LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, MAY 17, 2010 – TIME: 4:00 P.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. Connie Ferguson and Ms. Alice Towle: Re: County Leash Law
Ms. Sandy Landis, Community Council of Arts Director

1.	**Items from Chairman/Commissioners: 10 Min.**	Board
2.	**Items from County Manager: 5 Min.**	Jarman
	CONSENT AGENDA: 10 Min.	**ACTION**
3.	Approval of Minutes: Regular Board Meeting: May 3, 2010 Budget Work Session: May 3, 2010	Hall/Jarman
4.	Budget Ordinance Amendment: General Fund: Non-Departmental: $6,000: Increase	Jarman/Martin
	END OF CONSENT AGENDA	
	PROCLAMATION/BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 25 Min.	
5.	Budget Ordinance Amendment: Capital Projects Fund: Sanderson Gas Line Project: $500,000: Increase	Jarman/Martin
6.	Resolution Authorizing the Award of a Contract for Septic Tank Installation for the 2009 CDBG Scattered Site Project	Jarman/Martin
7.	Resolution Authorizing the Purchase of Computer Hardware: NTE: $60,000 from Vendor on State Contract for Equipment	Seymour/Martin
8.	Resolution Authorizing Contract for Business Personal Property Audit Services: County Tax Services, Inc.	Parrish/Martin
9.	Resolution Authorizing Lenoir County Health Department to Purchase Equipment using Federal H1N1 Phase I Grant Funds	Huff/Martin
	APPOINTMENTS: 5 Min.	
10.	Resolution Approving Citizens to Boards, Commissions, Etc. **5 Min.**	Hall
	OTHER ITEMS: 10 Min.	
11.	**Items from County Manager / County Attorney / Commissioners Public Comments/ Closed Session (if necessary)**	

Item No. 2

TO: **Chairman and Members of the Board**

FROM: **Mike Jarman, County Manager**

DATE: **May 17, 2010**

SUBJECT: **Items of Interest**

1. Lenoir County Inspections: Permit/Inspection Report: April 2010

2. Lenoir County Planning Board Minutes: January 21, 2010

3. Current ESC Workforce Information: May 4, 2010

4. County Assembly Day

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

LENOIR COUNTY INSPECTIONS
PERMIT/INSPECTION REPORT

APRIL 2010

PERMITS ISSUED: 134

PERMITS VALUE: $ 1,453,435

PERMIT FEES: $ 10,669

SINGLE FAMILY DWELLINGS: 2

MOBILE HOMES: 6

COMMERCIAL: 5

ADDITIONS: 8

ELECTRICAL: 48

PLUMBING: 14

MECHANICAL: 38

OTHER: 13

TOTAL INSPECTIONS: 271

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

Printed: 05-03-2010

	Code	[Designated period: 04/01/10 to 04/30/10] Prms	Valuation	Fees Paid	Units	[Prior period: 04/01/09 to 04/30/09] Prms	Valuation	Fees Paid	Units
NEW RES. HOUSEKPING - LENOIR COUNTY									
* Single Family Houses Detached	101B	1	150,000.00	437.00	1	1	218,395.00	558.00	0
* Single Family Houses Attached	102B		.00	.00	0	0	.00	.00	0
* 2 Family Building	103B		.00	.00	0	0	.00	.00	0
* 3 and 4 Family Buildings	104B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	105B		.00	.00	0	0	.00	.00	0
*TOTAL INFORMATION 101-105	109B		.00	.00	0	0	.00	.00	0
NEW RESIDENTIAL NON-HOUSEKEEPING BL:									
* Hotels, Motels & Tourist Cabins ..	213B		.00	.00	0	0	.00	.00	0
* Other Non-Housekeeping Shelter ...	214B		.00	.00	0	0	.00	.00	0
NEW NON-RESIDENTIAL BUILDINGS:									
* Amusement, Social, & Recreational	318B		.00	.00	0	0	.00	.00	0
* Churches & Other Religious	319B		.00	.00	0	0	.00	.00	0
* Industrial	320B	1	350,000.00	975.00	1	0	.00	.00	0
* Prkng Garages (Blds & Open Decked)	321B		.00	.00	0	0	.00	.00	0
* Service Stations & Repair Garages	322B		.00	.00	0	0	.00	.00	0
* Hospitals & Institutional	323B		.00	.00	0	0	.00	.00	0
* Offices, Banks, & Professional ...	324B		.00	.00	0	0	.00	.00	0
* Public Works & Utilities	325B		.00	.00	0	0	.00	.00	0
* Schools & Other Educational	326B		.00	.00	0	0	.00	.00	0
* Stores & Customer Services	327B		.00	.00	0	0	.00	.00	0
* Other Non-Residential Bldgs	328B		.00	.00	0	0	.00	.00	0
* Stuctures Other than Buildings ...	329B		.00	.00	0	0	.00	.00	0
ADDITIONS, ALTERATIONS, & CONVERSION									
* Residential	434B	8	227,900.00	953.00	8	12	711,200.00	1,804.00	0
* Non-Residential & Non-Housekeeping	437B	2	20,000.00	150.00	2	0	.00	.00	0
* Adds of Res. CP/Garages(Atch/Detc)	438B		.00	.00	0	2	80,400.00	203.00	0
DEMOLITIONS AND RAZING OF BUILDINGS:									
* Single Family Houses (Atch/Detach)	645B		.00	.00	0	0	.00	.00	0
* 2 Family Buildings	646B		.00	.00	0	0	.00	.00	0
* 3 & 4 Family Buildings	647B		.00	.00	0	0	.00	.00	0
* 5 or More Family Buildings	648B		.00	.00	0	0	.00	.00	0
* All Other Buildings and Structures	649B		.00	.00	0	0	.00	.00	0
TOTALS FOR PERMITS THIS PAGE		12	747,900.00	2,515.00	12	15	1,009,995.00	2,565.00	0

Printed: 05-03-2010

	Code	[Designated period: 04/01/10 to 04/30/10] Prms	Valuation	Fees Paid	Units	[Prior period: 04/01/09 to 04/30/09] Prms	Valuation	Fees Paid	Units
MOBILE/MODULAR OFFICE/CLASSROOM									
*MOBILE OFFICE	740B		.00	.00	0	0	.00	.00	0
*MODULAR CLASSROOM	750B		.00	.00	0	0	.00	.00	0
*MODULAR OFFICE	730B	2	20,000.00	100.00	2	0	.00	.00	0
ELECT./PLUMB/HEAT/A/C/INS/TEMP POLE:									
*ELECTRICAL	800B	48	57,290.00	2,897.00	48	39	129,232.00	2,170.00	0
*PLUMBING	810B	14	86,917.00	995.00	14	11	23,102.00	622.00	0
*HEATING/ AIR CONDITIONING	820B	38	177,513.00	2,195.00	38	24	1,906,559.00	6,285.00	0
*INSULATION	830B	2	2,500.00	50.00	2	6	17,300.00	343.00	0
*TEMPORARY POLE	840B	3	2,200.00	150.00	3	2	3,000.00	100.00	0
RESIDENTIAL ACCESSORY STRUCTURES									
*STORAGE/PORCHES/PATIOS/DECKS	900B		.00	.00	0	0	.00	.00	0
MISCELLANEOUS:									
*CHANGE OF OCCUPANCY	910B	1	500.00	25.00	1	0	.00	.00	0
*INSPECT DWELLING	920B		.00	.00	0	0	.00	.00	0
*TENTS	930B		.00	.00	0	0	.00	.00	0
*SATELLITE DISH	940B		.00	.00	0	0	.00	.00	0
*AWNING	950B		.00	.00	0	0	.00	.00	0
*EXTRA INSPECTIONS	960B	6	2,720.00	400.00	6	9	1,125.00	459.00	0
*FIRE PROTECTION SPRINKLER SYSTEM	966B	1	9,895.00	296.00	1	0	.00	.00	0
*MOVING DWELLING ONLY	970B		.00	.00	0	1	100.00	25.00	0
*SIGN	980B		.00	.00	0	0	.00	.00	0
*FIREWORKS	985B		.00	.00	0	0	.00	.00	0
*SWIMMING POOL	990B		.00	.00	0	1	61,342.00	100.00	0
*TANKS	995B		.00	.00	0	0	.00	.00	0
MOBILE HOMES									
*SINGLE WIDE MOBILE HOME	700B	4	70,000.00	400.00	4	11	133,500.00	1,600.00	0
*DOUBLE WIDE MOBILE HOME	710B	2	101,000.00	250.00	2	4	118,795.00	800.00	0
*MODULR HOME	720B	1	175,000.00	396.00	1	0	.00	.00	0
TOTALS FOR PERMITS ABOVE (incl. pg 1)		134	1,453,435.00	10,669.00	134	123	3,404,050.00	15,069.00	0
Totals of other permits in the period			.00	.00	0	0	.00	.00	0
TOTAL FOR ALL PERMITS IN THE PERIOD		134	1,453,435.00	10,669.00	134	123	3,404,050.00	15,069.00	0

Summary of Inspection Results by Inspector ID For the period 04/01/10 through 04/30/10

This Report was printed on Monday, May 03, 2010

Lenoir County

Item Totals for Inspector ID

GO	111
GO WH	2
GO/WH	4
GOVW	3
VW	149
VW/DR	1
VWS	1
	271 Entries for Inspector ID

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

	<----- Inspections ---------->			<--------- Re-Inspections --------->			Based On # Activities
#ACTIVITIES	INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
271	229	197	32	42	41	1	33
	%INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS	%PASSED	%CORRECTIONS	%RE-INSPECTIONS REQUIRED
	85	86	14	15	98	2	12

County of Lenoir

P.O. Box 3289
101 North Queen Street
Kinston, North Carolina 28502
Telephone 252-559-2260
Planning & Inspections Department

LENOIR COUNTY PLANNING BOARD
JANUARY 21, 2010
DRAFT MINUTES

Regular Meeting
Jan. 21, 2010

Members Present:
Eric Rouse-Chairman-District 5
Ashley Jarman-Vice-Chairman District 2
Russell Hill – Alternate 1
C.L. Braxton-District 3
Harry Edwards-District 6

Members Absent:
Derrick Carter-At Large

1. Call Meeting to Order:

Planning Board Vice-Chairman called the meeting to order at approximately 6:05 P.M. and also provided the Invocation.

2. Approval of Minutes:

July 17, 2008 : Lenoir County Planning Board Chairman Eric Rouse made a motion to table the July 17, 2008 minutes until the next scheduled Planning Board Meeting and Board Member Russell Hill seconded the motion. The vote was unanimous to table the July 17, 2008 minutes until the next Planning Board Meeting.

3. Election of Officers:

After a brief discussion Planning Board Member Harry Edwards made the motion to elect Planning Board Member Mr. Eric Rouse as Chairman and Planning Board Member Mr. Ashley Jarman as Vice-Chairman. Planning Board Member Mr. C.L. Braxton seconded the motion. The vote was unanimous.

4. **Discussion and Decision on SUP-09-002 :** is an application requesting the use of a *Planned Unit Development* as listed in the Lenoir County Zoning Ordinance, specifically for use as commercial building and multi-family dwellings. The proposed location of the subject property is on the west side of Hwy 258 North, approximately one mile north of C.F. Harvey Pkwy and is situated in the Falling Creek Township. The property contains approximately 10.3 acres total. The subject property, which is located within the unincorporated jurisdictional limits of Lenoir County, has a current zoning designation of Rural. The current use of the property is vacant/agriculture.

Vice-Chairman Mr. Ashley Jarman asked if anyone wished to speak to the Board regarding this issue. Mr. Michael Lynn Jones approached the bench and was sworn in.

Mr. Wayland Humphrey, Lenoir County Planning Assistant, presented the staff report for **SUP- 09-002** to the Board. He stated according to the Official Zoning Map of Lenoir County, dated October 2, 2004, the entire property is zoned Rural "R" and the current use is vacant woodland. He advised the Board that the property is located in an area designated as a **"Community Growth Area"** as shown on the Lenoir County Future Land Use Map, dated July 1, 2004. Mr. Humphrey advised the purpose of the **"Community Growth Area"** classification is to designate areas for the planning area's most intensive future development. He states it will include residences-both single-family and multifamily structures-businesses and offices, industrial facilities, and supporting community uses on lands that are suited for this level of development and that are expected to receive basic public services during the planning period. Basic public services in this classification include water, sewer, and the development or upgrade of the transportation network so that it handles anticipated traffic safely and efficiently and provides connections regional and interstate facilities.

He also stated mixed-use developments and residential developments with a range of densities are appropriate in this area. The preferred locations for a higher density residential uses have easy access to employment and retail centers, access to major and minor thoroughfares, and availability of adequate public services. Proposals for higher density development should consider maintaining a balance with surrounding uses, particularly established residential neighborhoods.

Mr. Humphrey proceeded to give the Board background information. He stated the current use of the property in question is vacant/agriculture and is in proximity to residential development and agriculture property. Mr. Humphrey stated it's located along the commercial corridor of Hwy 258 North and is in proximity to other commercial and residential uses.
He provided a lay out to the Board which was not included in the packets that were mailed. He advised the board that Mr. Jones would submit engineered plans and septic system permits.

Vice-Chairman Mr. Ashley Jarman questioned the size of the lot and Mr. Humphrey advised him it was approximately 250' wide then stated it was 239.5' in the back and 248' in the front.

Planner Mr.Wayland Humphrey, Chairman Mr. Eric Rouse, Board Member Mr. Harry Edwards and the applicant Mr. Michael Lynn Jones had a brief discussion concerning the size of the property in question.

Chairman Eric Rouse asked Mr. Jones is he had purchased this property and Mr. Jones replied that he had not.

Vice-Chairman Ashley Jarman asked had there been any comment from adjacent landowners. Mr. Humphrey stated there had not been any calls or comments for or against SUP-09-002.
Mr. Jones advised that he had been contacted by an adjacent landowner, Mr. James Kennedy and he was in attendance at this meeting.

Mr. James Kennedy approached the bench and was sworn in. He asked if a turn lane would be required for entrance onto this property and stated that his concern was the amount of traffic on Hwy 258.

Planner Mr. Wayland Humphrey advised him that the Lenoir County Planning Board would not make any requirements of that nature. He advised him that Mr. Jones would have to obtain a Department of Transportation Driveway Permit and within that permit application they will decide that issue.

Board Member Mr. C.L. Braxton asked if an easement would be required and Mr. Humphrey advised him that this was planned units and would not be sold. He stated that the right of way was Hwy 258. Mr. Humphrey advised the board that they were not approving a site plan.

After a brief discussion Vice-Chairman Ashley Jarman asked Mr. Jones if he planned to build in phases and Mr. Jones stated that he did. He stated he planned to extend the building phase to a 3-5 year project.

Mr. Kennedy stated that he had mixed feelings about this application.

Board Member Mr. C.L. Braxton stated that he did not see a problem with the proposal as long as the proper permits and inspections were done.

He made a motion that the Lenoir County Planning Board allow a single office building as proposed for the duplexes along with a private storage facility at the back. Mr. Braxton stated that screening should be provided for the property to the North. He questioned the issue of fire protection and Mr. Humphrey advised him that they could make a condition that the Lenoir County Fire Marshall review the submitted plans.

Mr. Humphrey stated that Mr. Jones would be required to get a letter of approval from the Lenoir County Fire Marshall to proceed in addition to a driveway permit from Department of Transportation.

Board Member Mr. C.L. Braxton asked how long the permit would be valid and Mr. Humphrey advised him that Mr. Jones would have to initiate the project within one year after the permit was issued for it to remain active.

With no further questions or comments Vice-Chairman Mr.Ashley Jarman ask the members of the Board if they were ready to make a decision. Board Member Mr. C.L. Braxton made a motion to approval of SUP-09-002. Chairman Mr. Eric Rouse seconded the motion. The Board voted unanimously to approve SUP-09-002 with the added proposals discussed above. Mr. Jarman stated the motion was carried.

The Planning Board made the following **FINDINGS OF FACT** and draws the following conclusion:

Mr. Wayland Humphrey recommended to have a motion to accept the Findings Of Fact as presented in the application.

Mr. Harry Edwards made a motion to accept the Findings of Fact as presented in the application and Mr. Eric Rouse seconded the motion. The Board voted unanimously to accept the Findings of Fact as presented in the application.

Therefore, on the basis of the foregoing, it is ordered that the application for Special Use Permit 09-002 be **granted.**

5. Updates/Discussion

There were no updates or discussion presented to the Board.

6. Adjournment

There being no further business to discuss before the Lenoir County Planning Board Harry Edwards made a motion of adjournment. Chairman Eric Rouse seconded the motion and the Board voted unanimously to adjourn at 7:10P.M. It was announced that the next scheduled meeting date is Thursday, **February 18, 2010 at 6:00 P.M.**

Index

Current ESC Workforce Information

from

LENOIR COUNTY

as of

May 4, 2010

- County Labor Force : **27,647**
- Number Of Unemployed : **3,158**
- County Unemployment Rate :

March 2010	3 Months Ago	6 Months Ago	12 Months Ago
11.4%	**11.3%**	**11.0%**	**11.4%**

- Unemployment Insurance (UI) Benefits Paid in Lenoir County :
  Last 30 Days : **$1,837,852**
  Year-To-Date : **$6,711,472**

- New Business/Industry Openings In Lenoir County:
  - Last 4 Weeks -

- Business/Industry Closings In Lenoir County:
  - Last 4 Weeks -

Current State & National Information

- Unemployed Workers Statewide (March 2010) : **507,686**
- N.C. Unemployment Rate:

March 2010	3 Months Ago	6 Months Ago	12 Months Ago
11.1%	**10.9%**	**10.9%**	**10.3%**

- U.S. Unemployment Rate (March 2010) : **9.7%**
- Unemployment Benefits Paid to N.C. workers:
  Month To Date : **$18,164,079**
  Last Month : **$193,306,668**
  Year To Date : **$856,486,328**

- Unemployment Benefits Paid to N.C. workers
  In May 2009 : **$239,372,898**

- N.C. Unemployment Insurance Trust Fund Balance:
  (As Of May 3, 2010) : **$0**

- Average N.C. UI Tax Rate For Business : **1.7%**

Beverly Alston - Kinston
252.526.4435

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
May 3, 2010

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, May 3, 2010 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 Claude Stroud and Commissioners, Jackie Brown, Reuben Davis, Chris Humphrey, Tommy Pharo and Linda Rouse Sutton.

Members absent: None

Also present were: Michael Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Robert Griffin, County Attorney; and members of the general public and the news media.

Chairman Graham called the meeting to order at approximately 9:00 a.m. Ms. Brown offered the invocation and Mr. Graham led the audience in the pledge of allegiance.

PUBLIC INFORMATION

Ms. Tammy Kelly, Cooperative Extension Director addressed the Board regarding the Festival on the Neuse. Ms. Kelly stated the festival was a complete success with over 16,000 people in attendance. There were 59 "pig cook" teams and over 50 vendors. The Discovery Channel was present filming one of the teams at the festival from beginning to end. This filming will be great exposure for the annual festival and the community as well.

Mr. Bill Ellis, Parks and Recreation Director, stated the closing on the old Smithfield site will be held on May 15. It will take 90 days to six months to demo the facility. Parks and Recreation staff will be moving its offices in the new Community Center location to help with the operation of the facility; this move will help to cut expenses. The current parks and recreation office will be up for bid, proceeds from the sale will go towards the Community Center.

ITEMS FROM THE CHAIRMAN/COMMISSIONERS

Mr. Davis acknowledged the new name of the Global TransPark Education Center as the Spirit AeroSystem Composite Center of Excellence.

Mr. Graham stated the Veterans Affairs Skilled Nursing Facility has received funding from the federal government. Twenty-eight bodies were excavated from the VA site; those bodies were transferred to Caswell Center property. Construction of the nursing facility will begin in 10-12 days.

Mr. Graham stated the Board received a letter from Mr. Ozie Hall, CEO of Kinston Charter Academy regarding funds from the Board of Education. Mr. Hall is requesting the Board of Commissioners' assistance in obtaining funds owed to the academy from the Board of Education. Mr. Griffin responded to the Board via email stating if there is a debate regarding funding it is between the Charter Academy and the Board of Education. Mr. Jarman stated the actual funding the county provides should primarily be fore facilities, the funding of the school system is a very complex matter, the Board of Commissioners is not informed enough to answer any specific questions or make any type of recommendation.

Mr. Joey Huff, Health Director, addressed the Norovirus outbreak in a residential care facility that occurred last week. Mr. Huff stated the outbreak affected six (6) staff and 29 residents during the period of April 23-28. The case definition of the illness is a "resident or staff person who has developed or develops the following symptoms as of April 23; nausea, vomiting, and or diarrhea." The virus is now self-contained, those affected will have to wait until the virus runs its course. Mr. Huff announced the National Heart and Lung Institute will be funding a five (5) year $10 million grant study on heart disease and stroke in Lenoir County. The study will create a community program focused on diet and physical activities to reduce stroke and heart disease in Kinston-Lenoir County. The kick off event will be June 29th at the Community Arts Council; invitations will be mailed out.

ITEMS FROM THE COUNTY MANAGER

Item No. 2 was Items from the County Manager. Mr. Jarman reminded the Board of the Prayer Breakfast on May 6th at the Gate Center. Mr. Jarman informed the Board of the liability insurance issue affiliated with the National Day of Prayer article released in The Free Press. This issue has been resolved with the City of Kinston Planning Department. Mr. Jarman reviewed a slide presentation of properties for bid and discussed the current conditions of each property. Mr. Jarman recommended the Board hold approval on 507 S. Trianon Street, Kinston NC ($500 Bid); approval of 418 Holly Lane, Kinston, NC ($1,000); Upon a motion by Ms. Brown and a second by Mr. Stroud the Board approved the recommendations as presented.

CONSENT AGENDA

Upon a motion by Ms. Brown and a second by Mr. Stroud, the Board approved the Consent Agenda.

3.	Approval of Minutes: Regular Board Meeting: April 19, 2010	Hall/Jarman
4.	Resolution Approving the Releases and Refunds to the Individuals Listed Herein	Parrish/Martin
5.	Budget Ordinance Amendment: Trust and Agency Fund: Extension – Family Caregiver: $2,236: Increase	Kelly/Martin

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS

Item No. 6 was a Proclamation for Emergency Medical Services Week 2010. Mr. James Hood, Mr. Mike Hubel, Ms. Jamie Hardy, and Ms. Angie Greene of Emergency Services accepted the proclamation on behalf of the department. Ms. Sutton read the proclamation aloud for members of the Board and the viewing public. Upon a motion by Ms. Brown and a second by Mr. Stroud, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: Process Funds: $13,685: Increase. Ms. Martin stated the amendment budgets funds from the EMPG Supplemental 2009 Grant from the NC Department of Crime Control and Public Safety. This grant in the amount of $13,684.54 was received on March 17, 2010 and the proceeds are restricted for use by Emergency Management to improve capabilities of the local Emergency Management program. These funds will be used to improve the capabilities of the Emergency Operations Center. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 7 was unanimously approved.

Item No. 8 was a Resolution Authorizing Fiscal Year 2009-2010 Purchase Order for the Board of Elections: Print Elect: $5,300. Ms. Dana King, Board of Elections Director addressed the

Board. Ms. King stated The State Board of Elections requires a logic and accuracy test be conducted on each voting machine annually.

The logic and accuracy testing ensures that each machine is working properly and is up to state standards. Print Elect/Owen G. Dunn provides the election supplies and testing equipment. The testing process is required by the State Board of Elections on an annual basis. The approval of this resolution will encumber monies previously approved in the Board of Elections Budget request. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Authorizing FY 2009-10 Purchase Orders for the Board of Elections: Print Elect - $6,518 (Shipping - $42.25): $6,560.25. Ms. King stated Help America Vote Act (HAVA) is federal grant program to help county Board of Election offices prepare precincts to become more accessible for all voters. Lenoir County has received HAVA monies for the past four years. Print Elect was contracted to provide the county with voting equipment. Print Elect has been utilized by the county for eight (8) years. This years funding will go towards a ramp for the Kinston #9 Precinct and Curbside alert systems for all twenty-two precincts and four One Stop voting sites. On April 5, 2010 the Board approved Budget Ordinance Amendment #11 - appropriating grant funds from the 2010 Help America Vote Act (HAVA) grant from the State Board of Elections. In December 2009, an application was submitted to the State Board of Elections requesting funds to provide a ramp at Kinston #9 precinct, and to purchase "curbside assistance alert" signs for all 22 precincts and the four (4) One-Stop voting sites. The requested action is necessary in order to encumber these funds. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Authorizing Acceptance of HAVA Grant: $40,000. Ms. King stated The State Board of Elections encourages all counties to apply for HAVA grant funds annually. Lenoir County has been approved to receive HAVA funds for the past four (4) years. These funds have been very beneficial in keeping each county precinct ready for Election Day, and have allowed for necessary upgrades to equipment and to make all precincts accessible to all citizens. All monies received from HAVA are to make all polling places accessible to all voters. If approved, privacy booths for each precinct will be available and handicap accessible. Printers will be requested as well for at all precincts. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 10 was unanimously approved.

Item No. 11 was a Resolution Authorizing the Purchase of Batteries for the Universal Power Systems in the 911 Equipment Room NTE: $6,032.80. Ms. Jerri King, EMS Assistant Director, stated The Communications Division is on the generator for the Emergency Services building, the UPS allows for an uninterrupted power supply during the time period between the loss of electrical power and the start-up of the generator. At this time, the UPS is in constant alarm mode, as the batteries are no longer functioning at full capacity. The current batteries are five- (5) years old and it has been recommended to staff by the UPS manufacturer to replace these batteries as soon as possible to ensure the reliability of the protection that the UPS offers for the Communications Division. The purchase of the UPS batteries is necessary for the Communications Division staff to effectively and efficiently perform the required teleommunicator duties of the Emergency Services Department, regardless of the status of electrical power to the Emergency Services building. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 11 was unanimously approved.

Item No. 12 was a Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property Auction. Major Chris Hill of the Lenoir County Sheriff's Department addressed the Board. Major Hill stated the County has an inventory of old emergency equipment (blue lights and sirens) that was recently removed from Sheriff's vehicles and replaced with LED lights.

Because the equipment has some value it would be prudent to sell the items in a public auction. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction. Mr. Mike Wiggins, Maintenance Coordinator, stated 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. 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. Upon a motion by Ms. Brown and a second by Mr. Pharo, Item No. 13 was unanimously approved.

Item No. 14 was a Resolution Approving Economic Development Agreement: MasterBrand Cabinets, Inc.: $55,800. Mr. Jarman stated the resolution formally approves the agreement between Lenoir County and MasterBrand Cabinets, Inc. MasterBrand Cabinets, Inc. currently produces kitchen and bath cabinets at the Kinston facility and employs 232 people. This expansion will add a new product line which is expected to add 334 new jobs over the next four years and a non-depreciated capital investment of $5,200,000. The company plans to reconfigure the current facility to accommodate this new product line. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 14 was unanimously approved.

Item No. 15 was a Resolution Naming Two New Roads in the GTP Area. Mr. Jarman stated the completion of the NCDOT road projects for the Spirit facility to have adequate industrial access has created two new roads in the GTP area. On April 22, 2010, the Planning Board held a public meeting to discuss the naming of the two new roads. The two new road names were checked and approved by Emergency Management. With no citizens being affected by the new roads, the Planning Board approved Road #1: Spirit Way and Road #2 AeroSystems Blvd. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 15 was unanimously approved.

Item No. 16 was a Resolution Naming a New Road in the Falling Creek Area. Mr. Jarman stated the construction of the new section of the C.F. Harvey Pkwy. Project has created a split of Daly Waldrop Rd. A public meeting was held April 22, 2010 to discuss the naming of the new road. Approximately eight (8) citizens will be affected by the new road name. The Planning Board approved the naming Gray Grant Road. Upon a motion by Mr. Davis and a second by Ms. Sutton, Item No. 16 was unanimously approved.

Item No. 17 was a Resolution Taking Initial Steps Toward the Issuance of Recovery Zone Economic Development Bonds for Planned Jail and Landfill Projects. Mr. Hollowell stated this resolution authorizes and directs all appropriate County officials to take all appropriate steps toward claiming the County's initial allocation of recovery zone bond authority and toward apply for and receiving allocation from the Department of Commerce to issue recovery zone bonds for the jail and landfill projects. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse project expenditures from financing proceeds, including proceeds from the issuance of recovery zone bonds.

The County intends that funds that have been advanced for project costs, or which may be so advanced, from the County's general fund, its landfill enterprise fund (with respect to the landfill cell project), or any other County fund, may be reimbursed from the financing proceeds. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 17 was unanimously approved.

Item No. 18 was a Resolution Approving the Department of Juvenile Justice and Delinquency Prevention's FY 10-11 Grant Funding for the Lenoir County Juvenile Crime Prevention Council: $206,571. Mr. Hollowell stated The Lenoir County Juvenile Crime Prevention Council (JCPC) met in regular session on April 12, 2010 and unanimously approved recommending to the Lenoir County Board of Commissioners that available DJJDP's grant funds in the amount of $206,571 are approved for the Juvenile Crime Prevention Council and allocated as follows for FY 2010-2011. Structured Day Reporting Center and Restitution Program: $131,902, Parenting Matters: $18,560, Teen Court: $32,897, Unallocated Funds: $18,559, Administrative Funds: $4,653 Totaling: $206,571. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 18 was unanimously approved.

APPOINTMENTS

Item No. 13 was a Resolution Appointing Citizens to Boards, Commissions, Etc. The following reflects existing vacancies and appointments. No appointments scheduled.

BOARD/COMMITTEE/COMMISSION	APPLICANT/ CURRENT MEMBER	TERM EXPIRATION

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) and Four (4)
Grifton Planning Board – One (1) Vacancy
CJPP – Three (3) Vacancies
Kinston Board of Adjustment – Two (2) ETJ Members; (1) Primary – (1) Alternate

Mr. Graham asked that a tour be scheduled of the Industrial Park and other new industries and new schools that have been constructed; Mr. Jarman stated he will set up the tours.

RECESS

Upon a motion by Mr. Graham and a second by Mr. Stroud the Board recessed at 10:22 a.m. for the Budget Work Session.

Respectfully submitted,

Lashanda A. Hall
Clerk to the Board

Reviewed By

Michael W. Jarman
County Manager

Item NO.3

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

BUDGET PLANNING WORK SESSION

Administration Building Conference Room

May 3, 2010

The Lenoir County Board of Commissioners began their scheduled retreat on Monday, February 1, 2010 at 10:30 a.m., at the Administration Building Conference Room, 101 North Queen St., Kinston, NC.

Members present included: Chairman George Graham, Vice-Chairman Claude Stroud and Commissioners, Jackie Brown, Reuben Davis, Chris Humphrey, Tommy Pharo and Linda Rouse Sutton.

Members absent: None

Also present were: Michael W. Jarman, County Manager, Tommy Hollowell, Assistant County Manager, Martha Martin, Finance Officer, Roger Dail, Emergency Services Director, Joey Huff, Health Director, "Billy" Smith, Sheriff's Department, Chris Hill, Sheriff's Department, Jack Jones, Social Services Director, Margaret Seymour, Register of Deeds, Darrell Parrish, Tax Administrator and Lashanda Hall, Clerk to the Board.

Mr. Graham opened the Budget Work Session at 10:40 a.m.

Mr. Jarman stated under direction from the Board following the last Budget Work Session, administration has started the job of creating the FY 010-11 Budget. The purpose of this work session is to obtain Board input relative to these recommendations. Mr. Jarman reviewed information as follows:

Challenges – Mr. Jarman reminded the Board of the request of the Leanest Budget Ever. Currently the county has lost $1,160,000 in revenues from the previous year; there is an increase in Debt Service of $400,000; an increase in retirement cost of $250,000; and utility increases.

Property Tax Revenue 2009-10 - Loss in 2009-2010 = $92,000,000 Value X .80/100 = $736,000

Loss Due to Appeals -	$35,000,000	Industrial Property
	$21,000,000	Double Listed
	$6,000,000	Low Income Housing Law
	$5,000,000	Data Entry Errors
	$25,000,000	Residential Property

Property Tax Revenue 2010-11 - $53,000,000 Decrease mainly due to personal property and motor vehicles –
$53,000,000 Value X .80/100 = $424,000.

The losses from FY 09-10 totaling $736,000 combined with losses from FY 10-11 totaling $424,000 = $1,160,000. This loss equates to a $0.035 tax rate.

General Fund Expenditure – FY 09-10 total $60,993,669; FY 10-11 $60,708,353 resulting in a decrease of $285,316 or a 5/10 percent reduction.

Summary of Revenues: General Fund

REVENUE SOURCES	FISCAL YEAR 2008-09 ACTUAL	ORIGINAL FISCAL YEAR 2009-10 BUDGET	REVISED FISCAL YEAR 2009-10 BUDGET (AS OF 1/31/10)	ADOPTED FISCAL YEAR 2010-11 BUDGET
PROPERTY TAXES	$ 29,071,887	$ 30,395,380	$ 30,395,380	$ 29,283,516
SALES TAX	$ 7,148,007	$ 5,700,000	$ 5,905,722	$ 5,750,000
SALES, SERVICES & OTHER REVENUES	$ 9,137,972	$ 11,289,925	$ 12,167,481	$ 11,369,875
INTER-GOVERNMENTAL REVENUES	$ 13,401,728	$ 13,249,378	$ 14,297,350	$ 13,165,757
APPROPRIATED FUND BALANCE	$ 385,953	$ 358,986	$ 610,324	$ 1,139,205
TOTAL REVENUES	$ 59,145,547	$ 60,993,669	$ 63,376,257	$ 60,708,353

FISCAL YEAR		ADOPTED BUDGET		FUND BALANCE APPROPRIATED		FUND BALANCE USED
05-06		49,027,289		1,309,302		0
06-07		55,123,608		2,357,946		0
07-08		56,514,013		2,136,698		0
08-09		60,726,544		2,182,306		385,952
09-10		60,993,669		358,986		?
		RECOMMENDED		RECOMMENDED		
10-11		60,708,353		1,139,205		?

Summary of Expenditures

GENERAL FUND COUNTY DEPARTMENTS	FY 2008-09 ACTUAL	BUDGET FY 2009-10 ORIGINAL	BUDGET FY 2009-10 REVISED	BUDGET FY 2010-11 ADOPTED	FY 09-10 ORIGINAL VS FY 10-11 ADOPTED
GOVERNING BODY	218,477	225,710	225,710	225,848	0.06%
COUNTY ADMINISTRATION	257,897	265,612	265,612	271,088	2.06%
FINANCE	240,142	219,508	239,038	246,878	12.47%
TAX	835,452	850,334	850,334	855,200	0.57%
LEGAL	44,539	72,500	72,500	62,500	-13.79%
BUILDING & GROUNDS (CT FAC & PUB BLDGS)	710,858	819,266	839,266	835,571	1.99%
ELECTIONS	323,601	403,477	375,813	346,830	-14.04%
REGISTER OF DEEDS	268,415	313,466	313,466	308,336	-1.64%
MANAGEMENT INFORMATION SYSTEMS	775,976	801,249	801,249	894,437	11.63%
SHERIFF	3,669,802	4,360,085	4,498,463	4,386,342	0.60%
CENTRAL COMMUNICATIONS	1,099,835	1,242,533	1,242,533	1,192,488	-4.03%
JAIL	2,441,454	2,299,539	2,804,749	2,299,418	-0.01%
EMERGENCY MANAGEMENT	316,945	327,442	362,376	373,511	14.07%
EMERGENCY MEDICAL SERVICE	3,347,769	3,469,278	3,473,041	3,611,149	4.09%
NON-EMERGENCY TRANSPORT	431,171	504,564	504,564	494,151	-2.06%
PLANNING AND INSPECTIONS	204,050	210,788	210,788	213,719	1.39%
MEDICAL EXAMINER	39,450	40,000	40,000	40,000	0.00%
ECONOMIC DEVELOPMENT	301,189	307,137	307,137	316,490	3.05%
HEALTH DEPARTMENT	3,141,342	3,453,371	3,714,082	3,552,977	2.88%
MENTAL HEALTH	240,139	236,464	236,464	236,906	0.19%
CJPP-DAY REPORTING CENTER	122,885	124,849	124,851	124,851	0.00%
PUBLIC ASSISTANCE	14,487,037	13,921,746	14,571,229	13,809,709	-0.80%
SUB-TOTAL	**33,518,425**	**34,468,918**	**36,073,265**	**34,698,399**	0.67%

GENERAL FUND OTHER THAN COUNTY DEPARTMENTS	FY 2008-09 ACTUAL	BUDGET FY 2009-10 ORIGINAL	BUDGET FY 2009-10 REVISED	BUDGET FY 2010-11 ADOPTED	FY 09-10 ORIGINAL VS FY 10-11 ADOPTED
NON-DEPARTMENTAL	887,340	928,700	1,289,700	975,800	5.07%
PROCESS FUNDS	1,069,453	897,449	963,917	1,036,571	15.50%
OUTSIDE AGENCIES	119,549	132,000	132,000	132,000	0.00%
FIRE PROTECTION	51,660	50,000	50,000	50,000	0.00%
VETERANS OFFICE	24,479	32,421	32,421	32,421	0.00%
NC COOPERATIVE EXTENSION SERVICE	462,824	425,434	491,411	421,231	-0.99%
SOIL CONSERVATION	107,140	116,355	116,355	120,476	3.54%
LENOIR COUNTY SCHOOLS	9,500,000	9,800,000	9,800,000	9,900,000	1.02%
LENOIR COMMUNITY COLLEGE	1,961,221	2,100,000	2,100,000	2,185,000	4.05%
PUBLIC LIBRARY (CULTURAL)	720,000	730,000	730,000	740,500	1.44%
RECREATION	653,100	695,000	695,000	733,000	5.47%
DEBT SERVICE	3,807,834	6,647,746	6,647,746	6,478,650	-2.54%
SUB-TOTAL	**19,364,600**	**22,555,105**	**23,048,550**	**22,805,649**	1.11%
TRANSFERS TO:					
CIP FUND	1,815,873	1,915,750	1,915,750	1,310,305	-31.60%
REVALUATION FUND	103,188	53,896	53,896	25,000	-53.61%
INDUSTRIAL DEV PROJECT-SHELL #3	0	0	0	0	0.00%
INSURANCE FUND	0	0	0	0	0.00%
VEHICLE REPLACEMENT FUND	327,947	200,000	450,000	95,000	-52.50%
CAPITAL RESERVE FUND-DEBT SERVICE	1,500,958	1,775,000	1,775,000	1,724,000	-2.87%
TRANSPORTATION FUND	16,523	0	0	0	0.00%
CAPITAL PROJECTS-JAIL	2,487,450	0	0	0	0.00%
E-911-REIMBURSEMENT	10,583		34,796		
SUBTOTAL	**6,262,522**	**3,944,646**	**4,229,442**	**3,154,305**	-20.04%
CONTINGENCY	0	25,000	25,000	50,000	100.00%
TOTAL / GENERAL FUND	**59,145,547**	**60,993,669**	**63,376,257**	**60,708,353**	-0.47%

Salary Increase – Mr. Jarman noted the County is already behind market rates in pay when compared to comparable counties. The county cannot afford to get further behind.

- 1 Step Increase implented January 1, 2011
  - Step = 2.5%
  - $195,000 = Total County Cost
  - 2007-08 Salary Study (nearly 15% behind comparable counties)
  - No funds to implement study in 08-09 did 5% increase
  - No increase in 09-10
  - Don't need to fall further behind; makes it harder to correct
  - Raising employee salaries to market rates over multiple years eases burden on budgets (and citizens)
  - Loosing good, well trained employees
  - Down seven (7) detention officers now

Lenoir Community College – Mr. Jarman stated the college has had a major increase enrollment; the future needs of the college will have to be addressed soon.

	09-10	Requested	Increase	Recommended
Operating	2,100,000	2,339,319	239,319 (11.4%)	$85,000
Capital	100,000	150,000	50,000 (50%)	$100,000

*Increases for retirement and utilities

Lenoir County Schools – Mr. Jarman stated the Board of Education's request this year was adequate to their conditions. The recommendation would have been for the full request if monies had been available.

09-10	Requested	Increase	Recommended
$9,800,000	$10,094,000	$294,000 (3%)	$100,000

Library

09-10	Requested	Increase	Recommended
$730,000	$766,500	$36,500 (5%)	$10,500

*Increases for retirement and utilities

Parks and Recreation – Mr. Stroud stated he was concerned about recreational activities for Pink Hill; he stated it would become a burden on families to travel outside of the community. Mr. Ellis stated it will cost $8,000 for FY 10-11 to pay utilities for the gymnasium and ball fields in Pink Hill. Permanent funding must be designated if the service is to continue. Ms. Sutton agreed with Mr. Stroud's comments and stated recreation should be funded for Pink Hill this year. The Board agreed through common consent.

	09-10	Requested	Increase	Recommended
Operating	695,000	784,800	89,800 (12.9%)	$733,000
Capital	75,000	125,000	50,000 (66.6%)	$75,000

- Increases for retirement, utilities and part-time staff
- $50,000 capital was to light a ball field at the new Contentnea/Savannah School and to operate the Pink Hill Gym

Amount provided in Budget would mean current citizens participating in recreational program at Contentnea and Pink Hill will have to travel to alternate locations

Community Council for the Arts – Mr. Jarman stated the Arts Council is need of major funding in order to keep its doors open. They are still seeking private donations and help from the Board; monies are not available to fund this request. Mr. Jarman distributed a letter from the Arts Council detailing their financial situation. Mr. Jarman recommended the Board meet with the Arts Council to discuss their concerns.

09-10	Requested	Increase	Recommended
$7,500	$125,000	$117,500	$7,500

*See letter in handout material

Animal Control

	09-10	Requested	Increase	Recommended
Operating	95,000	125,000	30,000 (36.8%)	$95,000
Capital	20,000	-	-	$20,000

*Less than $5,000 Capital expended to date

Animal Control Recommendations – Ms. Sutton and Ms. Brown stated they liked the idea of hiring a manager to be on-site who could also work with SPCA officials. Mr. Huff stated in-house euthanasia will save the county half the funds currently budgeted for this process. Currently it cost $15 per animal for euthanasia, by doing the procedure in-house the cost will be cut to $7. Mr. Huff stated this procedure, along with an Animal Shelter Manager, and a triage area will help save the county money.

- Full Time Animal Shelter Manger be Added
  - Employee be County Employee funded through existing allotment
  - Employee's on light duty due to workers comp could be used at the shelter
  - Manager can work with SPCA on a daily basis so we may all better understand each others responsibilities
- Euthanasia
  - Capital should be spent to facilitate this being done in-house
  - Should reduce cost by about 50%
  - Would eliminate some excess cost due to increased days of impoundment meeting the veterinarians' schedules
- Triage
  - Capital should be spent to create triage area
  - Would eliminate some unnecessary and non-mandated medical treatments
- Accounting and Cost
  - Insurance should be evaluated for proper coverage and most economical entity to carry (City, County, SPCA)
  - Supplies – Can we buy at better price
  - Trailer Rental – Should we add storage building
  - ETC.

Future Years – Mr. Dail and Sheriff Smith voice their concerns regarding the current radio system. The current system is analogue and outdated; current radio systems available are on digital frequencies. Sheriff Smith stated in the Grifton and Contentnea areas of the County deputies are not able to transmit with other officers or other emergency personnel. Sheriff Smith stated this is a serious safety concern that should be addressed soon. Mr. Jarman stated the Non-EMS budget increased by $90,000 by adding two employees and an EMS truck on Saturday and Sunday.

- Covering increases (i.e.: retirement and utility) at current funding levels restricts our ability to provide extra services
  - Festival On Neuse - EMS Truck On Site
  - Boy Scout Jamboree - EMS and Sheriff Deputies
  - Football Games - EMS
- Debt Service for Jail
- Debt Service Increase for School Bonds
- Current Economic Development/Growth may tax our Infrastructure and ability to provide services
- Radio System – Current purchased in 1993-Analogue System
- Employee Benefits and Pay

Sales Tax

- Future Education needs (Lenoir County Public Schools & Lenoir Community College) could be met with Sales Tax Revenue and the Property Tax Burden not increased
- A portion of the jail debt service could be paid with Sales Tax instead of property tax
- Possible revenue $1,000,000
- Percent of revenue could be determined before moving forward with Sales Tax Campaign

Example –	LCC	-20%	$200,000
	LCPS	-40%	$400,000
	L. C.	-40%	$400,000

- Future needs will have to be met. Discussion needs to be had on how to meet needs in the most equitable manner for our citizens

Conclusion/Comments – Mr. Graham stated it is important there be no tax increase this fiscal year. It is the consensus of the Board to have a ½ step increase implemented in January for employees. Mr. Graham cautioned the Board of funding non-governmental entities - it takes a long time to get out of that arrangement. Mr. Graham asked Mr. Jarman to continue with the Budget as presented.

ADJOURNMENT

Upon a motion by Mr. Graham and a second by Mr. Stroud, the Board concluded the meeting at 12:15 p.m.

Respectfully submitted,
Lashanda Aytch
Clerk to the Board

Reviewed By
Michael W. Jarman
County Manager

Item No. 4

BUDGET ORDINANCE AMENDMENT: GENERAL FUND:
NON-DEPARTMENTAL:$6,000. INCREASE

LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

FY 2009 - 2010
Appropriations

Budget Amendment #_____
Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
GENERAL	NON-DEPARTMENTAL	10-3991-9910 FUND BALANCE APPROPRIATED 10-4200-6460 CONCEALED WEAPONS-DEPT OF JUS

Check One Box		Check One Box	
New Appropriation:	[x]	New Appropriation:	[x]
Line Item Transfer:	[ ]	Line Item Transfer:	[ ]
REVENUES		**EXPENDITURES**	
Account # and Title	Amount	Account # and Title	Amount
INCREASE		INCREASE	
10-3991-9910 FUND BALANCE APPROPRIATED	6,000.00	10-4200-6460 CONCEALED WEAPONS-DEP OF JUS	6,000.00
Total	6,000.00	Total	6,000.00

Reason and Justification for Request:
BUDGET AMENDMENT TO APPROPRIATE GENERAL FUND FUND BALANCE TO COVER THE UNANTICIPATED COST OF PAYING $6,000 TO THE NC DEPARTMENT OF JUSTICE. A LETTER WAS SENT TO THE COUNTY FROM THE NC DEPT OF JUSTICE STATING THAT AN ASSESSMENT HAD BEEN CONDUCTED AND THAT THERE WERE 137 INDIVIDUALS WHO HAD RECEIVED CONCEALED HANDGUN PERMITS, BUT THE STATE HAD FAILED TO BILL THE COUNTY. THESE FUNDS MUST BE PAID TO THE STATE.

Department Head Approval	Date	Finance Officer Approval	Date
Martha H. Martin	5/3/2010	Martha H. Martin	5/3/2010
Budget Officer Approval	Date		
Michael W. Farmer	5/5/10		
Board Approval (When Applicable)	Date	Date of Minutes	

Finance Office - Copy Department - Copy Administration - Copy

Item No. 5

BUDGET ORDINANCE AMENDMENT: CAPITAL PROJECTS FUND: SANDERSON GAS LINE PROJECT: $500,000. INCREASE

LENOIR COUNTY, NORTH CAROLINA

BUDGET AMENDMENT REQUEST

FY 2009 - 2010

Appropriations

Budget Amendment #_____

Date Approved _____

Distribution - Finance Office:

FUND	DEPARTMENT	LINE ITEM DESCRIPTION
CAPITAL PROJECTS	SANDERSON GAS LINE	43-3408-3601 GRANT-IDF-U-399 43-8156-5800 IDF-U-399 CONSTRUCTION

Check One Box		Check One Box	
New Appropriation:	[x]	New Appropriation:	[x]
Line Item Transfer:	[ ]	Line Item Transfer:	[ ]
REVENUES		**EXPENDITURES**	
Account # and Title	Amount	Account # and Title	Amount
INCREASE		INCREASE	
43-3408-3601 GRANT-IDF-U-399	500,000.00	43-8156-5800 CONSTRUCTION	500,000.00
Total	500,000.00	Total	500,000.00

Reason and Justification for Request:

BUDGET AMENDMENT TO APPROPRIATE GRANT FUNDS FROM THE NC DEPT OF COMMERCE - INDUSTRIAL DEVELOPMENT FUND (UTILITY ACCOUNT) IN THE AMOUNT OF $500,000. THE COUNTY RECEIVED NOTIFICATION OF THE $500,000. GRANT AWARD ON APRIL 23, 2010. THESE FUNDS WILL BE USED TO PAY A PORTION OF THE HWY 70 INDUSTRIAL PARK GAS LINE CONSTRUCTION PROJECT.

Department Head Approval	Date	Finance Officer Approval	Date
Martha H. Martin	5/6/2010	Martha H. Martin	5/6/2010

Budget Officer Approval	Date
Michael W. Karnan	5/11/2010

Board Approval (When Applicable)	Date	Date of Minutes

Finance Office - Copy Department - Copy Administration - Copy

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 05/17/10 **ITEM NO.:** 6

Resolution Authorizing the Award of a Contract for Septic Tank Installation for the 2009 CDBG Scattered Site Project: $1,925

SUBJECT AREA: COMMUNITY DEVELOPMENT

ACTION REQUESTED:

Award the contract to the lowest, qualified bidder for the services of septic tank installation in the 2009 Community Development Block Grant Scattered Site Project:

HISTORY/BACKGROUND:

Lenoir County was awarded $400,000 for the CDBG Scattered Site project on November 6, 2009. This project will allow the clearance of existing dilapidated dwellings and the replacement of those dwellings in different areas of the County. Bids were taken for the installation of a septic tank at one residence on May 7, 2010. This contract will specify that the contractor will be allowed to do only the number of approved installations, and only the activities specified by the county and/or the project administrator.

EVALUATION:

On May 7, 2010, bids were received from three septic tank installers for the installation of a septic system for one of the CDBG project residences. The bids that were received were:

Tom's Septic Tank Service	$4,000.00
M & C Septic Tank Service	$3,000.00
Brock's Septic Tank Service	$1,925.00

The recommendation for award is to the lowest qualified bidder, Brock's Septic Tank Service, in the amount of $1,925.00

MANAGER'S RECOMMENDATION:
Respectfully recommend approval.

_____
Initials

RESOLUTION: NOW THEREFORE, BE IT RESOLVED by the Lenoir County Board of Commissioners that: The award of a contract for septic tank installation for the 2009 CDBG Scattered Site Project be made to Brock's Septic Tank Serivce in the amount of $1,925.00

Funding Source	46-4960-5820	$ 1,925.00

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Graham _____ Humphrey _____

Pharo _____ Stroud _____ Sutton _____

_____ 05/17/10
George W. Graham Jr., Chairman Date

_____ 05/17/10
ATTEST Date

LENOIR COUNTY 2009 CDBG-SS

SEPTIC TANK INSTALLATION BID RECAP SHEET

BID :
May 7,2010

CONTRACTOR	John Mervin 2325 Rouse Rd. Extension Kinston, NC 28504			
Brock's Septic Tank Service,Inc. Curtis Brock 2899 Summerlins Crossroads Rd Mount Olive, NC 28365	$1,925.00			
M & C Septic Tank Service,Inc. Jack Creeck 520 Marybeth Road Kinston, NC 28504	$3,000.00			
Tom's Septic Tank Service,Inc. Ruben Huggins 3486 Hwy 11 North Kinston, NC 28501	$4,000.00			
Billy Heath Septic Tank Service Billy Heath 3740 NC 903 S Winterville, NC 28590	NO BID			
Recommendation for Award	Brock's Septic Tank Service, Inc. $1,925.00			

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 5/17/10 **ITEM NO.:** 7

Resolution Authorizing the Purchase of Computer Hardware:
NTE: $60,000 from Vendor on State Contract for Equipment

SUBJECT AREA: Purchase/Bids

ACTION REQUESTED:

Approval of Resolution authorizing the purchase of hardware to support software used in indexing and storage of data in the Register of Deeds office.

HISTORY/BACKGROUND:

The Register of Deeds office originally typed all records for the indexes manually. In 1983 the Register of Deeds office went from maintaining these indexes by typewriters to computers. In 2005 the software and hardware were updated to better help the public access the real estate records via internet. Not only can someone search the date base form 1976, but also can copy scanned real estate records from October 2005 through the present. In 2009 new software was purchased to meet new guidelines that the Secretary of State has mandated. The hardware used now is not compatible with the software. The hardware is outdated. It is impossible to install the software onto the existing equipment.

EVALUATION:

The information supplied by the present computer system is a vital tool for searching real estate records, not only in the Register of Deeds office, but through the Internet. Therefore upgrading hardware with state contract equipment will allow a smooth transition from the old computers and servers to new ones. The capital that will be used for new hardware will come from the Automation and Preservation Fund, which was established pursuant to General Statue 161-11.3 to help the Register of Deeds office purchase computers or imaging technology and needs associated with the preservation and storage of public records.

Hardware:	From vendor on State Contract	$60,000

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

_____
Initals

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the County execute a purchase order, not to exceed $60,000 to Vendor on State Contract for the purchase of hardware to upgrade the indexing system for the Register of Deeds office.

Line Item Account: #27-3418-4100 AUTOMATION-PRESERVATION FEES

ADMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: BROWN_____ DAVIS_____ GRAHAM_____ HUMPHREY_____

PHARO_____ STROUD_____ SUTTON_____

_____ 05/17/2010
George W. Graham, Jr. Chairman Date

_____ _____
ATTEST DATE

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 5/17/2010 **ITEM NO.** 8

Resolution Authorizing Contract for Business Personal Property Audit Services:
County Tax Services, Inc.

SUBJECT AREA: Financial

ACTION REQUESTED:

Approval of a Resolution authorizing the Tax Department to enter into a contract with County Tax Services, Inc. to audit Business Personal Property accounts.

HISTORY/BACKGROUND:

The majority of North Carolina counties contract with outside audit companies to conduct business personal property audits. Lenoir County contracted with Tax Management Associates (TMA) in 1999 to audit all business accounts with the exception of farmers. No audits have been conducted by an audit firm since 2001. Lenoir County implemented an in house farm audit program in 2008. This program continues to be in effect. As of May 1, 2010 approximately 200 farm accounts have been reviewed with about $550,000 in tax revenue collected.

EVALUATION:

The purpose of an audit program is to insure equity among taxpayers and assist with the education of taxpayers concerning the methodology for reporting business personal property. North Carolina General Statues require that real property be reappraised at least every eight years. Motor vehicles, personal property mobile homes and boats/motors are reappraised every year. The North Carolina Department of Revenue recommends that all property receiving tax exemptions be reviewed at least every five years. Business personal property does not fit into any of theses categories. Therefore, after evaluating various audit companies, it is recommended that Lenoir County contract with County Tax Services, Inc. to perform business personal property audits on a contingency fee basis. CTSI will receive 30% of all revenue collected as a result of audits. Based on statistical data detailing results of audits performed in other counties, it is anticipated that tax revenues generated by this program could be significant.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

_____
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Tax Department enter into a contract with County Tax Services, Inc. to audit Business Personal Property accounts.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Graham _____ Humphrey _____

Pharo _____ Stroud _____ Sutton _____

_____ 05/17/10
George W. Graham Jr., Chairman Date

_____ 05/17/10
ATTEST Date

NORTH CAROLINA
LENOIR COUNTY

COUNTY TAX SERVICES, INC.
SERVICES AGREEMENT

This Service Agreement made and entered into this _____ day of _____, 20__, between the County of ____Lenoir_____, (Hereinafter "COUNTY"), a political subdivision of the state of North Carolina, and County Tax Services, Inc. (Hereinafter "CTSI") a North Carolina Corporation having its registered office in Raleigh, North Carolina.

WITNESSETH

WHEREAS, COUNTY desires to obtain audit services on Business Personal Property Tax Listings as authorized by the North Carolina General Statutes; and

WHEREAS, CTSI agrees to provide said audit services for COUNTY pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the promises mutually herein exchanged, the parties agree as follows:

1. AUDITING SERVICES

CTSI agrees to provide to COUNTY auditing services on Business Personal Property Tax Listings.

CTSI will:

A. Make copies of the Business Personal Property Tax Listings according to the Tax Administrator's instructions on accounts selected for audit.

B. Prepare an introduction letter on COUNTY letterhead and provide the letter to the Tax Administrator for signature and timely mailing.

C. Make an appointment with the selected businesses for a Business Personal Property Tax audit to be performed.

D. Inform the Tax Administrator of the audit findings after the audit is completed, and provide adequate work papers to support all audits, whether there is a discovery or no discovery.

E. Upon COUNTY approval of the audit, prepare a discovery letter pursuant to G.S. §105-312, or a no discovery letter, on COUNTY letterhead, together with a copy of the work papers, for the Tax Administrator's signature and mailing to the taxpayer.

F. Agree to be accompanied by COUNTY personnel on any local audits to assist in training for on going audit activities.

2. AUDIT APPEALS

If any audit performed by CTSI enters the appeals process, CTSI will:

A. Appear at meetings with taxpayers or their representatives concerning the information identified in the audit.

B. Provide testimony and evidence at hearings before the County Tax Assessor, Board of County Commissioners, North Carolina Property Tax Commission or other appeal level hearing concerning the information identified in the audit.

3. CONSULTING SERVICES

A. Consulting services include ANY services requested by COUNTY that are not required to complete an audit. This can include services on audits which have been finalized, but where additional information that was not covered in the original audit is requested by COUNTY. COUNTY AND CTSI SHALL AGREE IN WRITING AND IDENTIFY ALL COSTS AND SERVICES TO BE PERFORMED UNDER THIS SECTION PRIOR TO COMMENCEMENT OF THE SERVICE BY CTSI.

B. CTSI will maintain an hourly time sheet on any consulting services performed for COUNTY to be billed to COUNTY on a monthly basis if this service is required.

4. RESPONSIBILITY OF COUNTY

COUNTY will:

A. Make available to CTSI legible Business Personal Property Tax Listings for the purpose of making copies.

B. Provide CTSI with COUNTY letterhead and envelopes.

C. Sign and mail approved letters to the taxpayers in a timely manner.

D. Provide postage for mailing audit correspondence from COUNTY to the taxpayer.

E. Inform CTSI if any of the ongoing audits enter the appeals process or if any taxpayer sends COUNTY any additional information that may be vital to the audit.

F. Provide the North Carolina Department of Revenue with the proper statement of confidentiality as required under the provisions of NCGS 105-296 for the personnel of CTSI.

G. Provide to CTSI a notarized authorization letter giving authority to conduct audits on behalf of COUNTY.

H. Compensate CTSI for AUDITING SERVICES and CONSULTING SERVICES performed under this Agreement as stated in Item 6, COMPENSATION.

5. TERM OF AGREEMENT

A. This Agreement will become effective from the date of this Agreement and, unless cancelled by either party, will remain in effect for an initial term of one (1) year, and will continue in effect thereafter on a year to year basis.

B. This Agreement is cancelable at any time by either party upon thirty (30) days written notice.

C. In the event of cancellation by either party, all audits assigned to CTSI as of the date of cancellation shall be completed by CTSI and all fees for completed audits shall be payable in accordance with the terms as provided by this Agreement.

6. COMPENSATION

For AUDITING SERVICES and CONSULTING SERVICES provided by CTSI under this Agreement, COUNTY agrees to compensate CTSI as follows:

A. AUDITING SERVICES

FEE DETERMINATION

For auditing services provided by CTSI, COUNTY will pay to CTSI a fee of thirty percent (30%) of all taxes discovered, including penalties and interest, based on the tax values set forth in the final discovery letter, after the audited taxpayer's appeal rights have expired. Adjustment(s) of taxes by COUNTY made after audited taxpayer's appeal rights have expired SHALL IN NO WAY AFFECT the fee due to CTSI under this Agreement.

INVOICING PROCEDURES

COUNTY will provide CTSI with copies of paid taxpayer's bills so that CTSI can generate invoices to COUNTY for services. CTSI shall invoice COUNTY for thirty percent (30%) of all taxes, penalties and interest received and collected as a result of CTSI's audits. Payment to CTSI for services provided under this Agreement will be due 30 days from the date of invoice.

B. CONSULTING SERVICES

For consulting services provided by CTSI under this Agreement, COUNTY will pay to CTSI One Hundred Dollars and No Cents ($100.00) per hour. Consulting fees will be invoiced at the end of each month.

7. PROPRIETARY RIGHTS

COUNTY agrees that the proprietary rights to the computer database and spreadsheet systems that CTSI has developed for auditing Business Personal Property Tax Listings will remain the property of CTSI.

8. GENERAL

A. This Agreement will be governed by the laws of the State of North Carolina.

B. This Agreement is not assignable, by either party, by operation of law or otherwise.

C. Should any provision, portion or application thereof of this Agreement be determined by a court of competent jurisdiction to be illegal, unenforceable or in conflict with any applicable law or constitutional provision, the Parties shall negotiate an equitable adjustment in the affected provisions of this Agreement with a view toward effecting the purpose of this Agreement, and the validity and enforceability of the remaining provisions, portions or applications thereof, shall not be impaired.

D. The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Agreement shall be deemed to have been drafted by both parties, and no purposes of interpretation shall be made to the contrary.

E. This Agreement including any attachments, will constitute the entire understanding between COUNTY and CTSI and will supersede all prior understandings and agreements relating to the subject matter hereof. Any modification, revision or amendment to this Agreement must be in writing and executed by both parties. This Agreement may not be orally modified.

F. COUNTY acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

9. NOTICES

Notices to be given or submitted by either party to the other, pursuant to this Agreement, will be sufficiently given or made in writing and sent by certified mail, postage prepaid to:

CTSI: County Tax Services, Inc.
3733 National Drive, Ste 125
Raleigh, NC 27612

COUNTY: Lenoir County
P.O. Box 3289
Kinston, NC 28502

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement; COUNTY through _____, authorized to execute same by _____ and COUNTY TAX SERVICES, INC., signing by and through its duly authorized representative.

COUNTY TAX SERVICES, INC.

BY: _____(Seal)

TITLE: _____

ATTESTED BY:

BY: _____

TITLE: _____

COUNTY OF: Lenoir

BY: _____

TITLE: _____

INTRODUCED BY: Michael Jarman, County Manager **DATE:** 05/17/2010 **ITEM NO.** 9

Resolution Authorizing Lenoir County Health Department to Purchase Equipment using Federal H1N1 Phase I Grant Funds

SUBJECT AREA: Financial

ACTION REQUESTED:

The Board is asked to grant permission to Lenoir County Health Department to utilize Federal H1N1 Phase 1 grant funds to purchase and install an autodailer notification system.

H1N1 Preparedness and Response-
10-5191-2900 (Depart. Supplies)------$12,567.00

HISTORY / BACKGROUND:

The money is to be used to purchase autodialer system which will give us the capability to provide patients, staff, and partners with important information in an expeditious manner that will not require personnel to make calls manually. The autodialer system also gives us the capability to forward important information after-hours.

EVALUATION:

Request has been reviewed and approved by PHP&R, Division of Public Health..

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

_____
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners to authorize a purchase and installation of autodialer notification system.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Brown _____ Davis _____ Graham _____ Humphrey _____

Pharo _____ Stroud _____ Sutton _____

_____ 05/17/10
George W. Graham, Jr. Chairman Date

_____ 05/17/10
ATTEST Date