

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
 MONDAY, FEBRUARY 6, 2012 – 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: Brantley Briley, Ed.D, President of Lenoir Community College – Update/Review
 Mark Sutherland, Military Growth Task Force - Update

- | | | |
|---|---|----------------|
| 1. | Items from Chairman/Commissioners: 5 Min. | Board |
| 2. | Items from County Manager: 5 Min. | Jarman |
| CONSENT AGENDA: 10 Min. | | ACTION |
| 3. | Approval of Minutes: Regular Board Meeting: January 17, 2012
Special Called Meeting: January 26, 2012 | Banks/Jarman |
| 4. | Resolution Approving the Releases and Refunds to the Individuals Listed Herein | Parrish |
| 5. | Budget Ordinance Amendment: Capital Improvements Fund: Community Development: \$600. Increase | Martin |
| END OF CONSENT AGENDA | | |
| PROCLAMATION/BUDGET ORDINANCE/RESOLUTIONS: 35 Min. | | |
| 6. | Resolution Honoring Retirement of Karen Dawson | Moore |
| 7. | Resolution Approving Presentation of Badge and Service Weapon to Retiring Chief Rickie Allen Pearson, Sr. | Hill/Smith |
| 8. | Proclamation Declaring February 1-29, 2012 as Career and Technical Education Month for Care and Technical Education | Jarman/Board |
| 9. | Resolution Declaring Property as Surplus and Authorizing Sale of the Surplus Property by Auction | Allison/Martin |
| 10. | Resolution Approving “Language Access Plan” North Carolina Housing Finance Agency’s Single Family Rehabilitation Program | Martin |
| 11. | Resolution to Execute an Order for Tax Collector to Advertise 2011 Taxes Which are a Lien on Real Property | Parrish |
| 12. | A. Resolution to Approve Expenditures of State Mosquito Control Funds to the City of Kinston: \$2,689

B. Budget Ordinance Amendment: General Fund: Health (Environmental Health Program/Mosquito Control) Increase \$2,689 | Huff |
| 13. | Budget Ordinance Amendment: General Fund: Health (Adult Health Program). Increase \$3,679 | Huff. |
| 14. | Budget Ordinance Amendment: Trust & Agency Fund: Extension-Family Caregiver: \$3,262. Increase | Kelly |

- | | | |
|-----|--|---------------|
| 15. | Resolution Authorizing Acceptance of a SETRAC (Special Events and Tourism Related Activities) Grant in the Amount of \$8,300 to be Executed and Managed by Tammy Kelly, County Extension Director Representing Lenoir County Cooperative Extension | Kelly |
| 16. | Resolution Authorizing the Purchase of 24/7 Heavy Duty Chairs for Communications at a Cost of \$8,743 | Dail |
| 17. | Resolution Authorizing Execution of Lease Agreement: Lenoir County, Kinston-Lenoir County Chamber of Commerce, City of Kinston: 301 North Queen Street | Jarman |
| 18. | Budget Ordinance Amendment: Transportation: ARRA Grant: \$124,000. Increase | Allison/Bryan |

APPOINTMENTS: 5 Min.

- | | | |
|-----|---|-------|
| 19. | Resolution Approving Citizens to Boards, Commissions, Etc. 5 Min. | Banks |
|-----|---|-------|

OTHER ITEMS: 10 Min.

- | | | |
|-----|---|--|
| 20. | Items from County Manager / County Attorney / Commissioners Public Comments/Closed Session (if necessary) | |
|-----|---|--|

RECESS

Budget Work Session for FY 12-13 Budget

ADJOURN

TO: Chairman and Members of the Board
FROM: Mike Jarman, County Manager
DATE: February 6, 2012
SUBJECT: Items of Interest

1. Property Bids
 - a. 1410 Parker Street Kinston – Current Bid \$1,000
 - b. 516 Cotton Lane Kinston – Current Bid \$3,000

Action Required		Record Number	Street #	Street Name	Town	Anything on Property	How Acquired	Taxes Owed	Foreclosure Costs	Tax Value	Previous Bid	Current Bid	Recommendation
35.	2123	4525-0779-1820	1410	Parker Street	Kinston	Yes	Tax Foreclosure	\$ 3,159.14	\$ 1,940.10	\$ 12,780.00		\$ 1,000.00	Accept
50.		4525-1554-1676	516	Cotton Lane	Kinston	Yes	Tax Foreclosure	\$ 3,344.57		\$ 19,094.00		\$ 3,000.00	Accept

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
January 17, 2012

Item No. 3

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Tuesday, January 17, 2012 in the Board of Commissioners Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Reuben Davis and Commissioners, Jackie Brown, Mac Daughety, Linda Rouse Sutton, Tommy Pharo, and Eric Rouse

Also present were: Michael Jarman, Lenoir County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney, April L. Banks, Clerk to the Board, and members of the general public and news media.

Chairman Graham called the meeting to order at approximately 4:00 p.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

PUBLIC INFORMATION

Mr. Rick Landis, an attorney with Rose, Rand, and Wallace addressed the Board concerning a request from his client Mr. Fred E. Hunneke to relocate the Tull/Metts Family Cemetery located on Mr. Hunneke's property. Mr. Hunneke owns the property formally known as the Coca Cola Plant. He is in the process of developing the property into three (3) parcels of commercial property. On February 24, 1949 the Tull/Metts Cemetery was relocated to the property. There is one (1) tombstone enclosed in a sixteen (16) square foot area. Outside of the enclosure, there is a plaque marking two (2) unknown graves. In 1949, Harvey C. Hines Company was completing some site construction work for the plant they were building. He went before the Board on January 12, 1949 to gain approval to relocate the graves found two (2) feet below the surface. Mr. Hunneke hired ECS Carolinas to do ground scanning of the site. One (1) anomaly was found five (5) to six (6) feet below the surface. The anomaly might be a possible grave. Susan Marshall-Metts was determined to be the next of kin of the deceased. Mr. Landis and Mr. Hunneke met with Ms. Marshall-Metts to inform her of the request they would be making to relocate the cemetery. She also gave her approval. North Carolina General Statute §65-106 allows for the disinterment, re-interment of abandoned graves by landowners after securing permission of the governing body in which such abandoned cemetery is located. All known graves will be relocated and reinterred in the Tull Family Cemetery, 5279 Highway 70 West, Kinston, North Carolina 28504. All unknown graves will be relocated to Westview Cemetery, Hillcrest Road, Kinston, North Carolina 28504. An ad will run in the Free Press for four (4) consecutive weeks. The relocation cannot occur until thirty (30) days after the first advertisement is ran. Dr. Lonnie Blizzard, Historian and former President of Lenoir Community College, stated he visited the site to view the plaque and gathered information on the families online. Mr. Graham stated the Veteran's Nursing Home and also several Economic Development projects have had cemeteries relocated due to construction. The relocation has to be done in a respectful manner. Ms. Sutton commended Mr. Landis, Mr. Hunneke, and Dr. Blizzard on the research done to locate the family and determine who had been buried at the cemetery. Upon a motion by Mr. Daughety and a second by Ms. Sutton, the Board gave their approval to relocate the Tull/Metts Cemetery.

Presentation of the Lenoir County, North Carolina Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2011 by Mr. C. Dean Horne, CPA of Pittard, Perry & Crone. Mr. Horne stated the section entitled "Management Discussion and Analysis" comes from Mr. Jarman and Ms. Martin, Finance Officer. If you read only one section of this report, this is the section you should read because it summarizes the audit in layman's terms. Mr. Horne stated page nineteen (19) provides a summary of the Budget Operations last year for the General Fund. The General Fund is for basic operations. The funds come from tax revenues and most expenditures are through the Fund. Column one (1) is the original budget, column two (2) is the final budget, and column three (3) is the actual revenues and expenditures. The final

column identifies the variances. Lenoir County is under on revenues compared to the final budget stating \$55,207,263 and the actual at \$53,185,250. Expenditures are also under with the final budget stating \$62,489,072 and the actual being \$55,321,437. Revenues versus expenditures and transfers increased the Fund Balance by approximately \$2,726,549. A legally budgeted Capital Reserve Fund is consolidated into the General Fund for reporting purposes. This is the first year of a new guideline mandating the consolidation. Other counties may report differently and may not have earmarked funds for specific purposes. By the end of the fiscal year, the total unassigned fund balance in the General Fund was \$9,818,692 or 17.7% of General Fund expenditures as compared to \$9,831,240 or 18.2% in the prior year. Mr. Rouse inquired as to a discrepancy, he believed, between Property Taxes in 2010 and 2011. He stated on page eleven (11) in the Budget Highlights for the Fiscal Year Ending June 30, 2012 the last sentence states there is a gain attributable to increases in the tax base from new industry growth, but on page eight (8) the totals are \$29,759,572 for 2011 and \$30,469,626 for 2010 which seems to be a decrease. Mr. Horne replied the information comes from Exhibit 2 and is the full accrual. For budgetary purposes, uncollected taxes are not shown in revenue. When a full accrual is done, uncollected taxes are rolled into revenue to create the totals. Mr. Graham advised Mr. Rouse on page eleven (11), the Budget Highlights for the Fiscal Year Ending June 30, 2012 also explains the gain in the second paragraph. Mr. Horne encouraged the Board to read through the Financial Statements and if anyone has questions, he could return at a later date to address the questions. Mr. Graham stated the Board will begin working on the budget for Fiscal Year 12-13 in the upcoming months and they may call on him for questions. Mr. Horne stated he typically presents the Financial Statement at the first Board meeting in January, but due to changes the State took longer than anticipated to review the audit. Mr. Davis stated he thinks it is good news that the State revenue has exceeded expectations.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

No comments were made.

ITEMS FROM COUNTY MANAGER

Mr. Jarman presented the Lenoir County Inspections Permit/Inspection Report for December 2011 and County Financial Performance Summary 2011-12 through December 31, 2011. He also presented the Budget Calendar: FY 12-13. At the February 6, 2012 Board Meeting, they will meet in the Board Room then recess and reconvene in the Administrative Building Conference Room for the first Budget Work Session. In the session, he will share basic information and review the Financial and Budget Philosophies.

CONSENT AGENDA

Upon a motion by Ms. Brown and a second by Ms. Sutton, the Board approved the following Consent Agenda:

- 3. Approval of Minutes: Regular Board Meeting: January 3, 2011 Banks/Jarman
- 4. Budget Ordinance Amendment: Finance/Sheriff's Department: \$494. Increase Martin

RESOLUTIONS /BUDGET ORDINANCE AMENDMENTS

Item No. 5 was a Resolution Authorizing the Purchase of Year 2012 Vehicle Valuation Service: \$4,176.24. The expenditure is an annual expense incurred by the County to update the vehicle pricing system used to determine vehicle value. The updates are needed to allow for an additional year of vehicles and the correction of values for motor vehicles which are one (1) year older as of January 1, 2012. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution Authorizing the Acceptance of a Grant in the Amount of \$231,843 from Kate B. Reynolds Charitable Trust and Authorizing Tammy Kelly, County Extension Director to be Program

Manager. Ms. Kelly distributed copies of the Lenoir County Forest and Farm Protection Plan to the Board. Lenoir County Cooperative Extension submitted a grant application in trying to obtain funding for "Increasing Healthy Food Access for the Poor through Local Business Opportunities". Lenoir County citizens are faced with addressing the issues associated with obesity and chronic disease prevention, especially among poor and needy families. It is difficult for families in low-income communities to maintain a well-balanced, nutritious diet. The program will provide coupons and "food boxes". Mr. Graham asked if new employees would be needed for the program. Ms. Kelly stated the Market Manager will help along with the Heart Healthy Lenoir staff. Ms. Brown inquired if the program will be part of the Heart Healthy program. Ms. Kelly confirmed they will work together. The evaluation and research was done by that group for the new program. Mr. Graham congratulated Ms. Kelly on obtaining the grant. Ms. Kelly stated the 2012 State Advisory Council Meeting will be in Kinston this year from February 21-23 at the Hampton Inn. Representatives from Cooperative Extensions across North Carolina will be present. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: Process Funds: \$25,000. Increase. The amendment is to appropriate \$25,000 from the NC Department of Transportation (NCDOT) to cover the cost of constructing a new asphalt driveway for the Sandy Bottom Volunteer Fire Department. The NCDOT approved a Secondary Roads Agreement to assist in the construction of a new asphalt driveway. The money will be pass through funds with the entire amount going to Sandy Bottom. Upon a motion by Ms. Sutton and a second by Mr. Daughety, Item No. 7 was unanimously approved.

Item No. 8A was a Resolution Authorizing the Acceptance of a \$500,000 NC PARTF (Parks & Recreation Trust Fund) Grant for the Woodmen Community Center Project and Authorizing Expenditure of \$500,000 Committed Local Funds as the Match for this Grant. On September 8, 2009, the Board approved funding in the amount of \$500,000 for the Woodmen Community Center. The \$500,000 will be used as a match for a \$500,000 Parks & Recreation Trust Fund Grant. The Woodmen of the World have committed to constructing a 58,000 square foot facility and water park. The total project cost is approximately \$13.2 million. To receive the PARTF Grant, the County must first spend its local match. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 8A was approved with Mr. Rouse dissenting.

Item No. 8B was a Budget Ordinance Amendment: Capital Improvements Fund: Community Development: \$1,000,000.: Increase. This amendment is to appropriate funds for the Woodmen of the World Center. On September 8, 2009, the Board committed \$500,000 in local funds for the Woodmen Community Center and on January 18, 2011, the Board approved a resolution allowing Bill Ellis, Parks & Recreation Director, to make application for \$500,000 from the NCPARTF. The grant has been approved in the amount of \$500,000 for the Woodmen Center's water park, but requires a \$500,000 match. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 8B was approved with Mr. Rouse dissenting.

Item No. 9 was a Resolution Authorizing Lenoir County to Enter Into an Agreement with the NC Wildlife Resources Commission for the Construction of a Public Boating Access and Landing on Junk Yard Buy Out Properties Located on Highway 11/55 South on the Parcel of Land Known as Woody's Junk Yard. Currently, Lenoir County does not have a state maintained boat ramp. The facility will allow for free public boating access including vehicle and trailer parking 365 days a year. The Wildlife Commission will construct the boat landing, parking area and dock at no cost to the County. They will maintain the concrete ramp, dock, and parking area making necessary repairs to major infrastructure. The County will continue to operate the old wildlife ramp on US 70, which allows boating access up the river during low water periods. The new ramp will allow boating access down the river. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 9 was unanimously approved.

Mr. Ellis also presented an add-on Resolution Authorizing Lenoir County to Enter Into a Lease Agreement with the City of Kinston in Order to Allow the City to Construct and Operate Spray Irrigation Facilities Capable of Applying Treated Wastewater on the Rivermont Battlefield Area and the Lenoir County

Soccer Complex. The City received an \$85,000 Clean Water Trust Fund Grant for the engineering and design of a pipeline to carry treated wastewater from the Kinston Regional Reclamation Treatment Facility to the Rivermont Battlefield and the Lenoir County Soccer Complex. The engineering included Survey and Erosion Control Permits for the construction of the Battlefield Parkway and Soccer Complex. The irrigation pipeline will not be constructed unless the City receives an additional \$2,000,000 trust fund grant for the construction of the pipeline. In order to continue with the construction of the Soccer Complex, an agreement is needed with the City of Kinston and Lenoir County due to the County owning the land. Mr. Daughety asked about the process of spraying the soccer field with wastewater. Mr. Ellis stated the procedure is used all over the state as irrigation. The water is chemically treated prior to irrigation. Mr. Jarman clarified the operation is contingent on obtaining the funds and permits. Upon a motion by Mr. Daughety and a second by Ms. Sutton, the add-on resolution was unanimously approved.

Item No. 10 was a Resolution Approving Purchase of a Maintenance Agreement: \$5,010. Major Chris Hill, Chief of Administration in the Sheriff's Department stated this would be a purchase order with Grayco Detention Equipment for maintenance of the jail doors and locks. Over the past three (3) years, the sliding jail doors were converted to swinging doors that use electronic locks. The door locking system must be serviced from time to time to keep them lubricated and adjusted. Grayco Detention Equipment has offered to service all of the locking mechanisms in the jail twice per year for \$9,820. The jail has over 56 doors with these electronic locks. Since the fiscal year has already commenced, Grayco will perform the service for \$5,010. It is essential that the locks be serviced to keep them in good working order and to prolong the life of the locks. A few of the locks are now in need of repair and pose a security risk in the jail. Mr. Rouse asked if the locks will be the same in the new jail. Major Hill responded some will be numatics and some will be turn-key electronic. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 10 was unanimously approved.

Item No. 11 was a Resolution Approving Purchase of the L3 In-Car Camera System and Five (5) Cameras: \$53,919. Since 1996 the Sheriff's Office has been using digital in-car cameras to record events that occur outside and inside of the Sheriff's Office patrol cruiser. The cameras are valuable tools that collect documentary evidence in the form of visual and audio data. Last year the Sheriff's Office received a letter from a law firm stating the company they were using had filed for bankruptcy and was closing. As a result the Sheriff's Office was left with no one to service its cameras, workstation, and server used to store the data and also without a parts supplier. The Sheriff's Office has investigated several in-car camera systems and has settled on a product sold by L-3 Mobile Vision, Inc. All of the data is temporarily stored on the in-car camera system. Once the car reaches the courthouse parking lot, the L-3 data storage system will communicate with the in-car camera allowing for a wireless transfer of the data to a dedicated server. L-3 Mobile Vision is the 5th largest military contractor and does several billion dollars' worth of sales per year. Each in-car camera is quoted at \$5,405 or \$27,025 for five (5) cameras. The infrastructure which includes the server, workstation, backup system, UPS, training and build-out, wireless access points, and shipping and handling is quoted at \$26,894 for a total of \$53,919. This project was included in the Sheriff's Office 2011-2012 fiscal budget. Upon a motion by Mr. Pharo and a second by Ms. Sutton, Item No. 11 was unanimously approved.

Item No. 12A was a Resolution to Approve a Contract with L.R. Kimball Company for Consulting, Grant Writing, and Technical Services: E-911 Consolidation with Jones County. Over the past year, Lenoir and Jones County officials have been discussing the feasibility of merging the Jones County E-911 center with Lenoir County's E-911 center. The merger would also involve an upgrade of both Counties' radio systems and construction of a new primary Public Safety Answering Point (PSAP) Center in Lenoir County and a redundant center in Jones County. Both Counties agreed any consolidation was contingent upon the availability of grant funding for the entire project from the State E-911 Fund. L.R. Kimball Company was selected as the firm most qualified to complete in a timely manner the consulting duties required to move this project forward. The total cost for the consultant is \$70,420 (with that being split between Jones and Lenoir Counties). Lenoir County's portion is \$35,210. Mr. Rouse inquired as to what the selection process was. Mr. Dail stated they spoke with two (2) companies. The selected company specializes in proposals. Both

companies had competitive pricing within \$1,000 of the other. L.R. Kimball has done more work in North Carolina so they may know the system better. They are more than a grant writer. They assist in design and construction. Mr. Daughety expressed this will be a great regional project and saves the taxpayers' money. Mr. Dail stated calls would be dispatched through Lenoir County to the responding agency. Lenoir County would not be the sole responding agency. Upon a motion by Mr. Daughety and a second from Ms. Sutton, Item No. 12A was unanimously approved.

Item No. 12B was a Budget Ordinance Amendment: Emergency Telephone System Fund Emergency Telephone System: \$35,210. Increase. This amendment is to appropriate funds from Emergency Telephone System Fund Balance to cover one-half of the cost of a consulting firm's fee for a study of the Jones County E-911 Center being handled by Lenoir County. The other one-half of the cost will be paid by Jones County out of their E-911 Fund Balance. Lenoir County's portion is coming from the E-911 Fund Balance that was designated for a one time use within Fiscal Years 2010-11 and 2011-12 for safety issues not normally approved for E-911 expenditures. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 12B was unanimously approved.

Item No. 13 was a Resolution Approving the Continuing Execution of Contracts for Preventative Maintenance of Lenoir County Transit (LCT) Vehicles Utilizing Funds (\$124,000, no match required) from the American Recovery and Reinvestment Act (ARRA) of 2009. On May 4, 2009, a resolution was approved by the Board approving the American Recovery and Reinvestment Act of 2009 Application for FY 2009-2011. The provided funds allow Transit to apply for grants for Preventative Maintenance for vehicles. The resolution included eighteen (18) vehicles. NCDOT also approved preventative maintenance to include washing of vehicles, and interior cleaning, along with preventative maintenance for wheelchair lifts. This will be for a two (2) year period with an option for up to five (5) years. On April 25, 2010, thirty seven (37) Requests for Proposals were sent to vendors in Lenoir and other counties. Seven (7) proposals were returned for three (3) types of preventative maintenance. On August 24, 2010, NCDOT approved the following vendors: Sparkle Right for vehicle washing, Auto Generator and Starter for vehicle preventative maintenance, and Grant's Service for wheelchair lift maintenance. Upon a motion by Mr. Brown and a second by Ms. Sutton, Item No. 13 was unanimously approved.

PUBLIC HEARING

Item No. 14 was a Public Hearing on the proposed Lenoir County Community Transportation Program Application to be submitted to the North Carolina Department of Transportation no later than January 27, 2012. Upon a motion by Mr. Graham and a second by Mr. Davis, the public hearing opened at 5:29 p.m. Mr. Bill Allison, Assistant Transit Director, stated the Community Transportation Program provides assistance to coordinate existing transportation programs operating in Lenoir County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Demand, Response, Subscription, and Deviated Fixed Routes. The total estimated amount requested for the period July 1, 2012 through June 30, 2013:

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$262,423	\$39,364 (15%)
Capital (Vehicles & Other)	\$87,000	\$8,700 (10%)
Operating (Small fixed-route, regional and consolidated urban-rural systems only)	\$0	\$0 (50%) or more

Total Funding Requests are \$349,423 and Total Local Share is \$48,064. There were no comments made by the public. Mr. Graham declared the public hearing closed at 5:33 p.m.

RESOLUTIONS /BUDGET ORDINANCE AMENDMENTS

Item No. 14A was a Resolution Approving the Community Transportation Grant Application for FY 2012-2013: \$262,423 Administrative: \$87,000 Capital. The Lenoir County Transportation Department began its operation in October 1994 with six (6) vehicles. The department provides “Coordinated Human Services” and “Rural General Public Transportation” to the citizens of Lenoir County through subscription and demand routes. LCT currently serves several agencies participating in the consolidated system. They are the Department of Social Services, Council on Aging, Lenoir County Health Department, Lenoir County Mental Health Program (EastPointe), and Vocational Rehabilitation. The administrative funding is provided by NCDOT/Public Transportation Division (PTD) and includes salaries for a Transportation Coordinator’s position, Administrative Assistant’s position, and a Grant Writer/Safety Officer at 100%. Also included is a Part-Time Secretary position at 25%. The capital portion of the grant application for FY 2011-2012 includes funding for replacing two (2) Center Aisle Vehicles with Lift.

Mr. Griffin asked if the local match will still come from ticket sales. Mr. Allison stated the department may still be able to use those funds as the local match. Ridership increased from 75,000 to 100,000 in the past year. Mr. Rouse asked if Transit was breaking even with the current fares they are charging the riders. Mr. Allison responded they are very close. Approximately one-third comes from grant money, one-third from non-emergency medical transportation, and one-third from ticket sales. Over the next two (2) months, the service will be evaluated to determine how to maintain the service without County assistance. Ticket sales are reviewed on a monthly basis, but any change in pricing would have to come before the Board. Mr. Davis asked if dialysis patients are charged a fare. Mr. Allison stated they are charged at a different rate. Service begins at 4:30 a.m. with two (2) vans. The general public service starts at 6:00 a.m. and ends at 6:00 p.m. with exception to a night time loop between Lenoir Community College, Wal-Mart, and Sanderson Farms. Mr. Daughety stated Transit does a phenomenal job. Mr. Davis asked if discontinuance of service is an option if there are not enough riders. Mr. Allison stated some of the riders are coming off public assistance and may not have transportation to get back and forth between work and their home. Mr. Jarman stated Mr. Allison has worked very hard. More adjustments may have to be made in order to keep the Department operating on the positive side. Eagle Cab discontinued their service on December 31, 2011 and there are possibly two (2) new taxi companies in Lenoir County. Federal standards have to be met in order to transport non-emergency medical patients, so taxis are not an option for those citizens. Ms. Sally Durst, Grant Writer/Safety Officer, was introduced to the Board. Mr. Allison stated Ms. Durst is a huge asset. She handles the Training Program and is now learning the budget process. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 14A was unanimously approved.

APPOINTMENTS

Item No. 15 was a Resolution Appointing Citizens to Boards, Commissions, Etc. Mr. Griffin advised the Board of the difference between the Hospital Board and others. The hospital nominates two (2) people. If the primary applicant is favorable to the Board, then the applicant is appointed. If they are not in favor of the primary, they have the choice of appointing the alternate applicant. Upon a motion by Mr. Pharo and a second by Ms. Sutton, the following applicant for the Lenoir County Board of Health and the primary selections for the Lenoir Memorial Hospital Board of Directors were appointed.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Lenoir County Board of Health 2 nd Appearance	Anthony Dwight Hall	November 2014
Lenoir Memorial Hospital Board of Directors 2 nd Appearance	Ralph Lee Cox, MD – primary David Bruce Baird, MD – alternate Laddie M. Crisp, Jr., MD – primary John K. John, MD – alternate	January 2015

CURRENT VACANCIES

Lenoir County Economic Development Board – At-Large Member
Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (2) Public Members
Lenoir County Planning Board – Districts One (1)
CJPP – Three (3) Vacancies
Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate

OTHER ITEMS

Mr. Mark Pope, Economic Development Director, informed the Board of STEM East being nationally recognized. In the near future he will share information regarding the Highway 70 Corridor project, which will affect transportation along the corridor.

Mr. Daughety stated to consider gas tax when the Legislature reconvenes. North Carolina has a higher gas tax than most other states. In North Carolina, counties do not fund roads although in Georgia, individual counties are responsible for funding roads. If the continuation is not passed, the burden will fall on counties to fund roads. Taxpayers will see property taxes increase. Mr. Daughety suggested sending a resolution to the Legislature supporting the continuation of our gas tax rates. As long as the roads are funded via the gas tax, all citizens sharing the road pay taxes. If the roads are funded by property taxes, some individuals will ride free on the roads. Mr. Graham stated he thinks it would be in order at the next meeting to send correspondence to the appropriate people in Raleigh informing them of the Board not being in favor of counties funding roads.

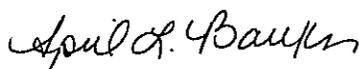
Ms. Sutton stated she had the opportunity to sit with Department of Transportation Secretary Gene Conti and his staff. They were very complimentary once they knew she was from Lenoir County. Secretary Conti spoke highly of working with Mr. Pope, Mr. Jarman, and Mr. Daughety. Ms. Sutton complimented the Department Managers for their budgeting and she appreciates their work.

Mr. Graham stated Mr. Pharo and Ms. Brown will be attending the upcoming National Association of Counties' Legislative Conference being held in Washington, D.C.; March 3-7, 2012. The Regular Meeting on March 5, 2012 will still be held at the scheduled time.

Mr. Rouse inquired of the letter from the Governor's Office concerning tax. Gov. Perdue's letter stated she is in favor of temporarily restoring three-quarters of the one-cent sales tax the General Assembly eliminated and for dedicating those funds to NC schools. NC has fallen to 49th in the nation in per-pupil funding. Mr. Pharo asked about the Lottery funds that are supposedly go to the schools. Mr. Jarman stated it was \$1.2 million and is now down to \$600,000 allocated to debt service on school bonds. Funds are taken from other departments to make up the difference and not increase taxes. Mr. Pharo stated the money needs to be spent on education and to take the burden off the taxpayers.

Upon a motion by Mr. Rouse and a second by Mr. Graham the Board adjourned at 5:54 p.m.

Respectfully submitted,



April L. Banks
Clerk to the Board

Reviewed By



Michael W. Jarman
County Manager

**MINUTES
SPECIAL CALLED EMERGENCY MEETING
LENOIR COUNTY BOARD OF COMMISSIONERS**

January 26, 2012

The Lenoir County Board of Commissioners met in special session at 5:00 p.m. on Thursday, January 26, 2012 in the Board of Commissioners Meeting Room at 130 S. Queen St., Kinston, NC.

Members present: Chairman George Graham, Vice-Chairman Reuben Davis and Commissioners, Tommy Pharo, Eric Rouse, and Linda Sutton

Also present were: Michael Jarman, Lenoir County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney, April L. Banks, Interim Clerk to the Board, and members of the general public and news media.

Members absent: Commissioners Mac Daughety and Jackie Brown

Chairman Graham called the meeting to order at approximately 5:00 p.m.

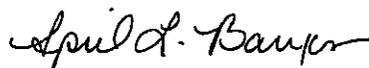
Upon a motion by Ms. Sutton and a second by Mr. Pharo, the Board unanimously approved to excuse the absence of Ms. Brown and Mr. Daughety at today's meeting.

Joey Bryan, Lenoir County Transit Director, stated at the previous Regular Board Meeting on January 17, 2012 the Board approved a Resolution for the Community Transportation Program Grant Application for Fiscal Year (FY) 2012-2013: \$262,423 Administrative, \$87,000 Capital. The State has recently changed some of its requirements for the application. One requirement is that a resolution in their format has to be approved. The content is similar, but there are more details regarding the Chapters and Articles applying to the application process. Mr. Rouse and Mr. Pharo asked Mr. Bryan to clarify the source of matching funds that will be needed. Mr. Bryan stated the County matching funds will come from the existing budget and ticket sales. If the grant application is approved, the funds will be utilized in FY 2012-2013. Upon a motion by Ms. Sutton and a second by Mr. Davis, the Community Transportation Program Resolution Section 5311 FY 2013 Resolution was unanimously approved.

Mr. Graham stated he received news of current Transit Assistant Director, Bill Allison's resignation. Mr. Bryan stated Mr. Allison's resignation will be effective February 10, 2012 for personal reasons. The vacancy has been posted internally for current Lenoir County Employees. Sometime next week, the posting will be open for the general public to apply. Mr. Graham inquired as to the pay grade of the position. Mr. Bryan stated he is not sure, but believes the salary to be in the range of \$32,500-\$52,500 per year. Human Resources has all of the specific information. Mr. Graham stated he believes it is good to promote from within.

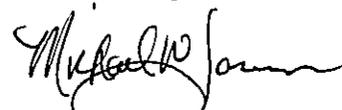
The meeting was adjourned at approximately 5:14 p.m.

Respectfully submitted,



April L. Banks
Interim Clerk to the Board

Reviewed By



Michael W. Jarman
County Manager

RESOLUTION: Approving the Releases and Refunds to the Individuals Listed Herein

SUBJECT AREA: Finance

ACTION REQUESTED:

Approval of Releases and Refunds as Prepared

HISTORY/BACKGROUND:

Releases and refunds result from listing and assessing due to incorrect and incomplete information.

EVALUATION:

Taxpayers will or have overpaid taxes. Board action rectifies the mistake.

RELEASES OVER \$100

<u>Year</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>	<u>Reason</u>
2011	Home Health & Hospice Care	54412	\$773.55	Legal Exemption
2011	James Croom	120.47	120.47	Adjusted Value
2011	Donna Ingram	7938	130.31	Adjusted Value
2011	Ilse Rouse	25113	114.07	Adjusted Value
2011	William Davis	6758	168.00	Corrected Listing
2011	Smith & Faulkner Properties	60975	230.14	Adjusted Value
2011	Jimmie Foss	8940	2487.22	Adjusted Value
2011	Jimmie Foss	8938	1867.33	Adjusted Value
2011	Mari Foster	36888	148.49	Corrected Listing
2011	Nicholas Martinez	51372	403.13	Double Listed
2011	James Arnold	64568	256.95	Corrected Listing
2011	Roland Smith	26800	109.15	Corrected Listing
2011	David Barringer	59199	294.61	Corrected Listing
2011	Chace Pate	62391	191.96	Double Listed
2010	Eliza Hardy	56677	221.82	Corrected Listing
2008	Ann Harper	35647	126.98	Corrected Listing
2011	Jimmy Hill	12920	215.36	Legal Exemption

MANAGER'S RECOMMENDATION:

Approval of releases as set out above.


Initials

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Rouse _____ Sutton _____ Davis _____ Graham _____
Pharo _____ Brown _____ Daughety _____

George Graham, Chairman 2/6/12
Date

ATTEST 2/6/12
Date

Item No.: 5

BUDGET ORDINANCE AMENDMENT: CAPITAL IMPROVEMENTS FUND: COMMUNITY DEVELOPMENT: \$600. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011-2012
Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
CAPITAL IMPROVEMENTS		COMMUNITY DEVELOPMENT		40-3833-8405 Donations-Dog Park Memorial Garden 40-4930-5125 Dog Park Memorial Garden	
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>		<u>INCREASE</u>			
40-3833-8405 Donations-Dog Park Memorial Garden	600.00	40-4930-5125 Dog Park Memorial Garden	600.00		
Total	600.00	Total	600.00		

Reason and Justification for Request:
 TO BUDGET DONATIONS RECEIVED FROM THE DR. CHARLES B. RANDALL FAMILY FOR THE CONSTRUCTION OF A PET MEMORIAL GARDEN AT THE ROTARY DOG PARK. ON OCTOBER 3, 2011, THE COMMISSIONERS APPROVED RESOLUTION #7-B WHICH OUTLINED THE MEMORIAL GARDEN WHICH WILL BE CONSTRUCTED IN MEMORY OF DR. CHARLES B. RANDALL AND DR. RAY J. RANDALL OUT AT THE ROTARY DOG PARK. THIS IS THE AMOUNT RECEIVED OVER THE ORIGINAL BUDGETED AMOUNT OF \$25,000.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	1/19/2012	<i>Martha H. Martin</i>	1/19/2012
Budget Officer Approval	Date		
<i>[Signature]</i>	1/20/12		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

**A RESOLUTION HONORING
Karen Dawson**

Item No.: 6

WHEREAS, the Lenoir County Board of Commissioners wishes to proudly acknowledge and to publicly recognize employees retiring from the Lenoir County Department of Social Services; and,

WHEREAS, Ms. Karen Dawson was employed by the County Director of Social Services as an Income Maintenance Caseworker II on December 20, 1995; and,

WHEREAS, Ms. Karen Dawson was promoted to an Income Maintenance Caseworker III on August 8, 2005; and,

WHEREAS, Ms. Karen Dawson's position was reallocated as an Income Maintenance Caseworker II on July 1, 2008; and,

WHEREAS, Ms. Karen Dawson has dedicated her professional career at Lenoir County Department of Social Services to public service and to the citizens of Lenoir County; and,

WHEREAS, Ms. Karen Dawson submitted her notice of retirement from the Lenoir County Department of Social Services effective February 1, 2012; and,

WHEREAS, Ms. Karen Dawson will retire with sixteen years of service from the Lenoir County Department of Social Services.

THEREFORE BE IT RESOLVED, this the 17th Day of January in the Year 2012 of our Lord, that the Lenoir County Board of Commissioners recognizes Ms. Karen Dawson for her efforts, commitment and compassion that she has so freely given to the citizens of Lenoir County and further resolved that a copy of this Resolution be transmitted to Ms. Karen Dawson by the Clerk to the Board of Commissioners of Lenoir County.

BOARD OF COMMISSIONERS OF LENOIR COUNTY

BY:

Mr. George W. Graham, Jr., Chairman

ATTEST:

Clerk to the Board of Lenoir County Commissioners

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 7

RESOLUTION: Approving Presentation of Badge and Service Weapon to Retiring Chief Rickie Allen Pearson, Sr.

SUBJECT AREA: Personnel

ACTION REQUESTED:

The Board is requested to authorize the Sheriff to present to retiring Chief Rickie Allen Pearson, Sr. his Lenoir County Sheriff's Office badge and Glock .45 caliber service weapon pursuant to state law and past county practices.

HISTORY / BACKGROUND:

Chief Rickie Pearson Sr. began his law enforcement career with the Lenoir County Sheriff's Office on February 1, 1975. North Carolina retirement rules state that an officer must have 30 years of credible service or be age 55 with at least 15 years of credible service to retire. Chief Pearson had the appropriate amount of time to retire, which became effective February 1, 2012.

North Carolina General Statute 20-187.2 provides for the presentation of an officer's badge upon his retirement and also provides for the governing body, in its discretion, to present the retiring officer with his service weapon after he receives a permit. Chief Pearson received a handgun permit in January of 2012, which was made part of his personnel file.

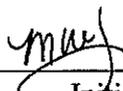
A number of law enforcement officers retire each year in various state and local jurisdictions within North Carolina. In these instances, the officers have been presented with their badge and service weapon.

EVALUATION:

In keeping with the North Carolina General Statutes and local government practices, it is recommended that Chief Pearson be presented with his badge and service weapon (Glock .45 caliber, serial number NMA068).

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.


Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners authorize the Sheriff to present to Chief Rickie Allen Pearson Sr. his Lenoir County Sheriff's Office badge and Glock .45 caliber service weapon.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Rouse _____ Sutton _____ Davis _____ Graham _____

Pharo _____ Brown _____ Daughety _____

George Graham, Chairman 2/6/12
Date

ATTEST 2/6/12
Date

PROCLAMATION
Career and Technical Education Month

WHEREAS, February 1-29, 2012 has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

WHEREAS, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

WHEREAS, career and technical education provides Americans with a school-to-careers connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

WHEREAS, career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

WHEREAS, career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

WHEREAS, the ever-increasing cooperative efforts of career and technical educators and business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

NOW THEREFORE, I, George W. Graham, Jr., Chairman of the Lenoir County Board of Commissioners, do hereby proclaim February 1-29, 2012 as

CAREER AND TECHNICAL EDUCATION MONTH

in Lenoir County and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Lenoir County this the 6TH day of February, 2012.

February 6, 2012
Date

George W. Graham, Jr., Chairman

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 9

RESOLUTION: Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction

SUBJECT AREA: Administrative

ACTION REQUESTED:

The Board is requested to declare property as surplus and authorize the sale of the surplus property by auction.

HISTORY/BACKGROUND:

The County has a small inventory of various vehicles that have outlived their useful life. These vehicles are no longer of use to any County Department and there are no plans to put them back into service.

EVALUATION:

In accordance with procedures set forth in G.S. 153A-176, the County Manager's Office is requesting the approval of the Board to sell the following vehicles by auction on GovDeals.com within the next 90 days. Proceeds resulting from the sale, less expenses, will be appropriated to the Vehicle Replacement Fund.

	<u>Vehicle</u>	<u>Serial Numbers</u>
1.	2006 Ford E-350 Van	1FTSS34L16HA71839
2.	2007 Ford E-350 Van	1FTSS34L77DA50759
3.	2007 Ford E-350 Van	1FTSS34L57DA50758

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MWJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that property listed in this resolution be declared surplus and authorize the County Manager to sell the property at auction on GovDeals.com.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham____ Brown____ Daughety____ Rouse____

Pharo____ Davis____ Sutton____

George W. Graham, Jr., Chairman

2/6/12
Date

ATTEST 2/6/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 10

RESOLUTION: Approving “Language Access Plan” North Carolina Housing Finance Agency’s Single Family Rehabilitation Program

SUBJECT AREA: Administrative

ACTION REQUESTED:

The Board is requested to approve the “Language Access Plan” for the current North Carolina Housing Finance Agency’s Single Family Rehabilitation Program.

HISTORY/BACKGROUND:

Lenoir County has been involved in Single Family Rehabilitation Grant projects with the North Carolina Housing Finance Agency for a number of years. As each cycle of grant funding is awarded, there are certain policies and guidelines that have to be adopted. The “Language Access Plan” is now required as part of the guidelines of the project. The Board must adopt this “Language Access Plan” to participate in the projects and insure compliance with all applicable rules and regulations.

EVALUATION:

The current “Language Access Plan” needs to be approved in order to meet the requirements of the North Carolina Housing Finance Agency’s Single Family Rehabilitation programs.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MW
Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that The Lenoir County Board of Commissioners approve the attached "Language Access Plan" as directed by the North Carolina Housing Finance Agency's Single Family Rehabilitation programs, which is incorporated and made part of this resolution by reference.

AMENDMENTS

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham ___ Brown ___ Daughety ___ Rouse ___

Pharo ___ Davis ___ Sutton ___

George W. Graham, Jr., Chairman 2/6/12
Date

ATTEST 2/6/12
Date

Language Access Plan

Lenoir County

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, all programs or activities administered by Lenoir County must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such person qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

This policy and plan is effective September 6, 2011.

I. Scope of Policy

These requirements will apply to all CDBG, SFR, NCHFA and partially or wholly federally funded activities undertaken by Lenoir County (herein referred to as "the agency" including subcontractors, vendors and sub-recipients.

The agency will ensure the LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving sub-grants from the agency.

II. Definitions

- A. Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.
- B. Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents, fair housing information, citizen participation plans, letters containing important information regarding participation in a

program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary notices advising LEP persons of the availability of free language assistance, and other outreach materials.

- C. Title VI Compliance Officer – The person or persons responsible for compliance with the Title VI LEP policies.
- D. Substantial number of LEP – 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

III. Providing Notice to LEP Individuals

- A. The agency will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will also identify the name, office telephone number, and office address of the Title VI compliance officer(s).

List the current name, office telephone number and office address of the Title VI compliance officer:

Martha Martin

Finance Officer

P.O. Box 3289

Kinston, NC 28502

252-559-6464

(Note: The agency must notify the relevant State/Federal Agencies' compliance office immediately of changes in name or contact information for the Title VI compliance officer.)

- B. The agency will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs

will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

Identify areas within the agency where these signs will be posted:

First Floor – Lenoir County Courthouse

130 S. Queen St., Kinston, NC

- C. The agency will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (except electronic text).

- D. The agency will also disseminate information in the following manner: Information materials/pamphlets explaining the rights in this policy will be available in the Finance Office and given to applicants identifying themselves as persons needing such services.

IV. Provisions of Services to LEP Applicants/Recipients

A. Assessing Linguistic Needs of Potential Applicants and Recipients

- 1. The agency will assess the language needs of the population to be served, by identifying:
 - a. The language needs of each LEP applicant/recipient
 - b. The points of contact where language assistance is needed; and
 - c. The resources needed to provide effective language assistance, including location, availability and arrangements necessary for time use.

2. Determining the Language Needs of the Population to be Served

The agency is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:

- a. The non-English languages that are likely to be encountered in its program will be identified.
- b. An estimate of the number of people in the community for who English is not the primary language used for communication will be completed and updated annually. To identify the languages and number of LEP individuals local entities should review:
 - i. Census data
 - ii. School system data
 - iii. Reports from federal, state, and local governments
 - iv. Community agencies' information , and
 - v. Data from client files
- c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

3. Determining the Language Needs of Each Applicant/Recipient

The agency will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

- a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

Check all methods that will be used:

- Multi-language identification cards, a poster-size language list, or the use of "I speak" peel-off language identification cards for indicating preferred languages
- English proficiency assessment tools, provided they can be administered in a manner that is sensitive to and respectful of individual dignity and privacy
- b. If the LEP person does not speak or read any of these languages, the agency will use a telephone interpreting service to identify the client's primary language.
- c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will

be provided free of charge. A declaration of the client will be used to establish the client's primary language.

- d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.
- e. If any applicant/recipient is assessed as LEP, they will be informed of interpreter availability and their right to have a language interpreter at no cost to them with a notice in writing in the languages identified in Section C. Provisions of Written Translations.

B. Provisions of Bilingual/Interpretive Services

- 1. The agency will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays. In most circumstances, this requires language services to be available during all operating hour.

This requirement will be met by use of any one or more of the following resources:

Bilingual Staff

Contractual interpretation services

Use of telephone interpreter services

- 2. The agency will provide language assistance at all levels of interaction with LEP individuals, including telephone interactions.

Describe how this requirement will be met:

The agency will use paid interpreters, qualified bilingual employees, and/or qualified employees of other agencies or community resources. Telephone interpreter services will only be utilized as back-up system or where other language assistance options are unavailable.

3. Interpreter Standards

- a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The agency will

ensure that interpreters and self-identified bilingual staff, have first been screened to ensure that the following standards are met before being used for interpretive services:

- i. Can fluently and effectively communicate in both English and the primary language of the LEP individual
- ii. Can accurately and impartially interpret to and from such languages and English
- iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the agency's services
- iv. Demonstrates cultural competency
- v. Understands the obligation to maintain confidentiality
- vi. Understands the roles of interpreters and the ethics associated with being an interpreter
- vii.

Describe how the agency ensures the competency of bilingual staff and interpreters:

Agency will use bilingual staff and/or interpreters that have interpretive skills training and experience.

- b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.

4. Using Family Members or Friends as Interpreters

- a. Applicants/recipients may provide their own interpreter; however, the agency will not require them to do so.
- b. The agency will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the agency may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness or services or violate the LEP person's confidentiality. The agency will monitor these interactions and again offer interpreter services, if it appears there are problems with this arrangement.
- c. The agency will indicate in the LEP individual's file that an offer of interpreter services was made and rejected; that the individual was

informed of potential problems associated with using friends or family members and the name of the person serving as an interpreter of the LEP individual's request.

- d. Only under extenuating circumstances shall the agency allow a minor (under the age of 18 years) to temporarily act as an interpreter. The agency will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the relevant State/Federal Agency upon request.
5. The agency will *not* require the applicant/recipient to pay for bilingual/interpretive services.

C. Provision of Written Translations

1. The agency must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.

Translation of Vital Documents

- a. The agency will ensure that vital documents for locally designed programs are translated into Spanish.
- b. When the relevant State/Federal Agencies' forms and other written materials contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.
- c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the agency (defined as 5% or 1,000 people, whichever is less) who are LEP and speak a language other than Spanish, the agency will translate and provide vital documents in the appropriate language.
- d. The agency will keep a record of all vital documents translated, and will submit this information to the interested State/Federal Agencies at their request.

2. If the primary language of an LEP applicant or recipient is a language other than Spanish AND the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual will be informed in their own language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language: IMPORTANT; IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.

D. Documentation of Applicant/Recipient Case Records

1. The agency will maintain case record documentation in sufficient detail to permit a reviewer to determine the agency's compliance with this policy.
2. The agency will ensure that case record documentation, including computerized records if appropriate, identifies the applicant's/recipient's ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the agency will:
 - a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.
 - b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the agency will document the circumstances requiring temporary use of a minor and will provide this information to the relevant State/Federal Agency upon request.
3. Consent for the release of information will be obtained from applicants/recipients when individuals other than agency employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The agency will provide staff training at new employee orientation and continuing training programs. The training will include, but not be limited to:
 - a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.
 - b. Cultural awareness information, including specific cultural characteristics of the groups served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.
2. The agency will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the agency. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the organization; specialized terminology used by the agency; and cultural competency.
3. The agency will ensure that applicable grantees, contractors, cooperative agreement recipients and other entities receiving state or federal dollars are trained in the requirement of this policy.

Describe how this provision will be met: grantees, contractors, cooperative agreement recipients and other entities will provide documentation of training in the requirement of this policy.

4. The agency will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, the number and types of credit hours awarded; and the names and identifying information of each attendee at the training. The agency will ensure that grantees, contractors, cooperative agreement recipients and other applicable funded entities collect and maintain such information as well.

V. Compliance Procedures, Reporting and Monitoring

A. Reporting

1. The agency will complete and annual compliance report and send this report to the relevant State/Federal Agency.

(Format will be supplied by the relevant State/Federal Agency)

B. Monitoring

1. The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system provided by the relevant State/Federal Agency. These reports will be maintained and stored by the Title VI compliance officer and will be provided to the relevant State/Federal Agency upon request.
2. The agency will cooperate, when requested, with special review by the relevant State/Federal Agency.

VI. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

1. The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.

3. The agency will notify the appropriate relevant State/Federal Agency of complaints filed, the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

B. Investigation

1. The relevant State/Federal Agency will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives. If any, and opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.
2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency and the complaint will be forwarded to DOJ, HUD Field Office or other appropriate DOJ contact.
3. If not resolved by the relevant State/Federal Agency, then complaint will be forwarded to DOJ, HUD Field Office.

SUBMITTED AND APPROVED BY:

George W. Graham, Jr.
Name of Chairman of the Board

Signature of Chairman of the Board

Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/06/12 **ITEM NO.:** 11

RESOLUTION: To Execute an Order for Tax Collector to Advertise 2011 Taxes Which Are a Lien on Real Property

SUBJECT AREA: Legal

ACTION REQUESTED:

Order the Tax Collector to advertise 2011 taxes, which are a lien on real property.

HISTORY/BACKGROUND:

Pursuant to G.S. 105-369(a), the Governing Body (Lenoir County Board of Commissioners) shall order the Tax Collector to advertise such tax liens.

EVALUATION:

The outstanding 2011 taxes which are a lien on real estate are \$2,696,081.29. This figure includes county, fire, and late listing penalty as of January 30, 2012.

MANAGERS RECOMMENDATION:

To order the Tax Collector to advertise such tax liens.

Initials

ORDER: NOW THEREFORE BE IT ORDERED By the Lenoir County Board of Commissioners that the Tax Collector advertise 2011 taxes which are liens on real property.

AMENDMENTS:

MOVED _____ SECOND _____

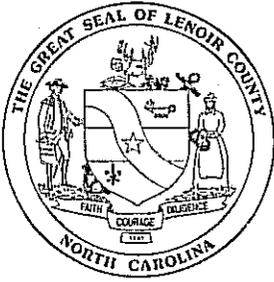
APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman 2/06/12
Date

ATTEST 2/06/12
Date



County of Lenoir

Office of the
Tax Administrator

Drawer 3289
Kinston, N.C. 28502

TO: Board of Commissioners
FROM: Darrell Parrish/ Lenoir County Tax Collector
RE: G.S. 105-369(a) Unpaid Real Estate Taxes
DATE: February 6, 2012

General Statute G.S. 105-369(a) requires the tax collector to report to the governing body the total of unpaid 2011 taxes that are liens on real property and the governing body shall order the tax collector to advertise such tax liens.

The total of unpaid 2011 taxes that are liens on real property is \$2,696,081.29.

We will advertise these tax liens in the newspaper on March 28, 2012.

ABSTRACT TOTALS PAGE 1/30/2012 09:26:22

ABSTRACTS TOTALLED: 6102 FROM SY0:TAX .OCL 1 ->199999

OF WHICH THEY HAD 6102-NAMI 6102-ACCT 6102-MARN

TOTALS BELOW EXCLUDE FLAG "E" EXEMPT PROPERTIES

TOTALS	TOTAL VALUES	TOTAL EXEMPTIONS
ACRE: 18132.29	REAL 348389417.	AGEX: 8377103.
LOTS: 0	OHP: 1178021.	HHPX: 0.
DEFV: 0.	INVE: 4401.	OIH: 0.
NOMH: 387	MACH: 1591374.	
NOMV: 86	MOIV: 2443109.	
NOMV: 0	MOIV: 0.	
DOGS: 0	FARM: 2805401.	
HTLS;Y,0-9: 281	MINV: 0.	
#VEHICLES		
PENALIZED: 0	356411723.	8377103.
LFUF: 1903.00		
LAND: 0.		
BLDG: 0.		
CELL: 0.		
TOTAL VALUES: 356411723.		
LESS TOTAL EXEMPT: 8377103.		
NET TAXABLE VALUE: 348034620.		

TOTALS BY POLITICAL SUBDIVISIONS, DISTRICTS:

CODE	NAME	NUMBER	VALUE-	EXEMPT=-	NET TAXABLE-	DEFERRED=-NON-	DEFERRED+MIHS-	ADJUST=-NET	BILLED
23	SOUTHWOOD FIRE DIST	430	21991878.-	679509=	21312369.-	0=	21312369.+	0=	21312369.
24	NORTH LENOIR FIRE D	866	51792519.-	1048713=	50743806.-	0=	50743806.+	0=	50743806.
27	SEVEN SPRINGS FIRE	70	4805673.-	79417=	4726256.-	0=	4726256.+	0=	4726256.
28	SANDY BOTTOM FIRE D	341	23325486.-	569802=	22755684.-	0=	22755684.+	0=	22755684.
29	DEEP RUN FIRE DIST	421	23916494.-	542083=	23374411.-	0=	23374411.+	0=	23374411.
30	HUGO FIRE DIST	354	20939633.-	417221=	20522412.-	0=	20522412.+	0=	20522412.
31	SAND HILL FIRE DIST	208	10028930.-	267682=	9761248.-	0=	9761248.+	0=	9761248.
32	CERRY TREE FIRE DI	223	11633100.-	217546=	11415554.-	0=	11415554.+	0=	11415554.
33	MOSELEY HALL FIRE D	326	22597028.-	192942=	22404086.-	0=	22404086.+	0=	22404086.
34	WYSE FORK FIRE DIST	61	4343042.-	0=	4343042.-	0=	4343042.+	0=	4343042.
35	GRIFION FIRE DIST	160	8101337.-	198451=	7902886.-	0=	7902886.+	0=	7902886.
36	GLOBAL TRANSPARK	1	43752.-	0=	43752.-	0=	43752.+	0=	43752.
41	MUNICIPAL SERVICE D	63	2653177.-	0=	2653177.-	0=	2653177.+	0=	2653177.
44	LENOIR/CRAVEN/JONES	29	1583052.-	0=	1583052.-	0=	1583052.+	0=	1583052.
55	TOWN OF LA GRANCE	397	16307193.-	335718=	15971475.-	0=	15971475.+	0=	15971475.
56	CITY OF KINSTON	2066	128238959.-	3561249=	124677710.-	0=	124677710.+	0=	124677710.
57	TOWN OF PINK HILL	68	3419979.-	89959=	3330020.-	0=	3330020.+	0=	3330020.
58	TOWN OF GRIFION	46	1243398.-	57744=	1185654.-	0=	1185654.+	0=	1185654.
64	LANDFILL USER FEE	1817	141245348.-	4024686=	137220662.-	0=	137220662.+	0=	137220662.

TOTAL EXEMPT FLAG "E" RECORDS: 0 VALUED: 0.

COLLECTIONS TOTALS PAGE 1/30/2012 09:26:22

NUMBER OF UNPAID TAX BILLS: 6102

TAXES:	CHARGE	BALANCE	NET
LENOIR COUNTY TAX DEPARTMENT	2784269.10	2596214.25	188054.85
LATE LISTING	1600.32	1428.08	172.24
DOG	0.00	0.00	0.00

TOTALS BY POLITICAL SUBDIVISIONS, DISTRICTS:

CODE	NAME	NUMBER			
23	SOUTHWOOD FIRE DIST	430	14918.78	13855.23	1063.55
24	NORTH LENOIR FIRE D	866	22836.24	21137.20	1699.04
27	SEVEN SPRINGS FIRE	70	1890.50	1682.93	207.57
28	SANDY BOTTOM FIRE D	341	18204.60	16854.19	1350.41
29	DEEP RUN FIRE DIST	421	9348.21	8950.50	397.71
30	HUGO FIRE DIST	354	8209.10	7563.23	645.87
31	SAND HILL FIRE DIST	208	6832.86	6371.17	461.69
32	CHERRY TREE FIRE DI	223	9132.51	8744.17	388.34
33	MOSELEY HALL FIRE DI	326	8961.56	8561.10	400.46
34	WYSE FORK FIRE DIST	61	2822.97	2544.95	278.02
35	GRIFFON FIRE DIST	160	2370.89	2154.60	216.29
36	GLOBAL TRANSPARK	1	19.69	19.69	0.00
SUB-TOTAL			2891417.33	2696081.29	195336.04
INTEREST STATE 3%			0.00	0.00	0.00
DISCOUNT			0.00	0.00	0.00
INTEREST			55304.67	54053.84	1250.83
LIEN SALE COST			10403.78	10294.98	108.80
TOTAL			2957125.78	2760430.11	196695.67
10	PREPAYMENTS	0	0.00	0.00	0.00
LATE LISTING			0.00	0.00	0.00
SUB-TOTAL			0.00	0.00	0.00
DISCOUNT			0.00	0.00	0.00
INTEREST			0.00	0.00	0.00
TOTAL			0.00	0.00	0.00
11	BEER LICENSES	0	0.00	0.00	0.00
LATE LISTING			0.00	0.00	0.00
SUB-TOTAL			0.00	0.00	0.00
DISCOUNT			0.00	0.00	0.00
INTEREST			0.00	0.00	0.00
TOTAL			0.00	0.00	0.00
12	WINE LICENSES	0	0.00	0.00	0.00
LATE LISTING			0.00	0.00	0.00
SUB-TOTAL			0.00	0.00	0.00
DISCOUNT			0.00	0.00	0.00
INTEREST			0.00	0.00	0.00
TOTAL			0.00	0.00	0.00
13	SCHEDULE B LICENSES	0	0.00	0.00	0.00
LATE LISTING			0.00	0.00	0.00
SUB-TOTAL			0.00	0.00	0.00
DISCOUNT			0.00	0.00	0.00
INTEREST			0.00	0.00	0.00
TOTAL			0.00	0.00	0.00
41	MUNICIPAL SERVICE D	63	7163.59	6885.98	277.61
LATE LISTING			2.12	2.12	0.00
SUB-TOTAL			7165.71	6888.10	277.61
DISCOUNT			0.00	0.00	0.00
INTEREST			138.96	137.78	1.18
TOTAL			7304.67	7025.88	278.79
43	WAYNE DRAINAGE DIST	0	0.00	0.00	0.00
LATE LISTING			0.00	0.00	0.00
SUB-TOTAL			0.00	0.00	0.00
DISCOUNT			0.00	0.00	0.00
INTEREST			0.00	0.00	0.00
TOTAL			0.00	0.00	0.00
44	LENOIR/CRAVEN/JONES	29	284.92	261.20	23.72
LATE LISTING			0.00	0.00	0.00
SUB-TOTAL			284.92	261.20	23.72
DISCOUNT			0.00	0.00	0.00
INTEREST			5.32	5.22	0.10
TOTAL			290.24	266.42	23.82
55	TOWN OF LA GRANCE	397	71871.90	68170.16	3701.74

LATE LISTING		32.46	32.15	0.31
	SUB-TOTAL	71904.36	68202.31	3702.05
DISCOUNT		0.00	0.00	0.00
INTEREST		1401.28	1383.91	17.37
	TOTAL	73305.64	69586.22	3719.42
56 CITY OF KINSTON LATE LISTING	2066	822874.02 158.59	763928.86 108.04	58945.16 50.55
	SUB-TOTAL	823032.61	764036.90	58995.71
DISCOUNT		0.00	0.00	0.00
INTEREST		15818.67	15332.00	486.67
	TOTAL	838851.28	779368.90	59482.38
57 TOWN OF PINK HILL LATE LISTING	68	18315.19 28.99	17203.39 28.99	1111.80 0.00
	SUB-TOTAL	18344.18	17232.38	1111.80
DISCOUNT		0.00	0.00	0.00
INTEREST		344.66	344.66	0.00
	TOTAL	18688.84	17577.04	1111.80
58 TOWN OF GRIFTON LATE LISTING	46	0.00 0.00	0.00 0.00	0.00 0.00
	SUB-TOTAL	0.00	0.00	0.00
DISCOUNT		0.00	0.00	0.00
INTEREST		0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00
64 LANDFILL USER FEE LATE LISTING	1817	159600.00 190.47	148335.93 183.58	11264.07 6.89
	SUB-TOTAL	159790.47	148519.51	11270.96
DISCOUNT		0.00	0.00	0.00
INTEREST		3029.00	2970.36	58.64
	TOTAL	162819.47	151489.87	11329.60
TOTAL TAXES		3971939.58	3701221.69	270717.89
TOTAL LIEN COST		10403.78	10294.98	108.80
TOTAL DISCOUNT		0.00	0.00	0.00
TOTAL INTEREST		76042.56	74227.77	1814.79
TOTAL 3% STATE INTEREST		0.00	0.00	0.00
GRAND TOTAL		4058385.92	3785744.44	272641.48

TRANSACTIONS 07012011->99992027	1214 PAYMENTS	55 DISC/CORR	17 RELEASES	TOTAL CREDIT (PAYMENT+RELEASE)	NET CREDIT (TOTAL-DISC/CORR)	
LENDIR COUNTY TAX DEPARTMENT	188054.85	1440.64	-5814.89	193869.74	192429.10	
LATE LISTING	151.50	76.06	0.00	151.50	75.44	
DCG	0.00	0.00	0.00	0.00	0.00	
CODE DISTRICT NAME						
23 SCUDWOOD FIRE DIST	1063.55	0.00	0.00	1063.55	1063.55	
24 NORTH LENDIR FIRE D	1699.04	26.99	-240.87	1939.91	1912.92	
27 SEVEN SPRINGS FIRE	207.57	0.28	0.00	207.57	207.29	
28 SANDY BOTTOM FIRE D	1350.41	0.00	-45.08	1395.49	1395.49	
29 DEEP RUN FIRE DIST	397.71	4.08	-22.01	419.72	415.64	
30 HUGO FIRE DIST	645.87	1.90	-10.96	656.83	654.93	
31 SAND HILL FIRE DIST	461.69	0.00	0.00	461.69	461.69	
32 CHERRY TREE FIRE DI	388.34	2.44	0.00	388.34	385.90	
33 MOSELEY HALL FIRE D	400.46	18.89	0.00	400.46	381.57	
34 WYSE FORK FIRE DIST	278.02	10.65	0.00	278.02	267.37	
35 GRIFTON FIRE DIST	216.29	0.00	0.00	216.29	216.29	
	SUB-TOTAL	195315.30	1581.93	-6133.81	201449.11	199867.18
STATE 3FCT INTEREST	0.00	0.00	0.00	0.00	0.00	
DISCOUNT	0.00	0.00	0.00	0.00	0.00	
INTEREST	1250.80	0.54	-6.02	1256.82	1256.28	
LIEN SALE COST	108.80	10403.78	0.00	108.80	-10294.98	
	TOTAL	196674.90	11986.25	-6139.83	202814.73	190828.48
41 MUNICIPAL SERVICE D LATE LISTING	277.61 0.00	0.00 0.00	0.00 0.00	277.61 0.00	277.61 0.00	
	SUB-TOTAL	277.61	0.00	0.00	277.61	277.61
DISCOUNT	0.00	0.00	0.00	0.00	0.00	
INTEREST	1.18	0.00	0.00	1.18	1.18	
	TOTAL	278.79	0.00	0.00	278.79	278.79
44 LENDIR/CRAVEN/JONES LATE LISTING	23.72 0.00	284.92 0.00	0.00 0.00	23.72 0.00	-261.20 0.00	
	SUB-TOTAL	23.72	284.92	0.00	23.72	-261.20
DISCOUNT	0.00	0.00	0.00	0.00	0.00	
INTEREST	0.11	0.00	0.00	0.11	0.11	
	TOTAL	23.83	284.92	0.00	23.83	-261.09
55 TOWN OF LA GRANGE LATE LISTING	3701.74 0.30	0.00 0.00	-141.12 0.00	3842.86 0.30	3842.86 0.30	

DISCOUNT	SUB-TOTAL	3702.04	0.00	-141.12	3843.16	3843.16
INTEREST		0.00	0.00	0.00	0.00	0.00
		17.37	0.00	0.00	17.37	17.37
	TOTAL	3719.41	0.00	-141.12	3860.53	3860.53
56 CITY OF KINSTON		58945.16	249.62	-141.68	59086.84	58837.22
LATE LISTING		48.03	22.43	0.00	48.03	25.60
	SUB-TOTAL	58993.19	272.05	-141.68	59134.87	58862.82
DISCOUNT		0.00	0.00	0.00	0.00	0.00
INTEREST		486.74	0.00	0.00	486.74	486.74
	TOTAL	59479.93	272.05	-141.68	59621.61	59349.56
57 TOWN OF PINK HILL		1111.80	0.00	0.00	1111.80	1111.80
LATE LISTING		0.00	0.00	0.00	0.00	0.00
	SUB-TOTAL	1111.80	0.00	0.00	1111.80	1111.80
DISCOUNT		0.00	0.00	0.00	0.00	0.00
INTEREST		0.00	0.00	0.00	0.00	0.00
	TOTAL	1111.80	0.00	0.00	1111.80	1111.80
64 LANDFILL USER FEE		11264.07	168.00	-336.00	11600.07	11432.07
LATE LISTING		6.23	1.94	0.00	6.23	4.29
	SUB-TOTAL	11270.30	169.94	-336.00	11606.30	11436.36
DISCOUNT		0.00	0.00	0.00	0.00	0.00
INTEREST		58.59	0.00	0.00	58.59	58.59
	TOTAL	11328.89	169.94	-336.00	11664.89	11494.95
TOTAL TAXES		270693.96	2308.84	-6752.61	277446.57	275137.73
TOTAL LIEN COST		108.80	10403.78	0.00	108.80	-10294.98
TOTAL DISCOUNT		0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST		1814.79	0.54	-6.02	1820.81	1820.27
TOTAL STATE 3PCT INTEREST		0.00	0.00	0.00	0.00	0.00
	GRAND TOTAL	272617.55	12713.16	-6758.63	279376.18	266663.02

TAX SCROLL 2011 TAX YEAR RAN FROM 09:25:43 TO 09:26:22 CN: 01302012

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 12A

RESOLUTION: Approve Expenditure of State Mosquito Control Funds to the City of Kinston:
\$2,689

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to the Lenoir County Health Department to make payment with State Grant to the City of Kinston for Mosquito Control.

HISTORY / BACKGROUND:

Mosquitoes are vectors that transmit disease-causing microorganisms from an infected person or animal to another. North Carolina residents and visitors are at higher risk due to Hurricane Irene and other rain events which create ideal breeding conditions for mosquitoes. Local mosquito control activities are carried out by public health agencies, municipalities, county governments and non-profit organizations. This grant is to reimburse City of Kinston for expenses for hours worked and expenses to control mosquito problems within the city and county. These funds are a State grant to the County.

EVALUATION:

Mosquitos are a health hazard. Hurricane Irene helped to create an environment favorable for mosquito breeding. State funds have become available to the County to assist in controlling the mosquito population. The County will use these funds to reimburse the City of Kinston for expenses incurred by spraying within the City and County.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MWJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners approve the expenditure of State Mosquito Control Funds to the City of Kinston in the amount of \$2,689.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Graham _____ Daughety _____

Pharo _____ Rouse _____ Sutton _____

George W. Graham Jr., Chairman 2/6/12
Date

ATTEST 2/6/12
Date

Item No.: 12B



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011-2012
 Appropriations

Distribution - Finance Office:

Budget Amendment # _____
 Date Approved _____

FUND	DEPARTMENT	LINE ITEM DESCRIPTION	
GENERAL	HEALTH	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>		<u>INCREASE</u>	
<u>ENVIRONMENTAL HEALTH (State)</u> 10-3518-3300	\$ 2,689.00	<u>Mosquito Control</u> 10-5150-2990	\$ 2,689.00
Total	\$ 2,689.00	Total	\$ 2,689.00

Reason and Justification for Request:

Provide financial support to established Mosquito Control Program with Lenoir County Health Department with State funds per contract with City of Kinston, as approved by the Division of Public Health.

Department Head Approval	Date	Finance Officer Approval	Date
<i>[Signature]</i>	1/25/12	<i>Matthew H. Martin</i>	1/25/2012
Budget Officer Approval	Date		
<i>[Signature]</i>	1/26/12		
Board Approval (When Applicable)	Date	Date of Minutes	

Item No.: 13



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011-2012
 Appropriations

Distribution - Finance Office:

Budget Amendment # _____
 Date Approved _____

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	HEALTH	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>		<u>INCREASE</u>
<u>Family Planning (State)</u> 10-3502-3300	3,679.00	<u>Adult Health Program</u> 10-5150-2390 Medical Supplies 3,679.00
Total	3,679.00	Total 3,679.00

Reason and Justification for Request:
 Additional state funding provided to support Family Planning Program

Department Head Approval _____ Date 1/30/12

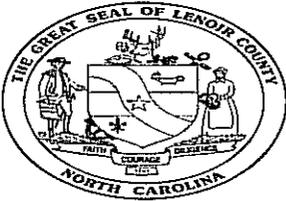
Finance Officer Approval _____ Date 1/31/12

Budget Officer Approval _____ Date 1/31/12

Board Approval (When Applicable) _____ Date _____ Date of Minutes _____

Item No.: 14

BUDGET ORDINANCE AMENDMENT: TRUST & AGENCY FUND:
EXTENSION-FAMILY CAREGIVER: \$3,262. INCREASE



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
Appropriations

Budget Amendment # _____
Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
TRUST AND AGENCY	EXTENSION-FAMILY CAREGIVER	VARIOUS
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input checked="" 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
<u>INCREASE</u> 70-3580-3600 EXCEPTIONAL CHILDREN'S ASST. CTR	3,262.00	<u>INCREASE</u> 70-5830-6900 CONTRACTED SERVICES 3,262.00
Total	3,262.00	Total \$3,262.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE ADDITIONAL FUNDS FOR THE EXCEPTIONAL CHILDREN'S ASSISTANCE CENTER (ECAC) . IN FY 10-11 COOPERATIVE EXTENSION RECEIVED A \$14,250.00 GRANT. THIS GRANT ALLOWED COOPERATIVE EXTENSION TO ASSIST WITH SUPPORT OF SALARIES, SUPPLIES AND TRAINING FOR THE SMART START PROGRAM. THESE ADDITIONAL FUNDS WERE APPROVED AND RECEIVED IN NOVEMBER 2011.

Department Head Approval <i>Jimmy D. Kelly</i>	Date 1-17-12	Finance Officer Approval <i>Martha H. Maite</i>	Date 1-18-12
Budget Officer Approval <i>Michael W. [Signature]</i>	Date 1/10/12		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 15

RESOLUTION: Authorizing Acceptance of a SETRAC (Special Events and Tourism Related Activities) Grant in the Amount of \$8,300.00 to be Executed and Managed by Tammy Kelly, County Extension Director Representing Lenoir County Cooperative Extension

SUBJECT AREA: Administrative

ACTION REQUESTED:

To authorize acceptance of a SETRAC (Special Events and Tourism Related Activities) grant in the amount of \$8,300.00. These dollars will support continued renovations and upgrades to the Lenoir County Farmers Market such as the parking lot and surrounding area.

HISTORY/BACKGROUND:

The Lenoir County Farmer's Market provides community access to local foods and produce through local farmers that produce fresh vegetables and other vendors that produce and provide other items such as homemade baked goods, fresh eggs, local honey, etc.

EVALUATION:

Physical improvements, including area land grading and parking lot reconfiguration and paving will improve safe access to the Lenoir County Farmer's Market, thus increasing business.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that Lenoir County Cooperative Extension be authorized to accept a SETRAC (Special Events and Tourism Related Activities) Grant in the Amount of \$8,300.00 to be Executed and Managed by Tammy Kelly, County Extension Director Representing Lenoir County Cooperative Extension.

AMENDMENTS

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham ___ Brown ___ Daughety ___ Rouse _____

Pharo ___ Davis ___ Sutton _____

George W. Graham, Jr., Chairman 2/6/12
Date

ATTEST 2/6/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 16

RESOLUTION: Authorizing the Purchase of 24/7 Heavy Duty Chairs For Communications at a Cost of \$8,743.00

SUBJECT AREA: Financial

ACTION REQUESTED:

Authorize the purchase of 24/7 heavy duty chairs for the Communications Division at a cost of \$8,743.00 from budget line 24-4320-5999.

HISTORY/BACKGROUND:

The existing 24/7 heavy-duty chairs in the Communications Center are approximately four-(4) years old and have been repaired multiple times. As these chairs are utilized 24 hours a day, 7 days a week, 365 days a year, the wear and tear on the chairs is extreme. In purchasing new chairs, we are ensuring an ergonomic environment for the Telecommunicators; thereby allowing for a more productive, efficient, and healthier work environment for all staff.

EVALUATION:

The replacement of the 24/7 heavy-duty chairs in Communications is necessary to allow for a better, more productive, and more ergonomically-friendly work environment for the Communications staff. The cost for the Telecommunicator chairs is a 100% percent allowable expenditure from the Special Revenue (911) fund.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Communications Division be authorized to purchase 24/7 heavy-duty chairs for each console dispatch position at a cost of \$8,743.00 from budget line item: 24-4320-5999.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham ___ Brown ___ Daughety ___ Rouse ___

Pharo ___ Davis ___ Sutton ___

George W. Graham, Jr., Chairman 2/6/12
Date

ATTEST 2/6/12
Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 17

RESOLUTION: Authorizing Execution of Lease Agreement: Lenoir County, Kinston-Lenoir County Chamber of Commerce, City of Kinston: 301 North Queen Street

SUBJECT AREA: Administrative-Legal

ACTION REQUESTED:

The Board is requested to approve the attached lease agreement in order to move forward with the lease of 301 North Queen Street to the Kinston-Lenoir Chamber of Commerce.

HISTORY / BACKGROUND:

The existing lease expired June 30, 2009 and could have been automatically renewed. However, the Chamber along with the City and County, wanted to re-visit and re-write a few of its provisions. A key provision in the lease executed in July of 2004 was that the Chamber would pay for all repairs up to \$10,000 and any amount over \$10,000 would be shared by the Chamber, County, and City equally. Also the 2004 lease called for all leasehold improvements, i.e. carpet, paint, wallpaper, and window treatments be shared during the first year of the lease. These provisions were in place to allow for improvements to restore the facility to the proper condition.

EVALUATION:

Since the building has been improved to a reasonable condition, the new lease reflects the key provision included in the 1999 lease agreement, which was – the Chamber will pay for all of the building improvements and the building will be leased for \$1 per year. In return for the “lease rate” the Chamber should save the funds needed to make improvements to the building.

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the attached lease agreement between Lenoir County, the Kinston-Lenoir County Chamber of Commerce, and the City of Kinston for the property at 301 North Queen Street be approved.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Graham ___ Brown ___ Daughety ___ Rouse ___

Pharo ___ Davis ___ Sutton ___

George W. Graham, Jr., Chairman

2/6/12
Date

ATTEST 2/6/12
Date

NORTH CAROLINA

LENOIR COUNTY

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this ____ day of _____, 20__, by and between the **COUNTY OF LENOIR**, one of the hundred Counties of the State of North Carolina, hereinafter called "**COUNTY**", and the **CITY OF KINSTON**, a municipal corporation and body politic, hereinafter called "**CITY**", parties of the first part, and the **KINSTON-LENOIR CHAMBER OF COMMERCE**, hereinafter called, "**CHAMBER**", parties of the second part;

WITNESSETH:

THAT the **County** and **City** hereby lease to the **Chamber**, for and during the term and upon the conditions hereinafter stated, the building and premises located at the northeast corner of Queen and North Streets in the City of Kinston, North Carolina and known as 301 North Queen Street.

THE TERMS AND CONDITIONS OF THIS LEASE ARE AS FOLLOWS:

1. The original term of this Lease shall be for five (5) years beginning the first day of January 2012 and terminating on the thirty-first day of December 2017 unless earlier terminated or extended as hereinafter provided.
2. The **Chamber** is hereby given the option to renew this Lease for an additional period of five (5) years upon giving six (6) months written notice of such intent to **County** and **City** or the then present owner, prior to the expiration of the original term hereof.
3. During the initial or any extended term of this Lease, **Chamber** shall pay a yearly rental of \$1.00.
4. The **Chamber** may not assign this Lease without the prior written consent of **County** and **City**. A portion of the premises may be subleased to other parties; provided however, any sublease to any other person, firm, corporation, governmental entity or department or any association shall require prior approval of **County** and **City**, and **Chamber**. **Chamber** shall be entitled to the rent received from any sublease of the premises.

5. **Chamber** shall pay for janitorial or custodial maintenance, maintenance of grounds and cost of utilities.
6. **Chamber** shall be responsible for maintenance of the entire building and fixtures, including the roof, walls, windows, floors, HVAC, electrical and plumbing and **Chamber** shall be liable for the total costs of all repairs and maintenance thereto. **City** and **County** will maintain and pay for insurance on the building throughout the term of this lease or any extension thereof. **Chamber** shall insure their own contents within the leased premises at their sole cost and in such amounts as they individually or collectively deem appropriate. **Chamber**, as the tenant, will be required to maintain and pay for general liability insurance for any claims that occur on the property.
7. In the event the **Chamber** should elect to relocate, future leases will require prior approval by **County** and **City** and the remaining lessee.
8. In the event the premises should be destroyed or rendered unfit for use by fire or other casualty, this Lease shall terminate with no liability on **County** and **City** to repair or rebuild the premises or to be obligated to secure or provide relocation facilities for **Chamber**. If the premises are entirely destroyed and the **County** and **City** receive a subsequent insurance payment, a reimbursement of major building maintenance (i.e.: roof, heating system, etc.) will be prorated back to the **Chamber** less the fair market rental rate of the building from the starting date of the lease, January 1, 2012. For example if the Chamber spent \$12,000.00 for roof replacement, and the fair market rental rate of the building is \$1,000 per month and the building was destroyed after seven (7) months (July 31, 2012), the **County** and **City** would owe the **Chamber** \$5,000. If the event took place in 2013 or later, the fair market rental owed would exceed the expenditure for major building maintenance, and the County and City would not owe any money to the Chamber. In the event of a partial destruction of the premises, the **County** and **City** will use proceeds from insurance to make necessary repairs to the building.
9. Either party may terminate their respective interest in this lease upon six months written notice to the other party of such intent. If the **County** and **City** should decide to terminate the lease upon a six (6) month written notice, a reimbursement of major building maintenance (i.e.: roof, heating system, etc.) will be prorated back to the **Chamber** less the fair market rental rate of the building from the starting date of the lease, January 1, 2012. For example if the Chamber spent \$12,000.00 for roof replacement, and the fair market rental rate of the building is \$1,000 per month and the lease is terminated after seven (7) months (July 31, 2012), the **County** and **City** would owe the **Chamber** \$5,000.

If the event took place in 2013 or later, the fair market rental owed would exceed the expenditure for major building maintenance, and the County and City would not owe any money to the Chamber.

IN TESTIMONY WHEREOF, the parties have caused this instrument to be duly executed, this the day and year first above written.

COUNTY OF LENOIR

By: _____
Chairman, Board of County Commissioners

Attest:

Clerk to Board of County Commissioners

CITY OF KINSTON

By: _____
Mayor

Attest:

Deputy City Clerk

CHAMBER OF COMMERCE

By: _____
President

Attest:

Item No.: 18



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY 2011 - 2012
 Appropriations

Budget Amendment # _____
 Date Approved _____

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
TRANSPORTATION		ADMINISTRATION / ARRA		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>			<u>INCREASE</u>		
22-3452-3615	GRANT-ARRA FEDERAL STIMULUS	124,000.00	22-4512-3530	MAINT/REPAIR-VEHICLES	124,000.00
Total		124,000.00	Total		124,000.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE FUNDS FROM THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA). THESE FUNDS WERE APPROVED IN FY 09-10, AND WERE TO BE EXPENDED WITHIN TWO YEARS. HOWEVER, THE FUNDS WERE NOT EXPENDED WITHIN THAT TWO YEAR TIME, SO AN EXTENSION HAS BEEN GRANTED, APPROVING THE FUNDS TO BE EXPENDED AND REIMBURSED IN FY 11-12. THESE FUNDS WILL BE USED TO OFFSET THE MAINTENANCE AND REPAIR COSTS OF THE VEHICLES. THE COMMISSIONERS APPROVED THE EXTENSION OF THE EXISTING CONTRACTS AT THE JANUARY 17, 2012 MEETING - ITEM #13.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Jay R. Byrd</i>	1/20/2012	<i>Martha H. Martin</i>	1/20/2012
Budget Officer Approval	Date		
<i>[Signature]</i>	1/20/12		
Board Approval (When Applicable)	Date	Date of Minutes	

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 2/6/12 **ITEM NO.:** 19

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 Economic Development Board of Directors 1 st Appearance	Jim McLain Bobby Merritt	December 2014

CURRENT VACANCIES:

- Lenoir County Health Board – (1) Veterinarian, (1) Optometrist, (1) Pharmacist
- Lenoir County Planning Board – Districts One (1), Four (4)
- CJPP – Three (3) Vacancies
- Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate
- Lenoir County Economic Development Board of Directors – One (1) Vacancy

MANAGER'S RECOMMENDATION:

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 Economic Development Board of Directors 1 st Appearance	Jim McLain Bobby Merritt	December 2014

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Daughety _____ Davis _____ Graham _____
Pharo _____ Rouse _____ Sutton _____

George W. Graham, Jr., Chairman

2/6/12
Date

ATTEST

2/6/12
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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:

Economic Development Board of Directors

(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 Dr.
 City/State/Zip: Kinston, NC 28504
 Telephone: (Home) 252-257-6058 (Work) n/a
 Occupation: Retired
 Business Address: — n/a
 Age: (Optional): 68
 Number hours available per month for this position: As needed (except for Wed)
 Training: 46 hrs Banking
 Business and Civic Experience/Skills: 46 hrs Banking PCC Kinston EIKS Lodge
 Other County Boards/Committees/Commissions presently serving on: None
 Expiration date of Term: December 31, 2011

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) |
| 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) |
| <u>Falling Creek (Banks Elementary School Gym)</u> | 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

4/24/12
Date

APPLICATION FOR APPOINTMENT
to
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

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:

Economic Development Board of Directors

(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: Bobby Merritt
 Address: 1404 Saint James Pl.
 City/State/Zip: Kinston, NC 28504
 Telephone: (Home) 252-252-2084 (Work) 252-6223 x173
 Occupation: Lenoir Community College - Director of Industry Training
 Business Address: PO Box 188, Kinston, NC 28502
 Age: (Optional): _____
 Number hours available per month for this position: As Needed
 Training: As Needed
 Business and Civic Experience/Skills: Rotary

Other County Boards/Committees/Commissions presently serving on: City Council member
Chamber, Arts Council

Expiration date of Term: December 31, 2011

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) |
| <u>K-4</u> (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) |
| 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.

Bobby Merritt
Signature of Applicant

1/24/12
Date