

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA  
 MONDAY, APRIL 07, 2014 – 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:** Ms. Colleen Kosinski, Administrator Guardian Ad Litem:  
 Child Abuse Awareness  
 Ms. Susan Moore, Social Services Director: NC FAST:  
 Impact on Local Government  
 Ms. Sue Proctor, Executive Director: SAFE  
 Mr. Adrian King, Director: Pride of Kinston

**CONSENT AGENDA: 10 Min.**

**ACTION**

- |    |  |             |
|----|--|-------------|
| 1. | Approval of Minutes: Board Meeting: March 17, 2014   | King/Jarman |
| 2. | Resolution Approving Releases and Refunds to the Individuals Listed Herein                             | Parrish     |
| 3. | Budget Ordinance Amendment: General Fund: Non-Departmental: \$1,208: Increase                          | Martin      |
| 4. | Budget Ordinance Amendment: Trust & Agency Fund: Innovative Approach Literacy (IAL): \$2,550. Increase | Kelly       |

**END OF CONSENT AGENDA**

**BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.**

- |     |   |         |
|-----|---|---------|
| 5.  | Proclamation: Child Abuse Prevention Month  | Board   |
| 6.  | Proclamation: Guardian Ad Litem Child Advocate Month  | Board   |
| 7.  | Proclamation: Recognition of April 8, 2014 as Allen Pearson Remembrance Day   | Board   |
| 8.  | A. Resolution: Authorizing Asbestos Abatement and Demolition of County Owned Building: 220 to 228 E. Gordon Street: Enviro Assessments East, Inc.: \$18,500: Rick Bostic Construction & Demolition, Inc.: \$11,749: Total \$30,249<br>B. Budget Ordinance Amendment: General Fund: Finance/Public Buildings: \$30,249: Increase | Wiggins |
| 9.  | Budget Ordinance Amendment: School Capital Fund School Building: \$109,026: Increase  | Martin  |
| 10. | Resolution Selecting CDBG Project Attorney  | Martin  |
| 11. | Budget Ordinance Amendment: General Fund: Coop Ext. Kate Reynolds: \$29,824.37: Decrease  | Kelly   |
| 12. | Resolution: Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction   | Jarman  |

- |   |        |
|---|--------|
| 13. Resolution: Requesting the Establishment of fees for Rabies Vaccinations  | Huff   |
| 14. Resolution: Approving Emergency Purchase and Installation of a Microwave Link Between the Emergency Services Building and the Lenoir Courthouse: Gately Communications: \$24,230.80 | Jarman |
| 15. Resolution: Approving the Remount of a 2009 Chevrolet 4500 Wheeled Coach Ambulance Box: Selection Custom Apparatus: \$63,963.28   | Jarman |
| 16. Resolution: Naming New Road in the Falling Creek Area   | Jarman |
| 17. Resolution: Authorizing the Extension of Copier/Printer Lease for 23 months: CopyPro: \$7,337   | King   |

**APPOINTMENTS: 5 Min.**

- |  |        |
|--|--------|
| 18. Resolution Approving Citizens to Boards, Commissions, Etc. <b>5 Min.</b> | Martin |
|--|--------|

**OTHER ITEMS: 10 Min.**

- |  |       |
|--|-------|
| 19. <b>Items from County Manager / County Attorney / Commissioners Public Comments/Closed Session (if necessary)</b> | Board |
|--|-------|

**MINUTES****LENOIR COUNTY BOARD OF COMMISSIONERS****March 17, 2014**

The Lenoir County Board of Commissioners met in open session at 4 p.m. on Monday, March 17, 2014, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

Members absent: Mac Daughety

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

Chairman Hill called the meeting to order at approximately 4 p.m. Ms. Brown offered the Invocation and Mr. Rouse led the audience in the Pledge of Allegiance.

Upon a motion by Ms. Brown, the Board unanimously approved to excuse Commissioner Daughety.

**PUBLIC INFORMATION:** None scheduled

**CONSENT AGENDA:**

1. Approval of Minutes: Regular Board Meeting: March 3, 2014

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

**BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:**

Item No. 2 was a Resolution Honoring Audrey West. Ms. Brown read the resolution for the Board and members of the viewing public honoring Audrey West. Ms. Brown also reminded the Board that Ms. West served as Clerk to the Board under County Manager, John Bauer. Ms. West thanked the Board for the opportunity to serve Lenoir County. Ms. West stated she hopes her years of service have made a difference in Lenoir County Government. Ms. West thanked all of the Commissioners for the hard work they do for the citizens of Lenoir County. Mr. Hill congratulated Ms. West and Ms. West was thanked by each of the commissioners and County Manager for her years of service to Lenoir County. Upon a motion by Ms. Brown and second by Ms. Sutton, Item No. 2 was unanimously approved.

Item No 3. was a Proclamation: Social Work Month 2014, "All People Matter". Ms. Brown read the proclamation for members of the Board and the viewing public. Ms. Brown was joined at the podium by Ms. Susan Moore, Social Services Director, and Ms. Leslie Amyette, Social Work Supervisor. Ms. Moore stated that Ms. Amyette was the newest member of the Department of Social Services (DSS) Staff and she has hit the floor running. Ms. Brown stated at the first meeting in April, DSS will have a proclamation for Child Abuse Prevention Month. At 8:30 a.m. a ceremony will take place with a flag raising, along with child abuse awareness activities. Ms. Brown would like for all the County Commissioner to be a part of the activities. Ms. Moore stated her department is truly involved with families, assisting on all levels, from the cradle to the grave. DSS assists where they can, and where there is a need, working 24 hours a day, 7 days a week, Christmas and Thanksgiving, in all communities, trying to provide safety to children, as well as adults. Ms. Moore stated that her employees make home visits with clipboards and the desire to help, where deputies go out armed with guns. Ms. Moore stated they are trying to figure out how to solve problems legally and with dignity. Ms. Moore stated her agency receives calls about child abuse and neglect issues on a regular basis, usually from family members and neighbors. Ms. Moore asked Ms. Amyette if she would like to make any comments. Ms. Amyette said she was thankful for the opportunity to pursue her career here in Lenoir County where she enjoys working. Ms. Amyette stated it takes a special kind of person to be a Social Worker. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 3 was unanimously approved.

Item No. 4A was a Resolution Approving Acceptance of Senior's Health Insurance Information Program (SHIIP) Grant Funds: \$1,739. Ms. Tammy Kelly, Cooperative Extension Director, stated the Seniors' Health Insurance Information Program (SHIIP) is an important resource for the senior citizens of Lenoir County. The program provides critical information to assist seniors in choosing the types of insurance they need. The SHIIP program is currently housed at Cooperative Extension Offices in several surrounding counties. The contracted period for the grant is November 17, 2013 through September 29, 2014. Upon a motion made by Ms. Brown and second by Mr. Best, Item No. 4A was unanimously approved.

Item No. 4B Budget Ordinance Amendment: General Fund: Process Funds: \$1,739: Increase. This budget amendment appropriates the revenue and expenditure amounts for the SHIIP Grant into the FY 13-14 General Fund Budget. Upon a motion by Ms. Brown and a second by Mr. Best, Item No. 4A was unanimously approved.

Item No. 5 was a Budget Ordinance Amendment: Capital Projects Fund: Jail Expansion Project: \$405,553: Decrease. Ms. Martin stated this was a correcting Budget Amendment to correct a portion of Budget Amendment G-64 that was approved by the Commissioners on February 17, 2014. This amount should not have come out of Fund Balance. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution Appointing Vickie F. King as Clerk to Lenoir County Board of Commissioners and Appointing Martha H. Martin, Thomas L. Hollowell, and Lashanda A. Hall as Deputy Clerks to the Board. Mr. Jarman introduced Ms. King and stated that Ms. King has been with the County for one week as the Clerk and Administrative Assistant to the County Manager. Mr. Jarman stated he is glad to have her on board. Mr. Jarman informed Mr. Rouse that cuts were made in several places and funds were moved around to fund the Clerk's position. Mr. Jarman reiterated that no new money was budgeted to take care of this position. Mr. Jarman stated adding the Deputy Clerks would be appropriate in case Ms. King was out of the office. Mr. Jarman reminded the Board of their responsibility to appoint or designate a Clerk to the Board due to the many duties that are required by law; as always, the Clerk does serve at the pleasure of the Board. At this time we are asking the Board not only to appoint Ms. King as Clerk, but to also designate Martha H. Martin, Thomas L. Hollowell and Lashanda A. Hall as Deputy Clerks in the event Ms. King is not present. This will allow the Deputy Clerks to perform the duties of the Clerk. Mr. Hill welcomed Ms. King and thanked the individuals for filling in during the absence of a Clerk. Mr. Hill reminded the Board since a Clerk was in place, that she is the point of contact, and direct conversations should be forwarded her way. Mr. Hill stated the Board was very excited that Ms. King is on board and will be able to help with all of the duties they are trying to accomplish. Mr. Jarman commended Martha, Lashanda, Tommy and several others for doing a great job over the last three years the office acted without a Clerk and how they have jumped in and performed additional duties. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 6 was unanimously approved.

Item No. 7 was a Resolution Requesting for Addition of Urban Estates Drive in Urban Estates Subdivision to State Maintained Secondary Road System. Mr. Jarman stated NC DOT sent a petition signed by the property owners of Urban Estates, requesting the street be adopted into the state maintained secondary road system. All the required paper work has been completed and they are asking the Commissioners to approve the request. Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Approving Citizens to Boards, Commissions, etc. Ms. Brown stated the Board has received the following applications to the US 70 Corridor Commission: John Craft, Mac Daughety, Brian Lucas, and Mark Pope. Upon a motion by Ms. Brown and second by Ms. Sutton the Board approved all the applicants to the US 70 Corridor Commission. Ms. Brown stated Lenoir Memorial Hospital is requesting approval of a new Board member. Upon a motion by Ms. Sutton and second by Mr. Best, the Board approved Mr. Clifton Harrison as the primary selection and Mr. Holton Harrison as an alternate.

Item No. 9 was Items from the County Manager. Mr. Jarman stated the County has received a bid for 109 East North Street of \$750.00; however, this offer is for a half undivided interest, meaning the County only has half-interest in this property. According to the bidders, they are in contact with the owners of the other half of the property, and they are willing to sell their portion as well. Mr. Jarman recommended approval of the bid to get the property back on the tax records. Upon a motion by Mr. Davis and second by Ms. Sutton, the recommendation was unanimously approved. The Board received a letter dated February 18, 2014, from the U.S. Department of Labor, Mr. Ken Krantz, Administrative Law Judge. Mr. Krantz expressed his appreciation for how one of our employees and other staff helped him coordinate a meeting he held at the Lenoir County Courthouse. Mr. Jarman wanted to make sure the employees were recognized for a job well done. Mr. Jarman reminded the Board of an Education Summit meeting today at 5:30 P.M. at the Lenoir County Public Schools.

Mr. Jarman asked the Board if they wanted to hold Joint Meetings with the Town of LaGrange, Town of Pink Hill and the City of Kinston to discuss funding for the Fiscal Year 2014-15 Budget. Mr. Hill suggested the meetings be held on the same evenings as the current Board meetings. The Board agreed with Mr. Hill's suggestion for evening meetings, on the same nights as the regularly scheduled Commissioners' Meetings. Mr. Jarman stated he would begin working on dates and times for the meetings. Mr. Jarman asked the Commissioners to mark April 29, 2014, on their calendars to meet with Dr. Stephen Mazingo, Lenoir County Schools' Superintendent, and our North Carolina House of Representatives delegation. Mr. Jarman noted this will be a great opportunity for the Board to meet with the delegation and the school system to get all questions answered regarding the allocation of lottery funds.

Mr. Jarman stated he has received an email from Mr. Phillip G. Batten, Veterans Affairs, requesting his presence at a meeting on April 4, 2014, to meet with the Assistant Secretary of Veteran Affairs. Mr. Jarman stated he would be unavailable to attend this meeting, but welcomed any Board member to attend. Mr. Jarman asked any Board member wishing to meet with the Assistant Secretary of Veteran Affairs contact the Clerk for more information. Mr. Batten would also like to meet with the Board to discuss the local District 2 Veterans Affairs Fiscal Year 2014-15 budget. Veterans Affairs usually attends a Board meeting to make their budget request known. Mr. Jarman informed the Board that on April 10, 2014, the NCACC will hold a District Meeting in Onslow County. Mr. Hill, Mr. Daughety, Ms. Brown, Mr. Best, and Ms. Sutton, will be attending Mr. Jarman stated there is no cost to attend the meeting and a meal will be provided.

Mr. Davis recognized Ms. Jenny Ackley, who is running for a seat on the Board of County Commissioners. Mr. Davis also acknowledged the passing of Mr. Billy Brewer. Mr. Brewer served as a County Commissioner from 1976-1980. Mr. Davis asked for a moment of silence in his honor. Ms. Sutton asked that a resolution honoring Mr. Brewer be presented at the next Board meeting. Mr. Hill extended his condolences to the Brewer family and stated that Mr. Brewer is to be recognized for his services in the United States military.

Ms. Brown asked the Board to congratulate the Kinston High School Boys Basketball Team for winning their 3rd straight basketball championship. Mr. Hill stated it was a very exciting time at the championship game and a very exciting time for the community. Upon a motion by Mr. Hill and a second by Ms. Brown the meeting adjourned at 4:40 p.m.

Respectfully submitted,



Vickie F. King  
Clerk to the Board

Reviewed By



Michael W. Jarman  
County Manager

INTRODUCED BY: Michael W. Jarman, County Manager DATE 4/7/2014 ITEM NO. 2

**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>
2012	Alejandro Del Valle	51334	\$1071.78	Adjusted Value
2009	Lasheika Lofton	65873	\$ 251.13	Corrected Listing
2010	Lasheika Lofton	65873	\$ 198.38	Corrected Listing
2011	Lasheika Lofton	65873	\$ 179.84	Corrected Listing
2012	Lasheika Lofton	65873	\$ 162.01	Corrected Listing
2013	Lasheika Lofton	65873	\$ 136.22	Corrected Listing
2010	Alejandro Del Valle	51334	\$1021.96	Adjusted Value
2011	Alejandro Del Valle	51334	\$1157.52	Adjusted Value
2013	Alejandro Del Valle	51334	\$1011.60	Adjusted Value
2013	Alejandro Gonzales	49730	\$ 527.81	Adjusted Value
2010	Debbie Hair	7372	\$ 197.94	Adjusted Value
2011	Debbie Hair	7372	\$ 184.29	Adjusted Value
2012	Debbie Hair	7372	\$ 347.70	Corrected Listing
2013	Debbie Hair	7372	\$ 329.34	Corrected Listing
2007	Bertina Selvan	59608	\$ 279.04	Double Listed
2012	Michael Whaley	46131	\$ 229.00	Double Listed
2011	Michael Whaley	46131	\$ 243.29	Double Listed
2011	Michael Whaley	46131	\$ 294.48	Double Listed
2013	Michael Whaley	46131	\$ 212.17	Double Listed
2013	Charles McCullers	6542	\$ 113.83	Corrected Listing
2013	Perry Byrd	13349	\$ 131.56	Corrected Listing
2013	Sovereign Real Estate Corp	23226	\$3094.66	Double Listed

2008	Jay Duran	46548	\$ 184.63	Double Listed
2009	White Owl Motor Co.	32024	\$ 326.90	Out of Business
2013	Robert Taylor	29403	\$ 277.26	Corrected Listing
2012	Robert Taylor	29403	\$ 302.14	Corrected Listing
2011	Jesus Moreno	66384	\$ 125.17	Double Listed
2012	Jesus Moreno	66384	\$ 115.93	Double Listed
2013	Nicoles Garcia	70118	\$ 228.13	Double Listed
2012	Nicoles Garcia	70118	\$ 257.14	Double Listed
2013	Delbert Freeman	41006	\$ 179.03	Corrected Listing
2009	Leaf Funding	35573	\$ 236.36	Corrected Listing
2008	Leaf Funding	35573	\$ 364.63	Corrected Listing
2008	Leaf Funding	35573	\$ 466.41	Corrected Listing
2013	William Rhue	4369	\$ 118.94	Corrected Listing
2012	William Rhue	4369	\$ 130.24	Corrected Listing

**REFUNDS**

<u>YEAR</u>	<u>NAME</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>REASON</u>
2013	Elderly Housing Corp.	15730	\$21,027.08	Legal Exemption

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.



**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that approving the releases and refunds as set above.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Davis \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Hill \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST

**04/07/2014**  
Date

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: NON-DEPARTMENTAL: \$1,208.: INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		NON-DEPARTMENTAL		VARIOUS	
<b>Check One Box</b> New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3213-1100	2013 TAX LEVY	78.00	10-4200-1913	PROF SVCS-BUS PER PROP AUDIT	1,208.00
10-3214-1100	2014 TAX LEVY	1,130.00			
Total		1,208.00	Total		1,208.00

**Reason and Justification for Request:**  
 To appropriate additional property tax revenue received by the County as a result of a business personal property tax audit being conducted by County Tax Services, Inc. The County contracted with County Tax Services, Inc. in May of 2010 to conduct the audit. County Tax Services, Inc. receives a 30% commission on all business personal property discoveries found as a result of the audit. The County pays this commission only after the taxpayer pays the discovery tax bill. The Board approved the contract with County Tax Services, Inc. on May 17, 2010, Item #8.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Marta H. Martin</i>	3/28/2014	<i>Marta H. Martin</i>	3/28/14

Budget Officer Approval	Date
<i>M. Farman</i>	3/31/14

Board Approval (When Applicable)	Date	Date of Minutes

BUDGET ORDINANCE AMENDMENT: TRUST & AGENCY FUND:  
 INNOVATIVE APPROACH LITERACY (IAL): \$2,550. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
TRUST AND AGENCY		INNOVATIVE APPROACH TO LITERACY		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
<b>REVENUES</b>			<b>EXPENDITURES</b>		
Account # and Title	Amount	Account # and Title	Amount		
<u>INCREASE</u> 70-3580-3601 GRANT-INNOVATIVE APP LITERACY	2,550.00	<u>INCREASE</u> 70-5831-6000 GRANT-HIGH SCOPE EXPENSES	2,550.00		
Total 2,550.00		Total 2,550.00			

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO SET UP FUNDING FOR THE INNOVATIVE APPROACH TO LITERACY GRANT. THE COMMISSIONERS AUTHORIZED THE ACCEPTANCE OF THE FUNDS ON JANUARY 7, 2013 - ITEM #25. THESE FUNDS WILL COVER A TWO YEAR PERIOD BEGINNING ON JANUARY 1, 2013 AND ENDING SEPTEMBER 30, 2014 AND WILL BE USED TO AUGMENT THE CURRENT PARENTS AS TEACHERS PROGRAM. THE INITIAL AMOUNT APPROVED WAS \$18,000. AND THIS IS THE SECOND PAYMENT RECEIVED FOR THIS PROGRAM.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Jammy Kelly</i>	3-1-14	<i>Martha N. Martin</i>	4-2-14
Budget Officer Approval	Date		
<i>Michael W. Jam</i>	4/3/14		
Board Approval (When Applicable)	Date	Date of Minutes	

**CHILD ABUSE PREVENTION MONTH PROCLAMATION**

**Lenoir County**

**WHEREAS**, children are vital to our state’s future success, prosperity and quality of life, as well as being our most vulnerable assets;

**WHEREAS**, our children deserve to have the safe, stable, nurturing homes and communities that foster their healthy growth and development;

**WHEREAS**, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community;

**WHEREAS**, communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children to ensure all children grow to their full potential;

**WHEREAS**, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

**NOW, THEREFORE**, I, Craig Hill, Chairman of the Lenoir County Board of Commissioners do hereby proclaim April 2014, as “**CHILD ABUSE PREVENTION MONTH**” and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders, and businesses to increase their participation in our efforts to support families; thereby, preventing child abuse and strengthening the communities in which we live.

\_\_\_\_\_

Craig Hill, Chairman  
Lenoir County Board of Commissioners

Monday, April 07, 2014

\_\_\_\_\_  
Attest  
Clerk to the Board

\_\_\_\_\_  
Date

**GUARDIAN AD LITEM CHILD ADVOCATE MONTH  
APRIL 2014  
BY THE LENOIR COUNTY BOARD OF COMMISSIONERS  
A PROCLAMATION**

**WHEREAS**, the North Carolina Guardian ad Litem Program, celebrating 31 years of child advocacy, has established a distinguished record of public service through its work to enhance the quality of life for children; and

**WHEREAS**, Lenoir County has a Guardian ad Litem Program; and

**WHEREAS**, Guardian ad Litem volunteers come from a variety of professional, educational and ethnic backgrounds, acting as advocates for abused and neglected children in the complicated and often unfamiliar court and child welfare systems; and

**WHEREAS**, the court appoints Guardian ad Litem advocates to serve as officers of the court, helping to improve the quality of information presented to the court, by acting as the court's eyes and ears in the child's life; and

**WHEREAS**, April 2014 has been proclaimed Child Abuse Prevention Month, an observance that reflects the purpose of Guardian ad Litem programs, to protect and defend children from harm and ensure that abused and neglected children are provided with the court-ordered services they need; and

**WHEREAS**, April is recognized annually in the United States of America as a time to honor the contributions of volunteers through National Volunteer Month, and more than 4,800 Guardian ad Litem child advocates donated more than 463,000 hours of service to children in North Carolina in 2013;

**NOW, THEREFORE**, I Craig Hill, Chairman of the Lenoir County Board of Commissioners, do hereby proclaim April 2014, as "GUARDIAN AD LITEM CHILD ADVOCATE MONTH" in Lenoir County, and urge all Citizens of Lenoir County to join in this observance.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Seal of Lenoir County this 7<sup>th</sup> day of April in the year of our Lord two thousand and fourteen.

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Craig Hill, Chairman  
Lenoir County Board of Commissioners

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Attest  
Clerk to the Board

# County of Lenoir, North Carolina

## Proclamation

### “Allen Pearson Remembrance Day” April 8, 2014

Whereas, the Lenoir County Sheriff's Office and its employees contribute to the quality of life for all the citizens of Lenoir County – these men and women, who each day put on their uniforms and badges and uphold their solemn oath and obligation to provide protection to the citizens of this Great County; and,

Whereas, Detective Allen Pearson of the Lenoir County Sheriff's Office gave his life in the line of duty on April 8, 2009 serving as a Special Response Team operator while attempting to arrest an armed suspect who was shooting at unarmed citizens and law enforcement; and,

Whereas, Detective Allen Pearson was not only a dedicated sheriffs' deputy, but also impacted his community and county through his service as a tee-ball coach, volunteer firefighter and community servant providing a fine example of how citizens can improve and contribute to the betterment of society; and,

Whereas, Detective Allen Pearson has been posthumously recognized for his sacrifice by receiving the Law Enforcement Medal of Valor, the Law Enforcement Purple Heart, and honored with the inscription of his name on the Law Enforcement Officers' Memorial Wall in Washington, D.C., the renaming of a public park in Kinston to “Pearson Park”, along with many other awards;

Therefore be it Resolved, That I, Craig Hill, Chairman of the Lenoir County Board of Commissioners, do hereby proclaim the 8<sup>th</sup> day of April each year, commencing in 2014 and each year thereafter as “Allen Pearson Remembrance Day” to honor the selfless sacrifice and dedicated service of Detective Allen Pearson and I encourage all citizens to recognize and honor Detective Pearson for his service to the citizens of Lenoir County.

Witness my Hand and the Official Seal of the County of Lenoir,

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Craig Hill, Chairman

**RESOLUTION:** Authorizing Asbestos Abatement and Demolition of County Owned Building: 220 to 228 E. Gordon Street: Enviro Assessments East, Inc.: \$18,500: Rick Bostic Construction & Demolition, Inc.: \$11,749: Total \$30,249

**SUBJECT AREA:** Purchases / Bids

**ACTION REQUESTED:** The Board is requested to authorize the abatement of asbestos and demolition of the County owned building located at 220 to 228 E. Gordon Street by Enviro Assessments East, Inc. and Rick Bostic Construction & Demolition, Inc. at a total cost of \$30,249.

**HISTORY/BACKGROUND:** Lenoir County owns a building located at 220 to 228 E Gordon Street. For many years, the building housed State Probation officers. When the County acquired the Hannibal Building, located on E. King Street, the State Probation Officers moved into it. The County continued to use the Gordon Street Offices for storage of old furniture and maintenance supplies. Approximately 12 years ago, a hurricane stripped the roof from one-half of the building. The County replaced this portion of the roof with insurance proceeds. In August 2011, Hurricane Irene destroyed the roof again. This episode caused structural damage to the roof and caused it to collapse in many of the offices. As a result of the structural damage, mold and mildew accumulations, and increased liability, Administration recommends that the building be demolished with insurance proceeds received from our insurance carrier for the damage caused by Hurricane Irene. Before the structure can be torn down, environmental permits must be obtained. Lenoir County Maintenance requested asbestos assessments and abatement of the building and demolition bids. Enviro Assessments East, Inc. of Dover, N.C. provided a quote of \$18,500 for the asbestos abatement of approximately 9,600 sf. of floor tiles, parapet wall sealant and mastics, and window and door caulking. Rick Bostic Construction & Demolition, Inc. provided the County with a demolition quote of \$11,749.

**EVALUATION:** The County owned building located at 220 to 228 E. Gordon Street was severely damaged in August 2011 by Hurricane Irene. Due to structural damage, mold and mildew accumulations, and liability concerns, County Administration recommends that the building be torn down utilizing insurance proceeds received for the damage. County Maintenance solicited bids for asbestos abatement and demolition. Enviro Assessments East, Inc. of Dover, N.C. provided a quote for asbestos abatement and Rick Bostic Construction & Demolition, Inc. of Kinston N.C. provided the lowest cost to the County for the demolition of the building. A summary of the bids received follows:

	<u>Contractor</u>	<u>Total Bid</u>
<b>Abatement</b>	<b>Enviro Assessments East, Inc.</b>	<b>\$18,500</b>
<b>Demolition</b>	<b>Rick Bostic Construction &amp; Demolition</b>	<b>\$11,749</b>
	Charles Hughes Construction	\$14,900
	DLT Construction & Demolition Co., LLC.	\$17,679
	Ernie Everett Site Prep & Demolition	\$21,280
	EHG	\$38,000

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval. 

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the abatement of asbestos and demolition of the County owned building located at 220 to 228 E. Gordon Street by Enviro Assessments East, Inc. and Rick Bostic Construction & Demolition, Inc. at a total cost of \$30,249 is approved.

Funding Source:

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS**

**Yea Votes:** Hill \_\_\_ Brown \_\_\_ Best \_\_\_ Daughety \_\_\_ Davis \_\_\_

Rouse \_\_\_ Sutton \_\_\_

\_\_\_\_\_  
**Craig Hill, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

ITEM NO. 88

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: FINANCE/PUBLIC BUILDINGS: \$30,249. INCREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		FINANCE/PUBLIC BUILDINGS		VARIOUS	
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>		
Account # and Title		Amount	Account # and Title		Amount
<u>INCREASE</u>			<u>INCREASE</u>		
10-3991-9910	FUND BALANCE APPROPRIATED	30,249.00	10-4260-5800	DEMOLITION-COUNTY BLDGS	30,249.00
Total		30,249.00	Total		30,249.00

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO APPROPRIATE INSURANCE PROCEEDS FROM HURRICANE IRENE RECEIVED FOR THE BUILDING ON GORDON STREET IN 2011, IN ORDER TO PAY FOR THE DEMOLITION OF THE BUILDING.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Michael D. Wiggins</i>	<i>3/28/14</i>	<i>Martha H. Martin</i>	<i>3/28/2014</i>

Budget Officer Approval	Date
<i>M. Fairman</i>	<i>3/29/14</i>

Board Approval (When Applicable)	Date	Date of Minutes

ITEM NO. 9

BUDGET ORDINANCE AMENDMENT: SCHOOL CAPITAL FUND  
 SCHOOL BUILDING: \$109,026. INCREASE



LENOIR COUNTY, NORTH CAROLINA  
 BUDGET AMENDMENT REQUEST

FY 2013 - 2014  
 Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
SCHOOL CAPITAL	SCHOOL BUILDING	VARIOUS
<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>REVENUES</b>		<b>Check One Box</b> New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> <b>EXPENDITURES</b>
Account # and Title	Amount	Account # and Title Amount
<u>INCREASE</u>		<u>INCREASE</u>
21-3991-9910 Fund Balance Appropriated	109,026.00	21-5900-5810 Capital Reserve 109,026.00
Total	109,026.00	Total 109,026.00

**Reason and Justification for Request:**  
 Budget amendment to cover the purchase of two new activity buses and one truck from the sales tax funds collected to cover school capital expenditures. Originally budgeted \$150,000. to cover capital expenditures, but the cost of the two buses and the one truck was \$259,026.00.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Martha H. Martin</i>	3/25/2014	<i>Martha H. Martin</i>	3/25/2014
Budget Officer Approval	Date		
<i>M. Jarman</i>	3/25/14		
Board Approval ( When Applicable)	Date	Date of Minutes	

ITEM NO. 10

**RESOLUTION BY THE BOARD OF COMMISSIONERS  
OF THE COUNTY OF LENOIR  
SELECTING CDBG PROJECT ATTORNEY**

**WHEREAS**, the County of Lenoir has applied for funds under the Community Development Block Grant (CDBG) Program – 2011 NC Catalyst Category and the 2012 CDBG Scattered Site Category; and

**WHEREAS**, the County of Lenoir has received notification from the North Carolina Division of Community Assistance that the County has received 2011 CDBG NC Catalyst funding and 2012 CDBG Scattered Site Housing funding; and

**WHEREAS**, the County of Lenoir has procured professional services in accordance with all applicable Federal, State, and Local requirements; and

**WHEREAS**, the County of Lenoir has received proposals from one qualified firm to provide professional legal services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the County of Lenoir;

**THAT**, the County hereby selects White and Allen of Kinston, NC to provide legal services as outlined in their proposal subject to successful negotiation of fixed-fees for cost of services; and

**THAT**, Michael, W. Jarman, County Manager, is hereby authorized to enter into negotiations with White and Allen and to execute a legal services contract based on fixed fees for professional services. The provision of professional legal services is subject to satisfaction of all grant conditions and release of funds conditions where applicable.

*Adopted this 7<sup>th</sup> day of April, 2014 at Lenoir County, North Carolina*

\_\_\_\_\_  
Craig Hill

\_\_\_\_\_  
Chairman, Board of Commissioners  
Title

\_\_\_\_\_  
Attest  
Clerk to the Board

ITEM NO. 11

BUDGET ORDINANCE AMENDMENT: GENERAL FUND: COOP EXT-KATE B REYNOLDS: \$29,824.37 DECREASE



**LENOIR COUNTY, NORTH CAROLINA**  
**BUDGET AMENDMENT REQUEST**

FY 2013 - 2014  
Appropriations

Budget Amendment # \_\_\_\_\_  
 Date Approved \_\_\_\_\_

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
GENERAL		COOP EXT: KATE B. REYNOLDS GRANT		Various	
Check One Box New Appropriation: <input type="checkbox"/> Line Item Transfer: <input type="checkbox"/>			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/>		
REVENUES			EXPENDITURES		
Account # and Title	Amount	Account # and Title	Amount		
<u>DECREASE</u>		<u>DECREASE</u>			
10-3991-9910	Fund Balance Appropriated	-29,824.37	10-4952-1210	Salaries & Wages	-20,985.00
			10-4952-1260	Salaries & Wages-Part-Time	-592.00
			10-4952-1810	Employer-FICA	-1,297.00
			10-4952-1811	Employer-Medicare	-303.00
			10-4952-1820	Employer-Retirement	-2,134.00
			10-4952-1830	Employer-Insurance	0.00
			10-4952-1850	Employer-Unemployment	-52.00
			10-4952-2300	EFNEP Demonstration Supplies	-800.00
			10-4952-2301	Producers-Ag Boxes	0.00
			10-4952-2302	Consumer-Produce Boxes	0.00
			10-4952-2600	Office Supplies	-345.00
			10-4952-2700	Promotions-Restaurant	0.00
			10-4952-3110	Travel	-888.00
			10-4952-3210	Telephone	-2,427.00
			10-4952-4560	Workers' Compensation	-1.37
Total		-29,824.37	Total		-29,824.37

**Reason and Justification for Request:**  
 BUDGET AMENDMENT TO TO CORRECT GRANT FUNDS FROM THE KATE B REYNOLDS GRANT. THIS GRANT WAS ACTUALLY SET UP IN FY11-12, WITH THE FIRST PORTION OF THE FUNDING BEING RECEIVED IN FY11-12. IN FY12-13, THE AMOUNT OF UNSPENT GRANT FUNDS WERE ROLLED OVER AFTER THE FY12-13 BUDGET WAS SET UP (\$74,255.07). THEN IN THE FY13-14 BUDGET PROCESS, THIS GRANT WAS BUDGETED AT BUDGET TIME AT THE \$74,255.07 AMOUNT, WITHOUT TAKING INTO ACCOUNT THE EXPENDITURES FOR FY12-13. THIS SHOULD NOT HAVE BEEN PART OF THE BUDGET, BUT ROLLED FORWARD AFTER THE FISCAL YEAR HAD BEEN SET UP.

Department Head Approval	Date	Finance Officer Approval	Date
<i>Jammy O Kelly</i>	3-28-14	<i>Martina H Martin</i>	3/31/2014
Budget Officer Approval	Date		
<i>AAJasman</i>	3/31/14		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy

Department - Copy

Administration - Copy

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 04/07/14 **ITEM NO.:**     

**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 Transit Department has one van which has outlived its useful life. This vehicle is no longer of use to any County Department and there are no plans to put it back into service.

**EVALUATION:** In accordance with procedures set forth in G.S. 153A-176, County Administration is requesting the approval of the Board to sell the following vehicle by auction on GovDeals.com within the next 90 days. Proceeds resulting from the sale of the van less expenses, will be appropriated to the Transportation Fund.

	<u>Vehicle</u>	<u>Serial Numbers</u>	<u>Mileage</u>
1.	2009 FORD E350	1FDEE35L79DA30027	201,130

**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 as surplus and authorize County Administration to sell the property at auction on GovDeals.com.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

**Yea Votes:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager DATE 04/07/2014 ITEM NO. 13

**RESOLUTION:** Requesting the Establishment of fees for Rabies Vaccinations

**SUBJECT AREA:** Financial

**ACTION REQUESTED:** The Board is asked to establish the fee for rabies vaccinations at \$8.00 to be administered at the county sponsored Rabies Vaccination Clinics.

**HISTORY / BACKGROUND:** NCGS 130A-187 requires the local health director to organize and assist other organizations to conduct rabies vaccination clinics at least annually. NCGS 130A-188 requires the board of county commissioners to establish the fee for rabies vaccination at county sponsored vaccination clinics. Rabies Vaccination Clinics have been scheduled for Tuesday, April 15, 2014 (Riverbank Animal Hospital, Northside Animal Hospital, Five Oaks Animal Hospital, Countryview Animal Hospital and Animal Hospital of Lenoir County LaGrange).

**EVALUATION:** NCGS 130A-187 required the Local Health Director to organize and assist other organizations to conduct Rabies Vaccination Clinic at least annually. This action is necessary to comply with applicable laws.



**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 04/07/14 **ITEM NO.:** 14

**RESOLUTION:** Approve Emergency Purchase and Installation of a Microwave Link Between the Emergency Services Building and the Lenoir County Courthouse: Gately Communications: \$24,230.80.

**SUBJECT AREA:** Purchases//Bids

**ACTION REQUESTED:** The Board is requested to approve the emergency purchase and installation of a microwave link between the Emergency Services Building and the Lenoir County Courthouse from Gately Communications in the amount of \$24,230.80.

**HISTORY / BACKGROUND:** The microwave link for internet and server connectivity between the Emergency Services building on Rhodes Avenue and the Lenoir County Courthouse crashed. Due to the age of the unit, it was no longer supported by the manufacturer for repair. The Lenoir County Emergency Services Department maintains connectivity for access to the County's servers for our computer drives, as well as accessing the County's internet. All of this is accomplished through the microwave link between the Emergency Services building located on Rhodes Avenue and the Lenoir County Courthouse. The internet connectivity between the Emergency Services building and the Courthouse serves a critical need for the Communications Division, as staff must utilize a secured internet path for access of the Division of Criminal Information (DCI), as well as other law enforcement websites that are critical in maintaining the safety of local law enforcement agencies. This internet path has been approved as a secure data pathway by the State Bureau of Investigation.

**EVALUATION:** The microwave link for internet and server connectivity between the Emergency Services building on Rhodes Avenue and the Lenoir County Courthouse crashed, and due to the age of the unit, it was no longer supported by the manufacturer for repair. As a result of the critical need for the secure internet pathway between the Emergency Services building and the Lenoir County Courthouse, an emergency purchase and installation of a new microwave unit was necessary. The equipment has been purchased and installed to allow for the reestablishment of the internet connectivity.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval

  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the emergency purchase and installation of a microwave link between the Lenoir County Emergency Services Building and the Lenoir County Courthouse from Gately Communications in the amount of \$24,230.80 is approved.

**FUNDING SOURCE:** 40-4935-5801 Building Upgrades

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

4/07/14  
Date

\_\_\_\_\_  
Attest

4/07/14  
Date

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**RESOLUTION:** Approve the Remount of a 2009 Chevrolet 4500 Wheeled Coach Ambulance Box: Select Custom Apparatus: \$63,963.28.

**SUBJECT AREA:** Purchases//Bids

**ACTION REQUESTED:** The Board is requested to approve the remount of a 2009 Chevrolet 4500 Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$63,963.23.

**HISTORY / BACKGROUND:** The Lenoir County Emergency Services Department (EMS) maintains a fleet of twelve (12) ambulances. Due to budget constraints in recent years, the Department has not been able to replace aging ambulances on a regular basis. In FY09-10, two (2) units were replaced. In FY10-11, no units were replaced. In FY11-12, two (2) boxes were remounted on new chassis. In FY12-13, no units were replaced. For the current fiscal year, \$140,000 was budgeted for the replacement of one (1) unit. The Lenoir County EMS Director was able to locate a used ambulance at Select Custom Apparatus. This unit is a 2003 Ford E-450 Wheeled Coach Ambulance, and was purchased February 2014. By remounting another box onto a new chassis, this allows for the replacement of two- (2) units in the aging fleet in a year when replacement of one- (1) new unit was budgeted.

**EVALUATION:** The Lenoir County Emergency Services Department (EMS) maintains an aging fleet of twelve (12) ambulances. Approximately one-half (1/2) of the units in the fleet are in need of replacement as soon as possible, but budget constraints have hampered this objective. Regular replacements have not been possible in the past few years. The EMS Director was able to locate a used 2003 Ford E-450 Wheeled Coach Ambulance with low mileage and negotiated a purchase price of \$45,000. The EMS Director is also recommending remounting a box on a 2009 Chevrolet 4500 with 226,932 miles on a new chassis during this fiscal year. Staff feels that remounting the box of this truck onto a new 2014 Ford V-10 gas chassis will be the best course of action for additional unit replacement. A new truck now costs \$140,000 to \$160,000, with a remount costing approximately \$63,963.28.

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

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval

  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the remount of a 2009 Chevrolet 4500 Wheeled Coach Ambulance from Select Custom Apparatus in the amount of \$63,963.28 is approved.

**AMENDMENTS:**

**MOVED** \_\_\_\_\_ **SECOND** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **UNANIMOUS** \_\_\_\_\_

**YEA VOTES:** Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

4/07/14  
Date

\_\_\_\_\_  
Attest

4/07/14  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 04/07/14 **ITEM NO.:** 16

**RESOLUTION:** Naming New Road in the Falling Creek Area

**SUBJECT AREA:** Legal-Community Development

**ACTION REQUESTED:** The Board is requested to officially name a new road in the Falling Creek area, which has been created by the construction of the new section of the C. F. Harvey Pkwy at the US70 West Industrial Park:

- **DR G. L. EDWARDS WAY**

**HISTORY/BACKGROUND:** The construction of the new section of the C.F. Harvey Pkwy project at the US70 West Industrial Park has created a new service road (exit/access) from the new westbound lanes of US70 to Industrial Dr. The new road is also the westbound access to the US70 Industrial Park, serving Electrolux, Sanderson Farms, West Co., and access to all other businesses along Sanderson Way. On January 23<sup>rd</sup>, 2014, the Planning Board held a public meeting to discuss the naming of the new road. The only name submitted and considered was DR G. L. EDWARDS WAY. The Planning Board unanimously approved the above-referenced road name for recommendation to the Commissioners.

**EVALUATION:** The construction of the new section of the C.F. Harvey Pkwy Project at the US70 West Industrial Park has created a new service road (exit/access) from the new westbound lanes of US70 to Industrial Drive. All property owners affected by the change were notified and asked to submit names for consideration. Staff and the Planning Board have discussed this subject and agree that the Planning Board recommendation for the new road name conforms to the County's Road Naming Ordinance and is the consensus choice for the area. The new road name was checked and approved by Emergency Management for duplicity and sound alike. Attached to the resolution is a map of the area along with the Lenoir County Planning Board's recommendations.

**MANAGER'S RECOMMENDATION:**

Respectfully recommend approval.

*mul*  
Initials

**RESOLUTION: NOW THEREFORE, BE IT RESOLVED** by the Lenoir County Board of Commissioners that the new service road at the US70 West Industrial Park, which has been created through the construction of the new section of C.F. Harvey Pkwy, shall be named as follows:

- **DR G. L. EDWARDS WAY**

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

**Yea Votes:** Hill \_\_\_ Brown \_\_\_ Best \_\_\_ Daughety \_\_\_  
Davis \_\_\_ Rouse \_\_\_ Sutton \_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date



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



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## MEMO

To: Lenoir County Board of Commissioners

From: Lenoir County Planning Board & Staff

Subject: New Secondary Road Name: **DR GEO L EDWARDS WAY**

Date: March 31, 2014

The Lenoir County Planning Board held a public hearing on Thursday, January 23, 2014, at 6:00 p.m., to discuss the name approval and recommendation of **DR GEO L EDWARDS WAY**, to the Board of Commissioners for the newly constructed service road (exit/access) from the westbound lane of US70 to the Industrial Drive. The new service road is also the westbound access to the US70 Industrial Park, serving Electrolux, Sanderson Farms, West Co., and access to all other businesses along Sanderson Way.

The Planning Board voted unanimously to recommend to the County Commissioners the name of **DR GEO L EDWARDS Way** for approval. (See map attachments by staff)

Information regarding this matter is available at the Planning and Inspections Department office, Lenoir County Administration Building, 101 North Queen Street, Kinston (252-559-2260, ext. 7253) during regular business hours.

Sincerely,

Wayland Humphrey,  
GIS/Planning Coordinator  
Lenoir County Planning & Inspections Dept.



ENTERPRISE BLVD

HOOVER

PIONEER

COMMERCIAL  
A/C

ELECTROLUX

DR GEO L EDWARDS WAY

WESTCO

INNOVATION WAY

DR CUMMINGS

AFFORDABLE  
CARE

INDUSTRIAL DR

HWY TO WEST

HWY TO WEST

SANDERSON WAY

PRUITT RD

SANDERSON FARMS

400 200 0

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**RESOLUTION:** Authorizing the Extension of Copier/Printer Lease for 23 months: CopyPro: \$7,337

**SUBJECT AREA:** Purchases / Bids

**ACTION REQUESTED:** To authorize the Board of Elections' Director to execute a 23 month lease extension agreement for a copier/printer with CopyPro, at a total cost of \$7,337 (\$319 per month).

**HISTORY / BACKGROUND:** The Board of Elections leases a color copier/printer from CopyPro. The current lease agreement expired in March 2014. All of the Board of Election's staff prints to this equipment and make copies when needed. The Board of Elections utilized color copies during all elections for booklets and training material for the precinct workers. Other County departments that do not have a color copier used this equipment to make color copies when needed. Administration, along with the Elections' Director agreed that a black and white copier/printer would reduce costs and would suffice. Elections staff will go to another Department when color copies are needed. CopyPro has agreed to a 23 month lease extension, that will coincide with the County bidding out all copying equipment in March of 2016. The Board of Elections will receive a new black and white copier/printer at a reduced monthly lease rate for the 23 month extension. Extension of this lease agreement for 23 months, at a reduced rate per month, will generate savings of \$5,244.

**EVALUATION:** The Board of Elections currently leases a color copier/ printer from CopyPro. The lease expired in March 2014. CopyPro will extend the lease for 23 months to coincide with the County's RFP for all copying equipment in March 2016. CopyPro will provide the Board of Elections with a new black and white copier/printer at a reduced rate for the 23 month extension period. The reduced rate will generate a savings of \$5,244 to the County.

**MANAGER'S RECOMMENDATION:**

Respectfully Request Approval.

*mwe*  
Initials

**RESOLUTION: NOW THEREFORE BE IT RESOLVED** by the Lenoir County Board of Commissioners that the Board of Elections' Director is authorized to execute a 23 month lease extension agreement for a black and white copier/printer with CopyPro at a total cost of \$7,337 (\$319 per month).

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Daughety \_\_\_\_\_  
Davis \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman                      Date                      04/07/2014

\_\_\_\_\_  
ATTEST                      04/07/2014  
Date

**INTRODUCED BY:** Michael W. Jarman, County Manager **DATE:** 04/07/14 **ITEM NO.:** 18

**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>
Board of Equalization and Review	Walter D. LaRoque, IV <b>1<sup>st</sup> Appearance</b>	
Kinston-Lenoir County Public Library	Lloyd Moody (Re-Appointment) Mary T. Williams <b>1<sup>st</sup> Appearance</b>	

**CURRENT VACANCIES:**

- Lenoir County Health Board – (1) Optometrist
- Lenoir County Planning Board – Districts One (1), Four (1)
- Kinston-Lenoir County Public Library Board

**MANAGER'S RECOMMENDATION:**

*mwj*  
Initials

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

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
Board of Equalization and Review	Walter D. LaRoque, IV 1 <sup>st</sup> Appearance	
Kinston-Lenoir County Public Library	Lloyd Moody (Re-Appointment) Mary T. Williams 1 <sup>st</sup> Appearance	

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECOND \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Hill \_\_\_\_\_ Brown \_\_\_\_\_ Best \_\_\_\_\_ Davis \_\_\_\_\_

Daughety \_\_\_\_\_ Rouse \_\_\_\_\_ Sutton \_\_\_\_\_

\_\_\_\_\_  
Craig Hill, Chairman

04/07/14  
Date

\_\_\_\_\_  
ATTEST

04/07/14  
Date

MAR 25 2014

HUMAN RESOURCES

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:

Board of Equalization and Review

(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: Walter D. LaRoque, IV  
Address: 1501 Surry Street  
City/State/Zip: Kinston, NC 28504  
Telephone: (Home) 252-522-2056 (Work) 252-559-0080  
Occupation: Real Estate Broker/N.C. State Certified General Appraiser  
Business Address: 1136 Hwy 258-N; STE 103; Kinston, NC 28504  
Age: (Optional): \_\_\_\_\_  
Number hours available per month for this position: as required  
Training: BS-Business Adm.-ECU '78  
Business and Civic Experience/Skills: NC Railroad-Board of Dir.; State Director & Past President-Kinston/Lenoir Bd.of Realtors; Chairman-LCCOA  
Other County Boards/Committees/Commissions presently serving on: Regional Aging Advisory Committee  
Expiration date of Term: 1/2016

Circle your voting precinct

- |   |  |
|---|--|
| K-1 (Carver Courts Recreation Center)       | Moseley Hall (LaGrange Volunteer Fire Station) |
| K-2 (Gordon Street Christian Church)        | Neuse (Cooperative Extension Office)           |
| K-3 (Fairfield Recreation Center)           | Pink Hill 1 (Bethel Baptist Church)            |
| <u>K-4 (Northwest Elementary School)</u>    | Pink Hill 2 (Pink Hill Rescue Station)         |
| K-5 (Spillman Baptist Church)               | Sand Hill (Sand Hill VF Department)            |
| K-6 (Teachers Memorial School)              | Southwest (Southwood VF Department)            |
| K-7 (Emma Webb Recreation Center)           | K-8 (Holloway Recreation Center)               |
| K-9 (First Pentecostal Holiness Church)     | Trent 1 (Deep Run VF Department)               |
| Contentnea (Hugo Volunteer Fire Station)    | Trent 2 (Moss Hill Ruritan Building)           |
| Falling Creek (Banks Elementary School Gym) | Vance (Grace Fellowship Church)                |
| Institute (Institute Methodist Church)      | 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.

[Signature]  
Signature of Applicant

03-24-2014  
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:**

**Kinston-Lenoir County Public Library Board**

(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: Lloyd Moody  
Address: 2651 Falling Creek Road  
City/State/Zip: Kinston, NC 28504  
Telephone: (Home) (252) 522-1446 (Work) (252) 522-2966  
Occupation: Certified Public Accountant  
Business Address: 2910 West Vernon Avenue, Kinston, NC 28504  
Age: (Optional): \_\_\_\_\_  
Number hours available per month for this position: Available as needed  
Training: Six years as a member of the Kinston-Lenoir County Library Board  
Business and Civic Experience/Skills: Officer of the North Carolina Certified Public Accountant Association, Member, North Carolina Association of Agricultural Fairs Board  
Other County Boards/Committees/Commissions presently serving on: Chairman, Lenoir County Fair Association Board, current member of Kinston-Lenoir County Public Library and Chairman of Neuse Regional Library Board  
Expiration date of Term: First term expires April 30, 2014, eligible for second term

**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 (GTP Ed & Training CTR.)         |
| <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.

Lloyd Moody  
Signature of Applicant

1/14/14  
Date

APPLICATION FOR APPOINTMENT  
to  
LENOIR COUNTY ADVISORY BOARDS AND COMMISSIONS

RECEIVED  
LENOIR COUNTY

FEB 13 2014

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.

HUMAN RESOURCES  
DEPARTMENT

Advisory Board/Committee/Commission interested in:

Kinston-Lenoir County Public Library

(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: Mary T. Williams

Address: 2640 Brookwood Rd

City/State/Zip: Kinston, NC 28504

Telephone: (Home) 252-523-3496 (Work) N/A

Occupation: Retired Teacher (special ed.) and Education Program Administrator

Business Address: N/A

Age: (Optional): 54

Number hours available per month for this position: 2

Training: Master of Arts in Education

Business and Civic Experience/Skills: member of the Kinston Civitan Club

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

Expiration date of Term: 2016

Circle your voting precinct

K-1 (Carver Courts Recreation Center)

K-2 (Old Plummer Daniel's Building)

K-3 (Fairfield Recreation Center)

K-4 (Northwest Elementary School)

K-5 (Spillman Baptist Church)

K-6 (Teachers Memorial School)

K-7 (Emma Webb Recreation Center)

K-8 (Holloway Recreation Center)

K-9 (Kinston Number 4 Fire Station)

Contentnea (Contentnea Ruitan Building)

Falling Creek (Banks Elementary School Gym)

Institute (Institute Methodist Church)

Moseley Hall (Frink Middle School Gym)

Neuse (Agricultural Center)

Pink Hill 1 (Bethel Baptist Church)

Pink Hill 2 (Pink Hill Rescue Station)

Sand Hill (Sand Hill VF Department)

Southwest (Southwest VF Department)

Trent 1 (Deep Run VF Department)

Trent 2 (Moss Hill Ruitan Building)

Vance (GTP Ed & Training CTR.)

Woodington (Woodington Middle School)

CERTIFICATION

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

Mary T. Williams  
Signature of Applicant

2-11-14  
Date

**TO:** Chairman and Members of the Board  
**FROM:** Mike Jarman, County Manager  
**DATE:** April 07, 2014  
**SUBJECT:** Items of Interest

1. April 1, 2014: Bids on Lenoir County Property
2. Letter: March 18, 2014: Lenoir County Board of Health
3. E-Mail: NCACC County Assembly Day
4. Monthly Status Report: 2011 CDBG NC Catalyst Project  
2012 CDBG Scattered Site Housing Assistance Project
5. FY 2013-2014 Sales Tax Information
6. Evaluating Manager and Board Performance April 2014

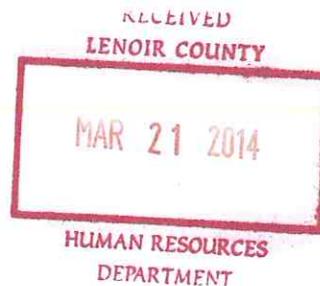
4/3/2014

Action Required

Picture Number	K/C Pin Number	Record Number	Street #	Street Name	Town	Anything on Property	How Acquired	Taxes Owed	Foreclosure Costs	Tax Value	Previous Bid	Current Bid	Recommendation
60.	4533-0299-5585	22282	Vacant	Lot Hwy 70 East	Kinston	Vacant	Tax Foreclosure					\$ 2,800.00	Accept

*Lenoir County Health Department*

201 North McLewean St. P.O. Box 3385  
Telephone: 526-4200  
Kinston, North Carolina 28502-3385

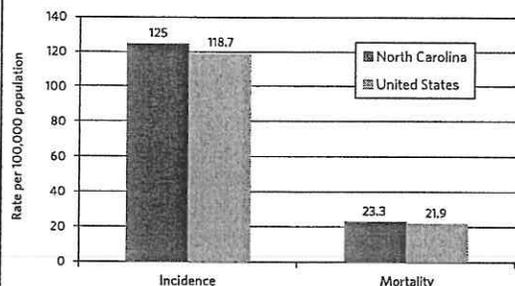


Date: March 18, 2014  
To: Lenoir County Board of Commissioners  
Lenoir County Board of Health  
From: Joey Huff, Director *JH*  
Re: NC Medical Journal article

Enclosed is a copy of an article that was published in the March 2014 issue of the NC Medical Journal. The NCMJ is a respected publication of the North Carolina Institute of Medicine and the Duke Endowment and is widely distributed to health care professionals across the state. The article highlights the state's Breast and Cervical Cancer Control Program and briefly describes two community collaborations, including our breast and cervical cancer program at Lenoir County Health Department.

Evelyn Herring, RN is our program coordinator and does an outstanding job in providing these lifesaving services to county residents. It is because of Evelyn's dedication and hard work that our program has been recognized in this statewide publication. We are extremely proud of Evelyn and value her contribution as an employee of the Lenoir County Health Department.

**FIGURE 1.**  
Female Breast Cancer Incidence and Mortality Rates per 100,000 Population in North Carolina and in the United States, 2010



Source: Centers for Disease Control and Prevention [2].

Sampson County Health Department and their BCCCP advisory board include United Way, South River Electric Membership Corporation, Sampson Regional Medical Center, Goshen Medical Center in Clinton, and Clinton Surgical Associates. These partners are working together to augment BCCCP services by providing outreach, free mammograms and Pap tests, follow-up diagnostic testing, and referrals for eligible women.

Lenoir County Health Department's BCCCP is another good example of a local collaboration that is working to reach out to eligible women. An informed public is the key to the program's success, and the Lenoir County Health Department uses several methods to inform eligible women about the BCCCP. These outreach efforts include events such as health fairs, mailings to medical providers, bulletin boards, newspaper articles, pamphlets or booklets in waiting rooms, radio announcements, word of mouth, and special activities during Breast Cancer Awareness Month (October) and Cervical Health Awareness Month (January). In other collaborative work, the Lenoir County Health Department has identified a medical provider in an adjacent county who accepts patients at the current BCCCP payment rate and another provider who offers interpretive services for women who do not speak English.

In October 2013 Lenoir County Health Department hosted the countywide kickoff for Breast Cancer Awareness Month. Local officials and state BCCCP staff members attended this

event, and physicians spoke to attendees about the latest techniques for diagnosis. Breast cancer survivors also spoke about their personal experiences with the disease, and vendors provided information about their services. The local newspaper covered the event in an article that included interviews with survivors and positive comments about the program and its management.

The statewide success of the BCCCP is due not only to the federal and state resources provided to the program but also to the infrastructure afforded by local health departments and providers who are committed to the program. *NCMJ*

**Vicki W. Deem, MLS, MPA, RN** public health nurse consultant II, Cancer Prevention and Control Branch, Division of Public Health, North Carolina Department of Health and Human Services, Raleigh, North Carolina.

**Debi Nelson, MAEd** branch head, Cancer Prevention and Control Branch, Division of Public Health, North Carolina Department of Health and Human Services, Raleigh, North Carolina.

**Terence Fitz-Simons, PhD** data manager and epidemiologist, Cancer Prevention and Control Branch, Division of Public Health, North Carolina Department of Health and Human Services, Raleigh, North Carolina.

**Kathie Johnson, RN, ADN** director of nursing, Sampson County Health Department, Clinton, North Carolina.

**Evelyn Herring, RN** Breast and Cervical Cancer Control Program coordinator, Lenoir County Health Department, Kinston, North Carolina.

#### Acknowledgments

The North Carolina Breast and Cervical Cancer Control Program is supported by a grant from the Centers for Disease Control and Prevention and by state appropriations.

Potential conflicts of interest. All authors have no relevant conflicts of interest.

#### References

- Centers for Disease Control and Prevention (CDC). National Breast and Cervical Cancer Early Detection Program (NBCCEDP). About the program. CDC Web site. <http://www.cdc.gov/cancer/nbccedp/about.htm>. Page last updated September 10, 2013. Accessed December 3, 2013.
- Centers for Disease Control and Prevention (CDC). State cancer facts. North Carolina Cancer Data. Incidence rates and death rates for 2010. Downloadable from CDC Web site. [http://apps.nccd.cdc.gov/statecancerfacts/state.aspx?state=North Carolina](http://apps.nccd.cdc.gov/statecancerfacts/state.aspx?state=North%20Carolina). Accessed December 3, 2013.
- Centers for Disease Control and Prevention (CDC). National Breast and Cervical Cancer Early Detection Program (NBCCEDP). Breast Cancer Facts. CDC Web site. [http://www.cdc.gov/cancer/nbccedp/pdf/toolkit/NBCCEDP\\_2011\\_BCFacts\\_Gen\\_508.pdf](http://www.cdc.gov/cancer/nbccedp/pdf/toolkit/NBCCEDP_2011_BCFacts_Gen_508.pdf). March 2011. Accessed December 3, 2013.



Lenoir County  
Local Government

Mike Jarman <mjarman@co.lenoir.nc.us>

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## [ccmanagers] Evaluating Manager and Board Performance - April Workshop

1 message

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**SOG Listmgr** <listmgr@sog.unc.edu>

Thu, Mar 13, 2014 at 4:29 PM

Reply-To: City and County Managers <ccmanagers@listserv.unc.edu>

To: City and County Managers <ccmanagers@listserv.unc.edu>

### HOW ARE WE DOING? EVALUATING MANAGER AND BOARD PERFORMANCE

#### April 10, 2014 - Hickory, NC

Western Piedmont Council of Governments

#### April 17, 2014 - Wilson, NC

Upper Coastal Plain Council of Governments

Boards and managers work interdependently in leading and governing their communities. To work together successfully, both parties must have clear and common expectations about their respective roles and how they will be held accountable. Regular, constructive feedback is important to ensure that both parties do their part to meet community expectations.

Participants who complete this program will learn how to develop a successful evaluation process and how to avoid the pitfalls common with board self-assessments and manager evaluations.

#### Attendees:

This focused, practical course is designed for new and experienced municipal council members and county commissioners. Other members of your governing team, including your manager, clerk, and attorney, are welcome to attend. This workshop is also appropriate for public boards and senior professionals who are required or choose to do regular performance evaluations (DSS, Public Health and Area Mental Health).

#### Program Topics:

- Clarifying expectations for public managers and governing boards
- Selecting and constructing evaluation tools for managers and boards
- Planning and sequencing the evaluation process
- Avoiding common pitfalls with performance evaluations

**Registration:**

Online registration and course information may be found at [www.sog.unc.edu/node/843](http://www.sog.unc.edu/node/843).

**Scholarships:**

Scholarships are available for local elected officials to attend this program. Please visit our course website, [www.sog.unc.edu/node/843](http://www.sog.unc.edu/node/843), for more information and to download a scholarship application.

**Faculty Coordinator:**

Vaughn Upshaw, Lecturer in Public Administration and Government

**For more information:**

Contact Gail Wilkins, program manager, at 919.962.9754 or [wilkins@sog.unc.edu](mailto:wilkins@sog.unc.edu)

Gail Wilkins

*Program Manager*

School of Government

UNC-Chapel Hill

919.962.9754



E-mails sent to or from this e-mail address that relate to the School of Government's work are public records and may be subject to public access under the North Carolina public records law.

Search

## How Are We Doing? Evaluating Manager and Board Performance

Boards and managers work interdependently in leading and governing their communities. To work together successfully, both parties must have clear and common expectations about their respective roles and how they will be held accountable. Regular, constructive feedback is important to ensure that both parties do their part to meet community expectations. Participants who complete this program will learn how to develop a successful evaluation process and how to avoid the pitfalls common with board self-assessments and manager evaluations.

\$175.00

Register

[REGISTRATION INSTRUCTIONS](http://www.sog.unc.edu/sites/www.sog.unc.edu/files/online_registration_instructions-2014LDLM0006CR_0.pdf)  
([http://www.sog.unc.edu/sites/www.sog.unc.edu/files/online\\_registration\\_instructions-2014LDLM0006CR\\_0.pdf](http://www.sog.unc.edu/sites/www.sog.unc.edu/files/online_registration_instructions-2014LDLM0006CR_0.pdf))

Please download and print these directions, especially if this is your first time registering for a School of Government program.

Click the location below to register:

[April 10 - Hickory](http://shopping.netsuite.com/s.nl?c=433425&sc=1&category=&search=2014LDLM0006CR)  
(<http://shopping.netsuite.com/s.nl?c=433425&sc=1&category=&search=2014LDLM0006CR>)

**April 17 - Wilson: Cancelled** due to insufficient registration. We hope to offer the workshop in Wilmington in May, date TBD. Please check this website again for further updates.

### ATTENDEES

This focused, practical course is designed for new and experienced municipal council members and county commissioners. Other members of your governing team, including your manager, clerk, and attorney, are welcome to attend. This workshop is also appropriate for public boards and senior professionals who are required or choose to do regular performance evaluations (DSS, Public Health and Area Mental Health).

### FACULTY COORDINATOR

[Vaughn Upshaw \(http://www.sog.unc.edu/user/118\)](http://www.sog.unc.edu/user/118)

### SCHOLARSHIPS

#### SCHOLARSHIPS FOR ELECTED OFFICIALS:

Scholarships are made available for this program by the generous support of Food Lion. Click [here](http://www.sog.unc.edu/sites/www.sog.unc.edu/files/2014%20ELA%20Scholarship%20Application.pdf) (<http://www.sog.unc.edu/sites/www.sog.unc.edu/files/2014%20ELA%20Scholarship%20Application.pdf>) for application.

### DURATION

1 day

### PROGRAM

[Agenda](http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Agenda%2C%202014LDLM0006CR.pdf) (<http://www.sog.unc.edu/sites/www.sog.unc.edu/files/Agenda%2C%202014LDLM0006CR.pdf>)

### SITE INFORMATION

**April 10 - Hickory, NC**  
The Western Piedmont Council of Governments  
([Directions \(http://www.sog.unc.edu/sites/www.sog.unc.edu/files/NEW\\_WPCOG DIRECTIONS.pdf\)](http://www.sog.unc.edu/sites/www.sog.unc.edu/files/NEW_WPCOG DIRECTIONS.pdf))

### CONTACT

[Gail Wilkins \(user/95\)](http://www.sog.unc.edu/user/95)  
Program Manager  
919.962.9754  
[wilkins@sog.unc.edu \(mailto:wilkins@sog.unc.edu\)](mailto:wilkins@sog.unc.edu)

### CANCELLATION POLICY

Course participants who cancel their registration on or before **March 27, 2014** will receive a full refund. Those who cancel on or before **April 3, 2014** will receive a full refund, less a **\$25** cancellation fee. No refund will be made for cancellations made after **April 3, 2014**. All cancellations must be submitted in writing, as outlined in the School's [cancellation policy \(http://www.sog.unc.edu/node/1524\)](http://www.sog.unc.edu/node/1524).

[Employee login](#)

# SALES TAX FY 2013-14

MONTH	DATE RECEIVED	% OF FISCAL YEAR	ARTICLE 39 *1%	ARTICLE 40 *1/2%	ARTICLE 42 *1/2%	ARTICLE 44 **1/2%	TOTAL
JULY 2013 ***	15-Sep	0.00%	-336,340	-156,043	-74,059	-118	-566,560
AUGUST	15-Oct	8.33%	327,479	142,921	75,458	1,697	547,555
SEPTEMBER	15-Nov	16.66%	323,103	138,804	76,768	-431	538,244
OCTOBER	15-Dec	25.00%	312,255	139,964	70,341	1,384	523,944
NOVEMBER	15-Jan	33.33%	269,551	119,091	61,730	664	451,036
DECEMBER	15-Feb	41.66%	321,189	143,961	72,195	843	538,188
JANUARY	15-Mar	50.00%	336,663	160,174	70,469	48	567,354
FEBRUARY	15-Apr	58.33%					0
MARCH	15-May	66.66%					0
APRIL	15-Jun	75.00%					0
MAY	15-Jul	83.33%					0
JUNE	15-Aug	91.66%					0
JULY 2014	15-Sep	100.00%					0
TOTAL			1,890,240	844,915	426,961	4,205	3,166,321
BUDGET			3,750,000	1,600,000	800,000	0	6,150,000
% RECEIVED			50.41%	52.81%	53.37%	#DIV/0!	51.48%

\* NET OF SCHOOLS AND FIRE DISTRICTS

\*\* ALL TO GENERAL FUND

\*\*\* JULY 2013 SALES TAX REVENUES ARE TO BE RECORDED IN PRIOR YEAR SALES TAX REVENUES BY THE AUDITORS.

THIS IS AN AUDITING REQUIREMENT ISSUED BY THE OFFICE OF STATE TREASURER. SEE THE ATTACHED MEMO FOR FURTHER CLARIFICATION.

# Monthly Performance Status Report

## Period Covered February 2014

*(Due on 15<sup>th</sup> of each month to DCA)*

Grantee Name: County of Lenoir Grant Number: 12-C-2422 Month: March Year: 2014  
 Grant Project: 2012 CDBG Scattered Site Housing Assistance Project  
 Grant Period: April 15, 2013 - October 15, 2015 Release of Grant Funds: August 22, 2013

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehabilitation: Reconstruction (Replacement Housing)	On		
Administration	On		

Prepared By: C. David Harris  
 Endorsed By: Michael W. Jarman  
 Signature: *Michael W. Jarman*  
 Board of Commissioners Update: \_\_\_\_\_  
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager (City/County Manager or Clerk)  
 Title: County Manager  
 Date: April 7, 2014  
 Title: County Manager

**Performance Schedule**  
*(Based on Performance Based Contract)*  
 On/Off Schedule

- ❖ Off Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report
- ❖ On Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required

# Monthly Performance Status Report

## Period Covered February 2014

*(Due on 15<sup>th</sup> of each month)*

Grantee Name: County of Lenoir Grant Number: 11-C-29375 Month: March Year: 2014  
 Grant Project: 2011 CDBG NC Catalyst Project - Spring Drive Housing and Community Development  
 Grant Period: October 12, 2012 - April 12, 2015 Release of Grant Funds: April 2, 2013

Activity	Performance Schedule (On/Off)	Current Performance Status (If Off Schedule)	Remedy to get back on Schedule (If Off Schedule)
Rehabilitation	On		
Rehab/Reconstruction: Replacement Housing	On		
Temporary Relocation	On		
Clearance	On		
Sidewalk Improvements	On		
Flood/Drainage Improvements	On		
Street Improvements	On		
Sewer Improvements	On		
Water Improvements	On		
Administration	On		

Prepared By: C. David Harris  
 Endorsed By: Michael W. Jarman  
 Signature: *Michael W. Jarman*  
 Board of Commissioners Update: \_\_\_\_\_  
 Person Providing Update: Michael W. Jarman

Title: CDBG Project Manager  
 Title: County Manager *(City/County Manager or Clerk)*  
 Date: April 7, 2014  
 Title: County Manager

**Performance Schedule**  
*(Based on Performance Based Contract)*  
**On/Off Schedule**

- ❖ *On* Performance Schedule: Stop and submit report, no current performance status or remedy to get back on schedule is required
- ❖ *Off* Performance Schedule: Provide current performance status and remedy to get back on schedule and submit report



Lenoir County  
Local Government

Mike Jarman <mjarman@co.lenoir.nc.us>

## Registration open for County Assembly Day; early registration fee waived for commissioners

1 message

NCACC <ncacc@ncacc.org>

Wed, Mar 26, 2014 at 10:16 AM

To: "mjarman@co.lenoir.nc.us" <mjarman@co.lenoir.nc.us>



### *Early registration fee waived for county commissioners*

## Registration open for County Assembly Day

County Commissioners around the state will have a chance to make their voices heard by the N.C. General Assembly at the 2014 NCACC County Assembly Day. Registration is now open for the event, which will be held Wednesday, May 28, at the Quorum Center in Raleigh. The NCACC Board of Directors voted to waive the \$95 pre-registration fee for county commissioners to attend this year's event.

County Assembly Day is an opportunity for North Carolina county officials to meet with and hear from state legislative leaders and meet with their state legislative representatives. Speaker of the House Thom Tillis (pictured) and Senate President Pro Tem Phil Berger have been invited to speak, and NCACC staff will provide an update on key county legislative issues, including efforts to increase the lottery appropriation to counties for school construction needs. The event will begin at 9:30 a.m. After lunch (provided), attendees will visit the N.C. General Assembly. County officials are encouraged to arrange for meetings with their legislative members during the afternoon.