Chairman

Date

Attest

Date



Legend

Planning Districts

- 1
- 2
- 3
- 4
- 5
- 6





**LENOIR COUNTY
PLANNING BOARD**
LENOIR COUNTY ADMINISTRATION BUILDING
PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



MEMO

To: Lenoir County Board of Commissioners
From: Lenoir County Planning & Inspections Department
Subject: Reinstate Term Limits for Planning Board Members
Date: December 28, 2015

The Lenoir County Planning & Inspections Department request the reinstatement of term limits as outlined in the Zoning Ordinance for the Lenoir County Planning Board members. On February 07, 2011 the County Commissioners approved a request from the Planning Board to suspend the term limits for Board members. This was impart due to the board historically having problems with obtaining a quorum of members for scheduled meetings as well as having members to fill the entire Planning Board. Since that decision, the Planning Board has not had any problems with a quorum and now has a full roster of nine (9) members. The integrity and functionality of the Planning Board is now consistent enough that the Planning Board membership can be appointed and administered as authorized by the Zoning Ordinance.

Applying the term limits (2 - three year terms), the Planning Board would affectively be left with five (5) members whose terms have not expired, and with only four (4) needed for a quorum. This would allow the Planning Board to remain intact and thus allowing development to continue to progress throughout the County. The Commissioners would then be tasked to seek citizens within vacant Planning Districts for appointment to the Planning Board.

Those remaining on the Planning Board:

Donna H. Hardy, District 1 – 2nd term expires June 2017
Frank White, Vice-Chairman, District 2 – 2nd term expires June 2016
Debbie Wise, District 4 – 2nd term expires June 2017
Morris (Morry) Barbee Jr., At-Large – 2nd term expires Nov 2016
Paul Whittington, Alternate #2 – 2nd term expires May 2018

The vacant Planning Board positions:

District 3 – C.L. Braxton, term expired (member since 2004?)
District 5 – Barry Seay, no longer eligible (moved within municipal limits)
District 6 – Derrick Carter, term expired (member since 2008)
Alternate #1 – Russell Hill, term expired (member since 2008)

If the Board of Commissioners concurs with this request, the Planning Department asks that the departing members of the Planning Board be sent letters from the Clerk to the Board of



**LENOIR COUNTY
PLANNING BOARD**
LENOIR COUNTY ADMINISTRATION BUILDING
PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



Commissioners, recognizing and thanking the members for their service to Lenoir County. The Planning Department would also like to thank the Commissioners for their attention to this matter in 2011 and abiding to the recommendation at the time to help restore stability to the Planning Board and planning process. The Department believes the recommendation of reinstating term limits now will help the Department to continue that stability and also to be harmonious with the Zoning Ordinance.

Also, please note that Planning Districts and the Commissioners' Districts are **not** the same. There are six (6) Planning Districts and only five (5) Commissioners' Districts. A map of the Planning Districts is attached.

Please inform and advise the Lenoir County Planning & Inspections Department of your decision on this matter.

Regards,



Gary O'Neal,
Lenoir County
Planning and Inspections Director /
Chief Building Inspector



Wayland Humphrey
Lenoir County
Planner / Zoning Officer / GIS Coordinator /
E911 Address Database Mgr.

Attachment: Planning Districts Map

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 1/04/16 **ITEM NO.:** 9

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

SUBJECT AREA: Boards and Commissions

ACTION REQUESTED: Officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY/BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply on their own free will.

EVALUATION: The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Nursing Home & Adult Care	Jean King Mallie B. Stocks 2nd Appearance	2019 2019
Lenoir County Nursing Home & Adult Care	Della S. Rouse 1st Appearance	2019
Kinston-Lenoir County Tourism Development	Bryson Stevens 1st Appearance	2017
Lenoir County Economic Development	Jim McLain 1st Appearance	2019

CURRENT VACANCIES:

Lenoir County Health Board - (1) Optometrist

Lenoir County Nursing Home & Adult Care – (6)

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ

 Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the following appointments are made:

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Nursing Home & Adult Care	Jean King Mallie B. Stocks 2nd Appearance	2019 2019

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____
 Davis _____ Rouse _____ Sutton _____

 Craig Hill, Chairman

1/04/16
 Date

 ATTEST 1/04/16
 Date

2nd Appearance

APPLICATION FOR APPOINTMENT

RECEIVED

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

NOV 16 2015

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's Advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

LENOIR COUNTY
MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

NURSING HOME & ADULT CARE HOME

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Mallie B. Stocks
Address: 603 Fitzgerald Drive
City/State/Zip: Kinston N.C
Telephone: (Home) 252 527-1012 (Work) N/A
Occupation: Retired
Business Address: _____
Age: (Optional): _____
Number hours available per month for this position: As required
Training: Term. Served, and training at Meetings
Business and Civic Experience/Skills: EDUCATOR & VOLUNTEER

Other County Boards/Committees/Commissions presently serving on: only this, requiring approval.
Expiration date of Term: 11-4-15

Circle your voting precinct

- | | |
|---|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
| K-6 (Teachers Memorial School) | Sand Hill (Sand Hill VF Department) |
| K-7 (Emma Webb Recreation Center) | Southwest (Southwest VF Department) |
| <u>K-8 (Holloway Recreation Center)</u> | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Mallie B. Stocks

Signature of Applicant

11-4-15

Date

2nd Appearance

APPLICATION FOR APPOINTMENT

to

LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

RECEIVED

NOV 16 2015

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LENOIR COUNTY
MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

NURSING HOME & ADULT CARE HOME

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

Name: Open King
Address: 580 Lakeland Dr.
City/State/Zip: Kinston N.C. 28504
Telephone: (Home) 252-522-3585 (Work) NA
Occupation: retired
Business Address: N/A
Age: (Optional): _____
Number hours available per month for this position: as needed
Training: Retired from DSS-
Business and Civic Experience/Skills: _____

Other County Boards/Committees/Commissions presently serving on: _____

Expiration date of Term: N/A

Circle your voting precinct

- K-1 (Carver Courts Recreation Center)
- K-2 (Old Plummer Daniel's Building)
- K-3 (Fairfield Recreation Center)
- K-4 (Northwest Elementary School)
- K-5 (Spillman Baptist Church)
- K-6 (Teachers Memorial School)
- K-7 (Emma Webb Recreation Center)
- K-8 (Holloway Recreation Center)
- K-9 (Kinston Number 4 Fire Station)
- Contentnea (Contentnea Ruitan Building)
- Falling Creek (Banks Elementary School Gym)
- Institute (Institute Methodist Church)
- Moseley Hall (Frink Middle School Gym)
- Neuse (Agricultural Center)
- Pink Hill 1 (Bethel Baptist Church)
- Pink Hill 2 (Pink Hill Rescue Station)
- Sand Hill (Sand Hill VF Department)
- Southwest (Southwest VF Department)
- Trent 1 (Deep Run VF Department)
- Trent 2 (Moss Hill Ruitan Building)
- Vance (GTP Ed & Training CTR.)
- Woodington (Woodington Middle School)

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Open King
Signature of Applicant

10-4-2015
Date

1st appearance

APPLICATION FOR APPOINTMENT

RECEIVED

tc
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

RECEIVED

ISS 11 2015

LENOIR COUNTY
MANAGER'S OFFICE

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

Advisory Board/Committee/Commission interested in:

Debra S. Rowse NURSING HOME & ADULT CARE HOMES

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Debra S. Rowse

Address: 2994 Smith Colonial Rd

City/State/Zip: Kinston, NC 28501

Telephone: (Home) 252 527 3982 (Work) _____

Occupation: Retired

Business Address: _____

Age (Optional): 55

Number hours available per month for this position: 4

Training: _____

Business and Civic Experience/Skills: _____

Other County Boards/Committees/Commissions presently serving on: None

Expiration date of Term: 2015

Circle your voting precinct

- | | |
|--|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
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| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| <u>Contentnea (Contentnea Ruitan Building)</u> | Vance (GTP Ed & Training CTR.) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

Debra S. Rowse
Signature of Applicant

12/7/15
Date

1st Appearance



RECEIVED

DEC 16 2015

LENOIR COUNTY
MANAGER'S OFFICE

Kinston-Lenoir County Tourism Development Authority

301 N. Queen Street, Kinston, NC 28501

Embracing the past...Defining the present...Shaping the future

December 16, 2015

Mike W. Jarman
County Manager
County of Lenoir
PO Box 3289
130 South Queen Street
Kinston, NC 28502

Dear Mr. Jarman,

The Kinston-Lenoir County Tourism Development Authority Board of Directors has a vacancy that requires an appointment by the County. Ken Elbertson has vacated this particular position due to leaving Holiday Inn Express.. The County vacancy must be filled with an individual who has demonstrated an interest in tourist development and is a hotelier according to our legislative mandate.

The Tourism Development Authority Board Recommendation Committee respectfully suggests that the Board of Commissioners appoint Bryson Stevens, the manager at the Hampton Inn in Kinston. Mr. Stevens has worked in the hotel field for the past 20 years. He recently asked about serving on the Tourism Development Board. He stating that his previous experience in the hotel sales department required knowledge of community and tourism development for the county in which he served. We think he would make an excellent board member.

Mr. Stevens has expressed excitement and a willingness to serve on the Kinston-Lenoir County Tourism Development Authority. He will be filling a three year term that is set to expire June 2017. Please contact me if you need any additional information.

Sincerely

A handwritten signature in black ink that reads "Laura Lee Sylvester". The signature is written in a cursive style.

Laura Lee Sylvester
Executive Director
Kinston-Lenoir County Tourism Development Authority

1st Appearance

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

RECEIVED

DEC 21 2015

The Lenoir County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Lenoir County Clerk to the Board, P.O. Box 3289, Kinston, NC 28502, or fax to (252) 559-6454.

LENOIR COUNTY
MANAGER'S OFFICE

Advisory Board/Committee/Commission interested in:

ECONOMIC DEVELOPMENT

(I understand that this application will be kept on the active file for two years only, and I, hereby, authorize Lenoir County to verify all information included in this application.)

* * * * *

Name: Jim McLain
Address: 2214 Paddock Drive
City/State/Zip: Kinston, NC 28504
Telephone: (Home) 527-6058 (Work) none
Occupation: retired baker
Business Address: _____
Age: (Optional): _____
Number hours available per month for this position: unlimited
Training: _____
Business and Civic Experience/Skills: current board member
Other County Boards/Committees/Commissions presently serving on: none
Expiration date of Term: 12/31/15

Circle your voting precinct

- | | |
|--|--|
| K-1 (Carver Courts Recreation Center) | Institute (Institute Methodist Church) |
| K-2 (Old Plummer Daniel's Building) | Moseley Hall (Frink Middle School Gym) |
| K-3 (Fairfield Recreation Center) | Neuse (Agricultural Center) |
| K-4 (Northwest Elementary School) | Pink Hill 1 (Bethel Baptist Church) |
| K-5 (Spillman Baptist Church) | Pink Hill 2 (Pink Hill Rescue Station) |
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| K-8 (Holloway Recreation Center) | Trent 1 (Deep Run VF Department) |
| K-9 (Kinston Number 4 Fire Station) | Trent 2 (Moss Hill Ruitan Building) |
| Contentnea (Contentnea Ruitan Building) | Vance (Army Reserve Center, Airport) |
| Falling Creek (Banks Elementary School Gym) | Woodington (Woodington Middle School) |

CERTIFICATION

I certify that I have read and understand the 75% attendance requirement established in the Lenoir County Board Appointment Policy. I further certify that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.

James McLain
Signature of Applicant

12/6/15
Date

Item No. 10

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: January 04, 2016
SUBJECT: Items from County Manager

1. Inspections & Permit Reports
2. Financial Performance Summary Reports
3. Lenoir County Transit Monthly Statistics (October & November)



**LENOIR COUNTY
PLANNING & INSPECTIONS DEPARTMENT**
PO BOX 3289
101 NORTH QUEEN STREET
KINSTON, NC 28502
PHONE: 252-559-2260
FAX: 252-559-2261



**LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT**

NOVEMBER 2015

PERMITS ISSUED: 103

PERMITS VALUE: \$ 728,513

PERMIT FEES: \$ 6819

SINGLE FAMILY DWELLINGS: 2

MOBILE HOMES: 15

COMMERCIAL: 1

ADDITIONS: 1

ELECTRICAL: 38

PLUMBING: 20

MECHANICAL: 17

OTHER: 9

TOTAL INSPECTIONS: 141

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 11-30-2015

	[Designated period: 11/01/15 to 11/30/15]				[Prior period: 11/01/14 to 11/30/14]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RES. HOUSEKPING - LENOIR COUNTY									
* Single Family Houses Detached	101B	1	160,000.00	311.00	1	1	480,000.00	802.00	1
* Single Family Houses Attached	102B		.00	.00	0	0	.00	.00	0
* 2 Family Building	103B		.00	.00	0	0	.00	.00	0
* 3 and 4 Family Buildings	104B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	105B		.00	.00	0	0	.00	.00	0
*TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0
NEW RESIDENTIAL NON-HOUSEKEEPING BL:									
* Hotels, Motels & Tourist Cabins ..	213B		.00	.00	0	0	.00	.00	0
* Other Non-Housekeeping Shelter ...	214B		.00	.00	0	0	.00	.00	0
NEW NON-RESIDENTIAL BUILDINGS:									
* Amusement, Social, & Recreational	318B		.00	.00	0	1	150.00	150.00	1
* Churches & Other Religious	319B		.00	.00	0	0	.00	.00	0
* Industrial	320B		.00	.00	0	0	.00	.00	0
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	0	.00	.00	0
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	0
* Hospitals & Institutional	323B		.00	.00	0	0	.00	.00	0
* Offices, Banks, & Professional ...	324B		.00	.00	0	0	.00	.00	0
* Public Works & Utilities	325B		.00	.00	0	1	8,500,000.00	5,334.50	1
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0
* Stores & Customer Services	327B		.00	.00	0	0	.00	.00	0
* Other Non-Residential Bldgs	328B		.00	.00	0	0	.00	.00	0
* Structures Other than Buildings ...	329B		.00	.00	0	0	.00	.00	0
ADDITIONS, ALTERATIONS, & CONVERSION									
* Residential	434B		.00	.00	0	4	427,050.00	1,185.00	4
* Non-Residential & Non-Housekeeping	437B	1	5,500.00	60.00	1	1	129,485.00	718.00	1
* Adds of Res. CP/Garages (Atch/Detc)	438B	1	40,000.00	138.00	1	2	53,500.00	600.00	2
DEMOLITIONS AND RAZING OF BUILDINGS:									
* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	0
* 2 Family Buildings	646B		.00	.00	0	0	.00	.00	0
* 3 & 4 Family Buildings	647B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	648B		.00	.00	0	0	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	0	.00	.00	0

TOTALS FOR PERMITS THIS PAGE		3	205,500.00	509.00	3	10	9,590,185.00	8,789.50	10

Lenoir County
 PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Printed: 11-30-2015

	[Designated period: 11/01/15 to 11/30/15]				[Prior period: 11/01/14 to 11/30/14]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
	-----	-----	-----	-----	-----	-----	-----	-----	-----
MOBILE/MODULAR OFFICE/CLASSROOM									
*MOBILE OFFICE	740B		.00	.00	0	0	.00	.00	0
*MODULAR CLASSROOM	750B		.00	.00	0	0	.00	.00	0
*MODULAR OFFICE	730B		.00	.00	0	0	.00	.00	0
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:									
*ELECTRICAL	800B	38	44,525.00	1,750.00	38	24	4,262,940.00	2,243.00	24
*PLUMBING	810B	20	19,950.00	1,000.00	20	12	41,900.00	875.00	12
*HEATING/ AIR CONDITIONING	820B	17	53,500.00	850.00	17	24	85,240.00	1,397.00	24
*INSULATION	830B	3	9,800.00	150.00	3	3	11,500.00	150.00	3
*TEMPORARY POLE	840B	1	750.00	50.00	1	1	1,000.00	50.00	1
RESIDENTIAL ACCESSORY STRUCTURES									
*STORAGE/PORCHES/PATIOS/DECKS	900B		.00	.00	0	0	.00	.00	0
MISCELLANEOUS:									
*CHANGE OF OCCUPANCY	910B	1	100.00	50.00	1	0	.00	.00	0
*INSPECT DWELLING	920B		.00	.00	0	0	.00	.00	0
*TENTS	930B		.00	.00	0	0	.00	.00	0
*SATELLITE DISH	940B		.00	.00	0	0	.00	.00	0
*AWNING	950B		.00	.00	0	0	.00	.00	0
*EXTRA INSPECTIONS	960B	4	1,125.00	625.00	4	4	2,525.00	260.00	4
*FIRE PROTECTION SPRINKLER SYSTEM	966B		.00	.00	0	0	.00	.00	0
*MOVING DWELLING ONLY	970B		.00	.00	0	0	.00	.00	0
*SIGN	980B		.00	.00	0	0	.00	.00	0
*FIREWORKS	985B		.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B		.00	.00	0	0	.00	.00	0
*TANKS	995B		.00	.00	0	0	.00	.00	0
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	12	199,800.00	1,200.00	12	7	107,374.00	700.00	7
*DOUBLE WIDE MOBILE HOME	710B	3	113,463.00	375.00	3	2	67,350.00	250.00	2
*MODULR HOME	720B	1	80,000.00	260.00	1	0	.00	.00	0

TOTALS FOR PERMITS ABOVE (incl. pg 1)		103	728,513.00	6,819.00	103	87	14,170,014.00	14,714.50	87
Totals of other permits in the period			.00	.00	0	0	.00	.00	0

TOTAL FOR ALL PERMITS IN THE PERIOD		103	728,513.00	6,819.00	103	87	14,170,014.00	14,714.50	87

This Report was printed on Monday, November 30, 2015

Lenoir County

Item Totals for Inspector ID

GO 58
 VW 83

 141 Entries for Inspector ID

- S T A T I S T I C A L R E P O R T -

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

#ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
141	132	121	11	9	9		11
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS REQUIRED
	94	92	8	6	100		8

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2015-16
MONTH ENDING NOVEMBER 30, 2015

EXPENDITURES

41.65%

DESCRIPTION	BUDGET FOR YEAR	EXPENDITURES TO DATE	ENCUMBRANCE	UNENCUMBERED BALANCE	% EXPEND/ENCUMBR
GENERAL FUND:					
Governing Body	218,700	105,782	0	112,918	48.4%
County Manager	283,476	107,739	0	175,737	38.0%
Finance	297,817	110,398	0	187,419	37.1%
Human Resources	174,913	59,881	0	115,032	34.2%
Tax Office	787,865	318,970	2,595	466,300	40.8%
Legal	62,500	10,025		52,475	16.0%
Court Facility	568,852	179,159	44,059	345,634	39.2%
Elections	465,327	128,604	48,732	287,991	38.1%
Register of Deeds	274,855	110,511	23,434	140,910	48.7%
Non-Departmental	2,010,850	1,077,333	204,481	729,036	63.7%
Process Funds	948,683	339,677	7,915	601,092	36.6%
Outside Agencies	129,500	34,894		94,606	26.9%
Management Info Systems	1,091,125	560,665	116,469	413,991	62.1%
Public Buildings	588,079	204,044	73,768	310,267	47.2%
Sheriff	4,772,221	1,816,043	180,822	2,775,356	41.8%
Sheriff - Civil Process	275,246	47,316	15,695	212,234	22.9%
Sheriff - Concealed Weapon	21,590	7,477	0	14,113	34.6%
Central Communications	1,415,156	592,887	42,722	779,547	44.9%
Jail	4,071,693	1,783,712	551,175	1,736,806	57.3%
Emergency Management	373,913	142,875	25,917	205,121	45.1%
Emergency Medical Services	4,070,568	1,629,404	302,334	2,138,830	47.5%
Inspections	225,707	91,728	0	133,979	40.6%
Medical Examiner	40,000	18,710		21,290	46.8%
Economic Development	277,459	111,028	0	166,431	40.0%
Veterans Service Office	33,241	7,333	500	25,408	23.6%
Cooperative Extension	379,358	124,428	14,600	240,330	36.6%
JCPC - Parenting Matters	29,914	14,919	0	14,995	49.9%
Cooperative Ext-Grants	141,855	23,775	0	118,080	0.0%
Soil Conservation	121,076	44,966		76,110	37.1%
Health Department	4,359,276	1,601,457	267,265	2,490,554	42.9%
BioTerrorism - Health	53,664	11,969	0	41,695	22.3%
M. Health Department	245,715	102,381		143,334	41.7%
Public Assistance (DSS)	14,606,770	5,147,306	310,448	9,149,017	37.4%
Education	9,900,000	4,125,000		5,775,000	41.7%
Community College	2,260,000	941,667		1,318,333	41.7%
Cultural	740,500	308,542		431,958	41.7%
Recreation	899,000	299,667		599,333	33.3%
Debt Service	7,704,785	3,237,978		4,466,807	42.0%
Transfer to Other Funds	2,349,366	0		2,349,366	0.0%
Contingency	50,000	0		50,000	0.0%
TOTAL GENERAL	67,320,615	25,580,250	2,232,931	39,507,434	41.3%
OTHER FUNDS:					
Employee Insurance Fund	4,754,360	1,019,705		3,734,655	21.4%
Vehicle Replacement Fund	450,000	166,453	198,756	84,791	81.2%
Fed Seized Property Fund	70,000	5,356	14,709	49,935	28.7%
State Controlled Substance Fund	25,000	4,193	807	20,000	20.0%
School Capital Fund	3,217,343	2,700,000	0	517,343	83.9%
Transportation Fund	1,250,173	332,793	211,601	705,779	43.5%
Scrap Tire Disposal Fund	170,000	44,162		125,838	26.0%
Emergency Telephone Fund	534,124	236,731	179,137	118,256	77.9%
Revaluation Fund	74,144	26,886	0	47,258	36.3%
Automation-Preservation Fund	19,025	0	0	19,025	0.0%
MSW Landfill-Debt Service	0			0	
Capital Improvements Fund	4,546,215	2,174,597	3,765	2,367,853	47.9%
Fire Districts	1,457,424	380,932	0	1,076,492	26.1%
Solid Waste Management	3,112,839	898,598	59,362	2,154,878	30.8%
Trust & Agency Fund					
Family & Caregiver-Smart Start	59,018	18,633	0	40,385	31.6%
TOTAL OTHER FUNDS	19,739,665	8,009,040	668,138	11,062,488	44.0%
GRAND TOTAL	87,060,281	33,589,290	2,901,069	50,569,922	41.9%

LENOIR COUNTY
FINANCIAL PERFORMANCE SUMMARY - 2015-16
MONTH ENDING NOVEMBER 30, 2015

REVENUES

41.56%

DESCRIPTION	BUDGET FOR YEAR	REVENUES TO DATE	REMAINING BALANCE	% REC'D
GENERAL FUND:				
Health Department	1,809,703	916,957	892,746	50.67%
Public Assistance (DSS)	10,411,961	2,874,143	7,537,818	27.60%
Property Taxes	34,865,438	15,638,417	19,227,021	44.85%
Sales Taxes	6,250,000	1,030,594	5,219,406	16.49%
Other General	13,983,513	6,685,163	7,298,350	47.81%
TOTAL GENERAL	67,320,615	27,145,273	40,175,343	40.32%
OTHER FUNDS:				
Employee Insurance	4,754,360	1,869,696	2,884,664	39.33%
Vehicle Replacement	450,000	0	450,000	0.00%
Fed Seized Property	70,000	33,863	36,137	48.38%
State Controlled Substance	25,000	3,250	21,750	13.00%
School Capital Fund	3,217,343	354,803	2,862,540	11.03%
Transportation Fund	1,250,173	453,063	797,110	36.24%
Scrap Tire Disposal	170,000	20,168	149,832	11.86%
Emergency Telephone	534,124	178,041	356,083	33.33%
Revaluation Fund	74,144	0	74,144	0.00%
Automation-Preservation Fnd	19,025	8,751	10,274	45.99%
MSW Landfill-Debt Service	0	6	-6	
Capital Improve Fund	4,546,215	0	4,546,215	0.00%
Fire Districts	1,457,424	582,841	874,583	39.99%
Solid Waste Management	3,112,839	1,636,027	1,476,812	52.56%
Trust and Agency Fund:				
Smart Start Program	59,018	14,279	44,740	24.19%
TOTAL OTHER FUNDS	19,739,665	5,154,787	14,584,878	26.11%
GRAND TOTAL	87,060,281	32,300,060	54,760,221	37.10%

Project Based Revenues:	BUDGET	TO DATE	REMAINING	% REC
CAPITAL PROJECTS FUND	29,399,574	28,915,595	483,979	98.35%
CDBG RELATED PROJECTS	755,000	236,676	518,324	31.35%
Total Project Based	30,154,574	29,152,271	1,002,303	

* **Bold** area represents "Project Based" funds in which Revenues to date includes revenues from prior years since the beginning of the project

Project Based Expenditures:	BUDGET	EXPENDED TO DATE	ENCUMBERED	REMAINING
CAPITAL PROJECTS FUND	29,399,574	28,925,993	39,800	433,781
CDBG RELATED PROJECTS	755,000	216,676	0	538,324
Total Project Based	30,154,574	29,142,669	39,800	972,105

* **Bold** area represents "Project Based" funds in which Expenditures to date includes expenditures from prior years since the beginning of the project

Lenoir County Transit

Monthly Statistics

Month of October

Days of Service 27

Passenger Trips	Total
Ambulatory Passengers	5922
Non Ambulatory Passengers	649
Total Passenger Trips	6571

Purpose of Trips	Total
Medical (including Dialysis)	2618
Education	884
Employment	1421
Other	1648
	6571

Revenue	Total
Invoice Revenue	94,772.67
RGP Ticket Sales	8,064.00
EDTAP Ticket Fares	2,804.00
Fares Collected by Vehicle Operators	7,239.00
Total Monthly Revenue	112,879.67

Explanation of Purpose of Trips:

Medical: riders being taken to medical appointments; to doctor's appointments, dialysis, etc.

Education: riders being taken to LCC for classes

Employment: riders being taken back and forth to work

Other: riders being taken to day care, for financial services, human services, legal appointments, nutrition, pharmacy, recreation, shopping and social outings

Explanation of Revenue Terms:

Invoice Revenue: Rides billed by Transit to DSS, Work First, Council on Aging, ECU, and Vocational Rehab

RGP Ticket Sales: Rural General Public

EDTAP Ticket fares: Elderly Disabled Transportation Assistance Program

Fares Collected by Vehicle Operators: Cash collected by drivers for riders who have not purchased tickets in advance

Lenoir County Transit

Monthly Statistics

Month of November

Days of Service 25

Passenger Trips	Total
Ambulatory Passengers	5167
Non Ambulatory Passengers	538
Total Passenger Trips	5705

Purpose of Trips	
Medical (including Dialysis)	2269
Education	804
Employment	1150
Other	1482
	5705

Revenue	Total
Invoice Revenue	79,855.01
RGP Ticket Sales	3,798.00
EDTAP Ticket Fares	484.00
Fares Collected by Vehicle Operators	6,043.00
Total Monthly Revenue	90,180.01

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