LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, NOVEMBER 21, 2016 – 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

None Scheduled

PUBLIC COMMENTS

Scheduled: None

Non-Scheduled:

	CONSENT AGENDA: 10 Min.	**ACTION**
1.	Approval of Minutes: Regular Board Meeting: November 7, 2016.	King/Bryan

END OF CONSENT AGENDA

PUBLIC HEARING/RESOLUTIONS:

2.	Public Hearing Regarding the Schedule of Values.	Parrish

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS: 40 Min.

3.	Resolution Approving Contract with Logics for Data Extraction Not to Exceed $4,200.	Hall
4.	Resolution Authorizing Lenoir County Health Department to Execute a Purchase Order for Nutrition Plus.: $8,100.	Huff
5.	Resolution Declaring Property as Surplus and Authorizing the Sale of the Surplus Property by Auction.	Greene
6.	Resolution Authorizing the Sale of Lenoir County Transit Surplus Property to Kinston Lenoir County Parks and Recreation Department.	Greene

APPOINTMENTS: 5 Min.

7.	Resolution Approving Citizens to Boards, Commissions, Etc.	Board

OTHER ITEMS: 10 Min.

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

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Summary of Actions Taken at the November 7, 2016 Meeting

1.	Approval of Minutes: Regular Board Meeting: October 3, 2016.	Approved
2.	Budget Ordinance Amendment: General Fund: Health: (Adult Health-TB): Increase: $557.	Approved
3A.	Public Hearing Regarding the Proposed Community Transportation Program.	Approved
3B.	Resolution Supporting Community Transportation Program.	Approved
3C.	Resolution Authorizing Persons to Execute Required Documents for Community Transportation Grant.	Approved
4.	Resolution Appointing Roger Dail as Designated Primary Agent and Tracy Chestnutt as Designated Secondary Agent for Hurricane Matthew Recovery Project.	Approved
5.	Budget Ordinance Amendment: Insurance Proceeds/Sheriff: Increase: $3,495.	Approved
6.	Resolution Approving Contract with EMC Solutions for ACA Reporting Not to Exceed: $6,000.	Approved
7.	Budget Ordinance Amendment: General Fund: Health: (Adult Health): Increase. $3,000.	Approved
8.	Budget Ordinance Amendment: General Fund: Health: (Adult Health-Infant Mortality): Increase. $3,500.	Approved
9.	Resolution Approving Purchase Order for Repairing the Neuseway Nature Center, Planetarium, Exchange Center, Campground, and Big Daddy Express.: $19,500.	Approved
10.	Resolution Authorizing the Purchase of iVontronic Voting Machine Paper.: $19,442.	Approved
11.	Resolution Approving Purchase Order for Tritech Software Systems.: $4,950.	Approved
12.	Resolution Approving Purchase Order for Cell Extraction/Riot Control Equipment.: $40,500.	Approved
13.	Resolution Authorizing the Lenoir County Economic Development Department to File a Formal Application for the NC Rural Center Building Reuse Grant Program for $425,000 for Construction and Renovations Related to Project Spirits.	Approved
14.	Resolution Approving Citizens to Boards, Commissions, Etc.	Approved

MINUTES

LENOIR COUNTY BOARD OF COMMISSIONERS

November 07, 2016

The Lenoir County Board of Commissioners met in open session at 9:00 a.m. on Monday, November 07, 2016, in the Board of Commissioners' Main Meeting Room in the Lenoir County Courthouse at 130 S. Queen St., Kinston, NC.

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

Members Absent: None

Also present were: Michael W. Jarman, County Manager, Joey R. Bryan, Assistant County Manager, Tracy Chestnutt, 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 9:00 a.m. Ms. Brown offered the Invocation and Mr. Davis led the audience in the Pledge of Allegiance.

Mr. Hill asked for everyone to pause for a moment of silence for the lives lost as a result of Hurricane Matthew. Mr. Hill stated his thoughts and prayers were with all of the citizens, our local businesses, our county and city agencies and anyone else that may have been affected in any type of way. Mr. Hill recognized all of the first responders, volunteer fire departments, the Baptist Men Organization and all of the other volunteers both local and out of town. He stated he was very grateful for each of the distribution centers, both in town and on the south side. He thanked all of the churches that pitched in, Red Cross, United Way, each committee that has worked servicing the needs of others. He also commended the administrative staff for the work they did during this time and keeping the resources available to the people that needed to get the work done. It has been an amazing time to watch government work for the people. He also thanked Bill Ellis and the Recreation Department for all of their efforts and for all of the volunteers. Mr. Hill asked for a moment to remember our veterans and he thanked Commissioners Davis and Daughety for their contribution and service to America as being veterans.

PUBLIC INFORMATION:

Roger Dail, EMS Director, gave an update on the actions and aftermath of Hurricane Matthew. Mr. Dail stated the storm took place on a Friday night and Ms. Jerri King, EMS Assistant Director received a call the Sunday after and they were informed that the river forecast was at 32 feet. Thirty-Two (32) feet was a number that was obviously hard to fathom. We began to plan for 30 feet. They made contact with the fire departments throughout the county and city and began to go door to door for a mandatory evaluation. The night of the storm there were over 200 rescues done county-wide and across the city from the flash flooding. The call center became so overwhelmed with calls that they had to stop dispatching and began to prioritize each call.

Damage assessments were done in the county and as it stands now pertaining to the county there are approximately sixty-five (65) sustainably damaged homes. What that means is it will take 50% or more of the value of that home to repair it. For the City of Kinston and the ETJ, there are probably about one hundred (100) homes. There are eight hundred fourteen (814) homes, and one hundred seventy-four (174) businesses located in the flood plain that could have had damages. Mr. Dail stated at a later date he will have to get with Mr. Jarman, Mr. Parrish, and Mr. O'Neal to see how to proceed forward as far as a buyout or find out if there will or will not be a buyout. The disaster recovery center (DRC) is open. It is located at 105 West Caswell Street, the telephone number is 1-800-621-3362. Everything must start with registering via telephone, online, or at the DRC with FEMA. The shelters were closed on Sunday before last at 12:00 noon. Again, they are thankful that Lenoir Community College agreed to create the shelter which stayed open four (4) weeks. Kinston High School was open as well. Once the water level decreased the shelters were combined and moved to Lenoir Community College. Mr. Dail stated he cannot say enough good things about all of the departments in county government, and how each one stepped up to the plate to help. It was definitely a total team effort. There were three hundred thirty-five (335) extra emergency personnel brought in from across the state and nation that assisted Lenoir County. One of the organizations, the Baptist Men whose headquarters are located at First Baptist Church on Rouse Road, are currently still here. However, they are serving three or four other counties. Mr. Dail stated, that organization has been a Godsend to everyone.

Mr. Dail stated about a year ago, Dustin Burkett, EMS Fire Marshall, came before the Board with a debris management resolution. The contract was activated because of the hurricane, and they already have begun picking up tree vegetation and construction debris. As of Friday, there have been 12,668 cubic yards of debris collected of which 3,309 cubic yards are construction and demolition debris from homes. This process should take place up until the end of November. As of Friday afternoon, the county was declared for disaster housing, which means there is a possibility of getting some temporary housing such as mobile homes for those individuals who were displaced. After speaking with the City of Kinston Manager, there is a possible site where they can be placed. They will send an inspector out today to confirm. As of this morning, there are one hundred eighteen (118) people that are in transitional sheltering (motels). The vouchers from FEMA will expire on November 11, 2016. However, in talking with the State of North Carolina they are trying to get an extension. Currently, there are already 3,000 people in Lenoir county that have already registered with FEMA and probably at the last count, $2.6 million has already been paid out. We have already begun to receive information for a "possible mitigation project". There are still a lot of unanswered questions for them as far as what they are going to do again with housing to see what type of market was available as far as rental properties, etc. Mr. Dail stated that was a very quick brief and a snapshot of where the county is and what's been going on. Please keep in mind that this will be a long drawn out process for everyone involved. Also, there will be some decisions that this Board will have to make in giving them guidance as to which way they will need to go.

Mr. Daughety stated he had several questions for Mr. Dail. He asked if the sixty-five (65) sustainable damaged homes in Lenoir County included rental properties as well. Mr. Dail replied, yes. Mr. Daughety asked if that number included mobile home parks that people had to vacate. Mr. Dail replied yes. Mr. Daughety commended Mr. Dail for the phenomenal job they did during Hurricane Floyd and for the great job they are doing with Hurricane Matthew. Mr. Daughety asked if there was some way they could have a town hall meeting to communicate this information to the public as to how everything will unfold.

Mr. Daughety stated there are a lot of people that he is running into that are disappointed, fearful, or anxious because they don't know where they are going to go, or what the next step might be. It would be good for us to be able to disseminate this information and try to answer some of their questions.

Mr. Dail replied they will be more than happy to try and make that happen. However, he has also received a call from some individuals in the city and they are asking the same question. Unfortunately, there might be some questions people have that they don't have the answer to because they have not been given the answer themselves. They are more than capable of handling the known things, it's the unknown that is the problem and that will put them in a bind.

Mr. Hill stated he thinks it's important that it is done at some point in time, however, it needs to be at the right/appropriate time. The county is caught between anybody being displaced and can't get it fixed which is a level of frustration. So, we want to make sure the meeting is an information meeting and we don't get caught in the airing of grievances. No matter when the meeting is held there will be citizens that are not going to be happy. It is a delicate and important meeting to have and it is crucial to have the right people present during the meeting. Mr. Hill stated he is open to having a meeting within the next week or two, to give them time to come up with something. Mr. Hill suggested to have the meeting in two forums, one auditorium on this side of the river and one on the southern part of the county. Mr. Hill stated he has been reluctant because he thinks it's important that they get people going to the right sources for information, such as the DRC. Nevertheless, he understands the frustration people are having regardless. At the appropriate time deemed necessary, it would be a very wise move to make as commissioners and involve some of the city officials in all areas of the county where ever we decide to meet.

Mr. Dail stated the meetings should be consistent through the city/county so that each person would get the same message. It would go a lot better if everyone is saying the same thing, it would also help for future events and it would work better, especially when you begin to talk numbers and having public forums. It's understood that municipalities will have different areas than the county but in essence the message should still be the same. For example, the mitigation process will be the same across the board as to what can and cannot be done.

Mr. Daughety stated he understands the process but as a government if they can expedite this and getting information to the public he thinks it's important, if it takes two weeks, that's two week they leave people out there without answers. You can't depend on them going to the EMS, or Facebook page because they are out of their houses or they don't have access to that. Mr. Daughety stated again, as a county they need to go to these people and share the available information and try and give them some guidance as to what is going to happen.

Mr. Hill replied he did not disagree, but if they did that they needed to have some things they can put in their hands. There has been Facebook, flyers, etc. going out to individuals and we had a lot of information that's been shared during the process. The county has also hired a temporary public information officer to help get information out during this time frame, but he does understand the need to move forward with the issue. Mr. Hill stated he believes that the bulk of the meeting will be guiding them back to the disaster recovery center.

Mr. Jarman stated whenever people make contact with any of the Board members they really need to be directed back to the DRC. Like Mr. Dail pointed out regarding temporary housing timeline, or expiration of vouchers, the answers will come from the DRC.

If there are some unmet needs, the Department of Social Services has staff located at the DRC as well that can look at multiple programs that can help the individuals. With that being said, there is an immediate place that you can send the people to like the DRC where they can get a lot of their questions answered. That is not saying that we don't have the meeting because he understands the need for it. Nevertheless, there will still be some frustrations when they look at them and state they don't know about the mitigations even after the meetings. In the meantime, if you have some individuals with some immediate questions like where will my next meal come from, or where do I spend the night type of questions they should go directly to the DRC.

Mr. Hill asked Mr. Jarman and Mr. Dail to get together and take into consideration what was discussed and let him know the outcome and they will be willing to move forward. Also, to try and get two sites one for this side and the south side. It was suggested to have one of the meetings at the Kinston High Performing Arts Center and the other at South Lenoir High School Auditorium.

Mr. Hill thanked Mr. Dail for the update regarding Hurricane Matthew.

Mr. Darrell Parrish, Tax Administrator, shared information regarding the 2017 Schedule of Values and timeline for adopting the Schedule of Values. He stated the schedule will be used in the upcoming re-evaluation. Mr. Parrish introduced Mr. Emit Curl with Pearson's Appraisal Service who has been working very close with the tax department and their Chief Appraiser. Mr. Parrish stated the purpose of the manual is to describe the methodology and procedures for appraising all Lenoir County real estate at market value. The schedule establishes the base rates and ranges for all types of properties and the investments that may be used for various types of construction use. Mr. Parrish stated upon receipt of the proposed schedules, standards, and rules, he will publish a statement in the newspaper stating the schedules have been submitted to the Board of County Commissioners and are available for public inspection in the Tax Accessor's office. The published statement shall also include the time and place of a public hearing on the proposed schedules, standards, and rules. The public hearing must be held at least seven days before adopting the final schedules, standards, and rules. Notice of this order shall be published once a week for four (4) successive weeks in the newspaper. The notice shall state that the Schedules have been adopted and are open to examination and that property owners have 30 days from the date of the first notice was published to appeal to the Property Tax Commission. Mr. Parrish stated that he did not have a hard copy for everyone, but he will give the Clerk, Ms. King the book to go in the County Manager's office and forward her a link to send to each Commissioner. Mr. Parrish asked if anyone had any questions. There were none.

PUBLIC COMMENTS:

None

CONSENT AGENDA:

1. Approval of Minutes: Regular Board Meeting: October 3, 2016.

2. Budget Ordinance Amendment: General Fund: Health: (Adult Health-TB): Increase: $557.

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

PUBLIC HEARINGS/RESOLUTIONS

Upon a motion by Ms. Sutton and a second by Ms. Brown, a Public Hearing regarding Proposed Community Transportation Program was entered into at 9:55 a.m.

Ms. Angie Greene, Transit Director, stated the purpose of the public hearing was to address any questions, or concerns the public might have regarding the submittal of the community transportation grant.

Mr. Hill asked if there were any questions from the public. There were none.

Upon a motion by Mr. Rouse and a second by Ms. Brown, the Public Hearing was closed at 10:00 a.m.

Item No. 3A was a Public Hearing Regarding Proposed Community Transportation Program. Ms. Angie Greene, Transportation Director, stated the Community Transportation Program provides assistance to coordinate existing transportation programs operating in Lenoir County as well as provides transportation options and services for the communities within this service area. These services are currently provided using Demand Response and Subscription routes. Services are rendered by Lenoir County Transit. The N.C. Department of Transportation initiated the Community Transportation Program (CTP) to enhance transportation in counties and to meet the community transportation needs. The CTP FY 2017-18 grant application includes approximately $269,633 for administrative funding. The administrative funding will cover 85% of salaries and fringes for four administrative employees and other administrative expenditures. This requires a 15% local match. Local funding will be secured through transit revenues. The Transportation Department advertised on October 30, 2016 for any public and/or agency comments regarding the proposed Community Transportation Program Grant Application and announced a public hearing to be held at 9:00 am during the Commissioner's regularly scheduled board meeting beginning at 9:00 am on November 7, 2016 in order to receive comments regarding the application. If approved, this resolution will allow designated persons to apply for the CTP grant and to execute the grant documents on behalf of the County if the grant for FY2017-2018 is awarded. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 3A was unanimously approved.

Item No. 3B was a Resolution Supporting Community Transportation Program. Ms. Greene, Transit Director, stated. the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis).

Ms. Greene stated this is needed in order for Transit to be able to submit the grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 3B was unanimously approved.

Item No. 3C was a Resolution Authorizing Persons to Execute Required Documents for Community Transportation Grant: FY: 2017-2018. Ms. Angie Greene, Transportation Director, stated it is required that the Lenoir County Transportation Advisory Board, the Chairman of the Board of Commissioners, County Manager or staff so designated are authorized to apply for the Community Transportation Program Grant for FY 2017-2018 and execute the required documents on behalf of Lenoir County if the grant is awarded. Upon a motion by Ms. Sutton and a second by Mr. Davis, Item No. 3C was unanimously approved.

BUDGET ORDINANCE AMENDMENTS/RESOLUTIONS:

Item No. 4 was a Resolution Appointing Roger Dail as Designated Primary Agent and Tracy Chestnutt as Designated Secondary Agent for Hurricane Matthew Recovery Project. Ms. Tracy Chestnutt, Finance Director, stated on October 10, 2016, a state of emergency was declared authorizing FEMA to coordinate disaster relief efforts as a result of damage caused by Hurricane Matthew. County has submitted a "Request for Public Assistance" to FEMA to cover expenses incurred prior to, during, and after Hurricane Matthew. FEMA requires that the County appoint a designated primary agent and a designated secondary agent to execute the necessary documents associated with the application for assistance and reporting. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 4 was unanimously approved.

Item No. 5 was a Budget Ordinance Amendment: Insurance Proceeds/Sheriff: Increase: $3,495. Ms. Tracy Chestnutt, Finance Officer, stated the purpose of this amendment was to appropriate funds for receipt of insurance proceeds for damages on a 2014 Dodge Charger for the Sheriff's Department. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 5 was unanimously approved.

Item No. 6 was a Resolution Approving Contract with ECM Solutions for ACA Reporting Not to Exceed: $6,000. Ms. Lashanda Hall, Human Resource Analyst, stated the enactment of the Affordable Care Act has placed a huge burden on businesses and government entities regarding health insurance. With the mandated reporting requirement associated with providing health care, there is a vast amount of data to be compiled. The current payroll software the County uses does not support any type of ACA reporting and the information is currently being compiled on a huge spreadsheet. Although this information is stored on a spreadsheet, the reporting has to be formatted to be printed on standardized IRS forms. Human Resources came before the Board last year with a contract from ECM Solutions to perform this task. The new payroll/HR software will be in use beginning January 2017, which will eliminate the need for this contract next year. ECM Solutions did a wonderful job last year in creating IRS Form 1095-C for each Lenoir County Employee. They then generated the IRS Form 1094-B that is required by the IRS.

They will perform the same duties this year and will have all completed information to the IRS by the electronic deadline of March 31, 2017. Upon a motion by Mr. Daughety and a second by Mr. Davis, Item No. 6 was unanimously approved.

Item No. 7 was a Budget Ordinance Amendment: General Fund: Health: (Adult Health) Increase. $3,000. Mr. Joey Huff, Health Director, stated the purpose of the amendment was to increase state funds for providing sexually transmitted disease (STD) treatment for male patients Nucleic Acid Amplification Testing (NAAT). Upon a motion by Ms. Sutton and a second by Mr. Best, Item No. 7 was unanimously approved.

Item No. 8 was a Budget Ordinance Amendment: General Fund: Health: (Adult Health-Infant Mortality): Increase. $3,500. Mr. Joey Huff, Health Director, stated the purpose of the amendment was for additional funding for the local Health Department to implement Long Acting Reversible Contraception (LARC). Upon a motion by Ms. Sutton. and a second by Mr. Best, Item No. 8 was unanimously approved.

Item No. 9 was a Resolution Approving Purchase Orders for Repairing the Neuseway Nature Center, Planetarium, Exchange Education Center, Campground and Big Daddy Express.: $19,500. Mr. Bill Ellis, Parks & Recreation Director, stated the Neuseway Nature Park flooded during Hurricane Matthew and volunteer labor is being used to reconstruct this facility. The following purchase orders are needed so volunteers can begin work. Additional purchase orders will be needed as more work is completed. Upon a motion by Mr. Daughety and a second by Mr. Davis, Item No. 9 was unanimously approved.

Item No. 10 was a Resolution Authorizing the Purchase of iVontronic Voting Machine paper. Ms. Dana King, Board of Elections Director, stated the Board of Elections has had their voting equipment for eleven (11) years now. The price of the paper which is used in the iVotronic Voting machine has increased tremendously since February 2016. In the past we were able to purchase the paper without the reels which were less expensive, however, we are no longer able to order the paper without the reels. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 10 was unanimously approved.

Item No. 11 was a Resolution Approving a Purchase Order for Tritech Software Systems.: $4,950. Sheriff Ingram, stated the Sheriff's Office uses a records management system to complete and store all incident, arrest and other reports for daily operations. This system was purchased by the County from Tritech Software Systems in 1999 and it has been in use since that time. Updates for the system are normally installed as needed, but this year, the current update to the system has produced a requirement for the servers to be updated to a new operating system. As part of the server upgrade, data from the old server's must be transferred to the new servers. This requirement and cost for the data transfer was not expected by the Sheriff's Office and was not included in the budgeting process for this fiscal year. Upon a motion by Mr. Daughety and a second by Ms. Sutton, Item No. 11 was unanimously approved.

Item No. 12. was a Resolution Approving a Purchase Order for Cell Extraction/Riot Control Equipment. : $40,500. Sheriff Ingram stated as recent incidents around our country as well as locally have shown, a riot is an unfortunate incident that we must prepare for with equipment the Sheriff's Office does not currently have. Non-peaceful riots that occur in public locations and in our detention centers are unfortunately becoming a reaction of inmates and the public when a situation occurs. Although there are many tools to use in these incidents, our deputies must have the equipment to protect themselves and protect others when this occurs. Currently, no deputy sheriff has the needed equipment issued to them to handle these incidents. The Lenoir County Sheriff's Office maintains a detention facility for pre-trial and convicted inmates. This facility has certified detention officers who are trained to conduct cell extraction as needed for inmates who refuse to follow commands of officers and barricade themselves in a cell. Occasionally, Deputy Sheriffs are required to assist in these instances. The same equipment for riot situations can be used for the cell extraction teams and in the detention center. Normal equipment issued to law enforcement includes a riot duty helmet, gas mask, riot baton and riot shield. The Sheriff wishes to purchase each deputy their own gas mask, baton and helmet. The Sheriff will purchase 20 riot shields as every deputy will not need these at one time. The cost of the equipment with shipping is $40,500. Upon a motion by Mr. Davis and a second by Ms. Brown, Item No. 12 was unanimously approved.

Item No. 13 was a Resolution Authorizing the Lenoir County Economic Development Department to File a Formal Application for the NC Rural Center Building Reuse Grant Program for $425,500 for Construction and Renovation Related to Project Spirits. Mr. Mark Pope, Economic Development Director, stated the North Carolina Rural Economic Development Center, Inc. has authorized the awarding of grants from appropriated funds to aid eligible businesses in financing the cost of building renovations associated with economic development projects. Project Spirits needs assistance in financing the renovations that may qualify for Rural Center funding. Upon a motion by Ms. Sutton and a second by Ms. Brown, Item No. 13 was unanimously approved.

Mr. Best asked how many employees did Spirit have. Mr. Pope replied about 675.

Mr. Jarman stated for clarification, he understands that this Board is aware of the project, however, for the purpose of the viewing public, this project has nothing to do with the company Spirit here located in Kinston. Project Spirits is the name of the project that is being used, again, not affiliated in no part with Spirit. The name of the project is Spirits.

Mr. Hill thanked Mr. Pope for his work with economic development and all that he is doing in regards to trying to bring more economic development to our area and for his efforts during the flood as well.

Item No. 14 was a Resolution Approving Citizens to Boards, Commissions, Etc. Upon a motion by Ms. Brown and a second by Ms. Sutton, Item No. 14 was unanimously approved for Ms. Imelda Pate, Ms. Jackie Brown, Ms. Bobbie Smith, Ms. Christy Smith, Ms. Linda Rouse Sutton, Ms. Jennifer Short, Ms. Monica Williams, and Ms. Vivian Roach's appointment to Lenoir County Juvenile Crime Prevention Council, and Mr. Randy Jones appointment to Lenoir County Board of Health. Ms. Brown stated since this is the first appearance for Mr. Walter LaRoque no action is needed at this time.

Item No. 15 was items from the county manager Mike Jarman. Mr. Jarman stated the typical Inspections and Transit reports are self-explanatory unless someone had questions. Mr. Jarman applauded and commended the department heads for all of their work during the time of Hurricane Matthew. Everyone has gone above and beyond the call of regular duty. Joey and Tracy, rather they were trapped on this side of the water or from a phone call away, or working from home, whatever it took to get it done, they made it happen. Mr. Jarman stated if you have to go through a storm this is the staff you would want working with you because they are an amazing group of people. The Cooperative Extension is temporarily housed at the Enterprise Center because they were flooded. Some of the Sheriff's departments are temporarily relocated because of the flood in the basement at the courthouse, so they are housed at the armory near the GTP site at no cost to the county except for the utility bill. There was about three inches of water in the basement. The water damage has been removed and they will be getting estimates for repairs. The Landfill operated with five people instead of 11 during the entire process. Everyone is to be commended for a wonder job well done.

Mr. Hill stated he appreciates all of the hard work from each and every employee. There is still a lot of work to be done but we will get through it. Mr. Hill reminded every one of the business after hours on November 10th, 2016 t 7:30 p.m.

Meeting Adjourned at 10:26 a.m.

Respectfully submitted,

Vickie F. King
Clerk to the Board

Reviewed by,

Joey R. Bryan
Assistant County Manager

Item No. 2

PUBLIC NOTICE
LENOIR COUNTY

Pursuant to N.C.G.S. 105-317(c), the Lenoir County Board of Commissioners hereby gives notice that the schedules, standards and rules to be used in the 2017 scheduled reappraisal of real property in the County have been adopted and are open to examination in the Office of the Assessor, Lenoir County Administration Building, 101 N. Queen St., Kinston, North Carolina. The adopted schedules, standards and rules will be utilized in conducting the 2017 general revaluation of real property in Lenoir County at its true value and at its present use value either separately or simultaneously.

Notice is hereby given that any property owner who asserts that the schedules, standards and rules are invalid may except to the order and appeal therefrom to the Property Tax Commission, Raleigh, North Carolina within thirty (30) days from the date when the notice of the order adopting the schedules, standards and rules was first published (December 4, 2017). The last day for appeals is January 4, 2018.

Vickie King / Clerk to the Board

INTRODUCED BY: Michael W. Jarman, County Manager DATE: 11/21/16 ITEM NO.: 3

RESOLUTION: Approve Contract with Logics for Data Extraction Not to Exceed $4,200.

SUBJECT AREA: Purchases/Bids

ACTION REQUESTED: The Board is requested to approve a contract with Logics, the County's current payroll system, for three (3) years of data extraction for conversion into the new HR/Payroll System (Munis).

HISTORY / BACKGROUND: The Commissioners approved the purchase of new software from Munis for Financials, Payroll, Human Resources and Fixed Assets on July 20, 2015-Item #18. Administration budgeted for a three (3) year data conversion with Munis, but a data extraction cost from the County's current software company (Logics) was not anticipated. Data extraction is necessary to ensure accurate check, deduction, and earnings histories exist. The current system is outdated, making the data extraction a necessity. The data collected will cover three (3) years and will help the HR department continue providing accurate and quality support to County Department Managers and County employees.

EVALUATION: The Lenoir County Finance Department has utilized Logics Financial Software since 1992. With no updates on the HR/Payroll side of the software since that time, it makes integrating with newer, faster, technology virtually impossible. Logics is prepared to begin the data extraction immediately. The County's MIS Department will then forward this data to Munis for conversion. Human Resources will have access to this data on the "go-live" date of January 1, 2017.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the contract with Logics for data extraction in an amount not to exceed $4,200 be approved.

FUNDING SOURCE: 4200-451000

AMENDMENTS:

MOVED _____ **SECOND** _____

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

YEA VOTES: Hill _____ Brown ____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

_____ 11/21/16
Craig Hill, Chairman Date

_____ 11/21/16
Attest Date

Data Extraction Requirements Document

Prepared for

Lenoir County

Client Name: Lenoir County
Date Initiated: October 10, 2016
Date Submitted: October 10, 2016
Date Approved:
Specification Number:
Client Primary Contact: Tracy Chestnutt, 252-559-6464
Logics Primary Contact: Gary Sanders, 919-232-2320

Date Modified: Wednesday, October 12, 2016

Overview

Lenoir County has requested that Logics extract history files from Logics' Payroll application so Lenoir County can convert to another software vendor.

Business Requirement

To accomplish this, Logics will create the following files:

Check History

Column Name	Value
Cash Account Org	blank
Cash Account Object	blank
Check Number	Check Number
Check Date	Check Date
Payroll Void Indicator	Void - "Y", Non-void = "N"
Payroll Warrant Number	blank
Employee	Employee Number
Current Net	Net Pay
Current Earnings	blank
Current Deductions	blank
Days Worked	blank
Weeks Worked	blank
Special Created Code	"C"
Date Cleared	blank
End-of-Pay-Period Date	blank
Beg-of-Pay-Period Date	blank
Cash Account Project	blank

Deduction and Benefit History

Column Name	Value
Cash Account Org	blank
Cash Account Object	blank
Deduction or Benefit Code	Deduction Code
Check Number	Check Number
Payroll Void Indicator	Void - "Y", Non-void = "N"
Payroll Warrant Number	blank
Expense Distribution Org	blank
Employee Location	blank
Employee Liability Distrib Org	blank
Associated Gross Wages, or Corresponding Gross	Wages Subject To
Total Employee Amount	Deduction Amount
Total Employer Amount	Fringe Benefit Amount

Escrow Flag	blank
Escrow Amount	blank

Earnings History

Column Name	Value
Employee Number	Employee Number
Check Date	Check Date
Pay Code	Deduction Code
Payroll Void Indicator	Void - "Y", Non-void = "N"
Payroll Warrant Number	blank
Employee Work Location	blank
Expense Distribution Org	blank
Earnings Risk Code	blank
Employee Barg Unit/Group	blank
Employee Job Class	blank
Pay Type Hourly Rate	Hourly Rate
Hours Worked	Hours
Total Gross $ Amount	Gross Amount
Check Number	Check Number

The files will be created as comma separated values (CSV) files and will contain history from January 1, 2012. It will be Lenoir County's responsibility to populate the Excel spreadsheet.

Cost Proposal

The evaluation of costs is as follows:

Project Phase	Price
Business Analysis	$380.00
Development	2,280.00
Deployment	760.00
Project Management	760.00
Total Cost	$4,180.00

Expected delivery will be within 60 days of receipt of Lenoir County's purchase order and deposit. The price quoted includes creating each set of files two times – once for testing and once for the live conversion.

Payment Terms

Payment will be due according to the following terms:

- 50% deposit due with signed requirements document and purchase order.
- 50% balance due upon delivery of a complete set of test files.

Approval

I have reviewed the requirements and accept that they meet the functional needs of our organization. I understand that this in an estimate from Logics and is based upon the information contained in this requirements document. Additional costs may be applied if it is determined that the development effort is beyond the stated requirements. I hereby authorize Logics to proceed with the development of such functionality.

Acceptance:

_____ _____

Signature **Title**

_____ _____

Printed Name **Date**

Logics

QUOTE

1001 Navaho Drive
Raleigh, NC 27609
(919) 232-2300 Office
(919) 232-2334 Fax

General Information

Quote Number	00001318	Created Date	10/12/2016
Prepared By	Shane Ireland	Expiration Date	12/31/2016
Email	sireland@logicssolutions.com	Phone	(919) 232-2362

Client Information

Contact Name	Tracy Chestnutt	Bill To	PO Box 3289 Kinston, NC 28502-3289 USA
Bill To Name	Lenoir County	Phone	(252) 559-6464

Product Code	Quantity	Product	Item Description	Sales Price	Total Price
PSPRG	1.00	Programming	Development work for interfaces and special reporting requirements.	$4,180.00	$4,180.00

Totals

Maintenance Total	$0.00	Subtotal	$4,180.00
		Total Price	$4,180.00
		Grand Total	$4,180.00

Quote Notes

1: 50% deposit on initial investment and the rest is paid in accordance w/ the contract. 2: Reimbursement for travel expenses by Logics employees when on-site for installation and training services. Reimbursement rates daily per diem of $165/day. 3: Subscription Maintenance Program has an original subscription period of three (3) years.

Signature:_____

Date:_____

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 11/21/16 **ITEM NO.:** 4

RESOLUTION: Authorizing Lenoir County Health Department to Execute a Purchase Order to Contract with Nutrition Plus: $8,100.

SUBJECT AREA: Financial

ACTION REQUESTED: The Board is asked to grant permission to the Lenoir County Health Department to execute a purchase order to Nutrition Plus for the provision of nutritional services to the WIC Program starting November 29, 2016 through February 2, 2017. This request is at a rate of $50.00 per hour for up to 18 hours per week, not to exceed $8,100 for this contract period.

HISTORY/BACKGROUND: The WIC Director is scheduled to retire on December 30, 2016. Our other dietitian/nutritionist has transferred to a State position, and it is mandatory that a nutritionist/dietitian be present in the WIC Agency to provide dietetic consultation, oversight, and clinical nutrition assessments until a permanent WIC Director and or dietitian/nutritionist is hired.

EVALUATION: This action is necessary in order to be in compliance with applicable laws.

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MW
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the Lenoir County Health Department is permitted to execute a purchase order in the amount not to exceed $8,100 during this contract period to Nutrition Plus is approved.

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

_____ _____
Craig Hill, Chairman Date

_____ _____
ATTEST Date

INTRODUCED BY: Michael W. Jarman, County Manager **DATE:** 11/21/16 **ITEM NO.:** 5

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: Lenoir County Transit has two (2) vans which has outlived their useful life. One of these vehicle is no longer of use to any county department. If authorized, this vehicle will be auctioned on GovDeals.com, the other will be sold and utilized by another department within Lenoir County.

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 vehicles by auction on GovDeals.com within the next 120 days. Proceeds resulting from the sale of this van less expenses, will be appropriated to the Transportation Fund.

	Vehicle	Serial Numbers	Mileage
1.	2011 Ford E-350	1FTDS3EL6BDB31672	188,900 Est.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

MW
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 be approved.

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:** 11/21/16 **ITEM NO.:** **6**

RESOLUTION: Authorizing the Sale of Lenoir County Transit Surplus Property to Kinston Lenoir County Parks and Recreation Department.

SUBJECT AREA: Administrative

ACTION REQUESTED: The Board is requested to authorize the sale of the surplus property to Kinston Lenoir County Parks and Recreation Department.

HISTORY/BACKGROUND: Lenoir County Transit has two (2) vehicles that have met their useful life. If authorized, one of these vehicles will be sold to utilized by Kinston Lenoir County Parks and Recreation Department for the amount of $5,000. The other will be on auction at GovDeals.com.

EVALUATION: County Administration is requesting the approval of the Board to sell the following vehicle to Kinston Lenoir County Parks and Recreation Department for the amount of $5,000. Proceeds resulting from the sale of this van less expenses, will be appropriated to the Transportation Fund.

	Vehicle	Serial Numbers	Mileage
1.	2011 Ford E-350	1FTDS3EL6BDB31673	209,060 Est.

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Lenoir County Board of Commissioners that the property listed in this resolution be sold to Kinston Lenoir County Parks and Recreation Department for the amount of $5,000 be approved.

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:** 11/21/16 **ITEM NO.:** 7

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.

BOARD/COMMITTEE/COMMISSION	APPLICANT/ CURRENT MEMBER	TERM EXPIRATION
Eastern Carolina Council	Walter LaRoque **2nd Appearance**	2019

CURRENT VACANCIES:
Lenoir County Health Board - (1) Optometrist
Lenoir County Planning & Inspections Districts 5, 6 and Alternate #1
Eastern Carolina Workforce Development Board

MANAGER'S RECOMMENDATION:

Respectfully Request Approval.

MW
Initials

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

BOARD/COMMITTEE/COMMISSION	**APPLICANT/ CURRENT MEMBER**	**TERM EXPIRATION**
Eastern Carolina Council	Walter LaRoque **2nd Appearance**	2019

AMENDMENTS:

MOVED _____ SECOND _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Hill _____ Brown _____ Best _____ Daughety _____

Davis _____ Rouse _____ Sutton _____

_____ 11/21/16
Craig Hill, Chairman Date

_____ 11/21/16
ATTEST Date

Eastern Carolina Council
Area Agency on Aging

RECEIVED
OCT 18 2016
LENOIR COUNTY
MANAGER'S OFFICE

October 6, 2016

Vickie King
Clerk to the Board
PO Box 3289
Kinston, NC 28502

Dear Ms. King

In accordance with the Older Americans Act, Eastern Carolina Council Area Agency on Aging is mandated to establish a regional advisory council. For our region, this is the Regional Aging Advisory Committee. According to our by-laws this committee consists of three representatives per county that is appointed by the respective Board of County Commissioners.

At this time, Lenoir County has all three positions filled. However, Mr. Walter LaRoque's term expired in February of 2016. Mr. LaRoque is a valued member of this committee, therefore, we would like to recommend his reappointment.

I would like to request this matter be included on the agenda at the next Lenoir County Commissioner's meeting.

If you have any questions, please contact me at tcedars@eccog.org or Leighann Morgan at eccadmin@eccog.org. Thank you for your efforts with regard to this matter.

Sincerely,

Tonya Cedars, Human Services Director
Area Agency on Aging
Eastern Carolina Council

Cc: Mr. Walter LaRoque
Ms. Betsy Griffin, Executive Director, Lenoir County Council on Aging
RAAC File

Item No.: 8

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

FROM: **Mike Jarman, County Manager**

DATE: **November 21, 2016**

SUBJECT: **Items from County Manager**

1. None