



LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING

Monday, December 07, 2020 – 9:00 AM
North Carolina Cooperative Extension/Lenoir County Center
1791 NC 11, Kinston, North Carolina

AGENDA

Administration of Oaths of Office: Lenoir County Board of Commissioners Re-Elected and Newly Appointed: By the Clerk of Court, Ms. Dawn Stroud

*Linda Rouse Sutton
Preston Harris
June Cummings
Chad Rouse*

CALL TO ORDER

Chairman: Linda Rouse Sutton

Invocation: Preston Harris

Pledge of Allegiance

**Election of Chairman
Election of Vice-Chairman**

**Attorney Robert W. Griffin
Attorney Robert W. Griffin**

THE NC ETHICS LAW:

PUBLIC INFORMATION

- A. Employees Years of Service
 - Sheila Hunter, EMS, 10 Years
 - Christopher Bruce Heath, Sheriff's Office, 15 Years
 - Timothy Murray, Sheriff's Office, 20 Years

B. Clemetine Fuller, Retiring with 40 Plus Years of Service

C. Pam Brown, COVID-19 Update

PUBLIC COMMENTS

Informal

(All speakers signed up at the door prior to the meeting have a total of three (3) minutes per speaker)

ADDITIONS / DELETIONS OR ADOPTIONS TO AGENDA

CONSENT AGENDA

1. Approval of November 16, 2020, Regular Meeting Minutes.
PREPARED BY: King/Bryan
2. Resolution Approving 2021 Calendar of Board Meeting Dates and Times.
PRESENTED BY: James
3. Resolution Approving 2021 County Holidays.
PRESENTED BY: James
4. Resolution Authorizing the Increase of Purchase Order Number 20210097 for Emergency Services/ EMS Division: \$10,000.00.
PRESENTED BY: King
5. Resolution Authorizing Purchase Order: Curtis Construction Co, Inc. for Roof Repair at the Fire Station Museum.: \$4,750.00.
PRESENTED BY: Howard
6. Resolution Authorizing the Acceptance of \$3,616 from the North Carolina Department of Agriculture, COVID-19 Emergency Aid for Farmers Market Operators, and Local Food Hubs Allocation.
PRESENTED BY: Kelly
7. Budget Ordinance Amendment to Appropriate Funds for SHIP Program MIPPA Grant to Cover Costs Associated with the SHIP Program.: \$2,318.00.
PRESENTED BY: Kelly

NEW BUSINESS

8. Resolution Approving Three (3) Additional Days of Vacation for 2021.
PRESENTED BY: Hall
9. Resolution Authorizing Lenoir County to File a Formal Application for the NC Department of Commerce Industrial Development Fund Program for Business Expansion Related to Project Roman/Adair.: \$500,000.00.
PRESENTED BY: Pope

APPOINTMENTS

10. Resolution Approving Citizens to Boards, Commissions, Etc.
PRESENTED BY: Board

OTHER ITEMS

Items from County Manager

[11.](#) Items from County Manager.

PRESENTED BY: James

Items from County Attorney/Commissioners Public Comments/Closed Session (If necessary)

[12.](#) 2021 North Carolina Association of County Commissioners Legislative Goals Conference Voting Delegate Designation.

PRESENTED BY: Board

ADJOURN

If you need assistance in understanding or participating in the meeting, please contact Lenoir County at (252) 559-6450 at least 24 hours in advance, and we will try to make accommodations.

MINUTES
LENOIR COUNTY BOARD OF COMMISSIONERS
November 16, 2020

The Lenoir County Board of Commissioners met in open session at 4:00 p.m. on Monday, November 16, 2020, at the North Carolina Cooperative Extension/Lenoir County Center, 1791 NC 11, Kinston, NC.

Members present: Chairman Linda Rouse Sutton, Vice-Chairman Roland Best Commissioners, June Cummings, Mac Daughety, Preston Harris, and Craig Hill.

Members Absent: Commissioner Eric Rouse

Also present were: Michael S. James, County Manager, Joey R. Bryan, Assistant County Manager, Vickie Freeman King, Clerk to the Board, Robert Griffin, County Attorney, and members of the general public and news media.

Call To Order

Chairman Sutton called the meeting to order at approximately 4:00 p.m.

Mr. Harris offered the Invocation, and Ms. Sutton led the audience in the Pledge of Allegiance.

Public Information

Resolution Honoring Walter LaRoque, IV. Mr. Harris read the resolution.

Ms. Sutton stated the Board wished to publicly recognize Mr. LaRoque for his dedication and faithfully serving the Regional Aging Advisory Committee for over forty (40) years. Also, for his efforts and service to Lenoir County and its citizens. Mr. Hill presented Mr. LaRoque with the Resolution.

Mr. Steve Hines, Board of Elections Director, shared information and statistics with the Board and viewing audience regarding the recent 2020 general election. The present climate made this year's election very different. He mentioned this year Lenoir County had an 74% voter turnout which was a tremendous amount for our county compared to 2016 which was a 68.5% turnout, out of the registered 38,539 voters, 28,525 citizens voted. When you look at the early voter numbers compared to 2016, 1,700 additional individuals voted. Election day voting number was actually down. 4,475 people to show to vote compared to 2018 numbers which were 7,318. People did not wait until election day to cast their votes. Absentee by mail had almost 2,600 people. Overall, the Board of Elections was pleased with their numbers this year. The average is 75%, and the county was at 74%. Lenoir County was 7th on election night to get the results in. Mr. Hines attributed the success of BOE on election night to several factors: The Commissioners funding the new voting equipment which is a lot faster, a phone bank system at their office with five people answering calls/questions pertaining to voting which left the office staff open to answer questions from the precincts, 6 early voting sites were available which voted almost 21,000 people, opened all precincts with the social distance protocols in place.

Mr. Samuel Kornegay, EMS Deputy Director, shared information regarding the current projections of the Neuse River and some potential impacts that could be seen in Lenoir County over the upcoming week. The current river level is at 17 ½ feet, with major flood stage being 21 feet. Based on the current projections we should crest at about 21.7 feet by Friday night. Historically at 21 feet Highway 11/55 shuts down between Highway 70 and Goodman Road. Twenty-two feet is when they will look at closing down highway 258 S being between Highway 70 and old Asphalt Road. The potential impacts that can be seen along with those already mentioned low line flooding areas are highway 70 near the river bridges, Crawley Timber, River Marines. Rivers and wetland areas always have the potential to flood. They might see some damage but not sure as to the amount until after it happens. They will continue to work with the state and local agencies to respond accordingly. The river level at the Neuse Way Nature Center has begun to rise. Mr. Kornegay pointed out that this is not a Hurricane Floyd or Matthew event and they do not expect any catastrophic flooding.

Upon a motion by Mr. Daughety and a second by Mr. Best, the consent agenda was unanimously approved for Items 1-11, and Items from the regular agenda.

Chairman Sutton read the NC Ethics Law statement.

Additions/Deletions or Adoptions to the Agenda

Consent Agenda

- | | |
|--|------------|
| 1. Approval of November 2, 2020, Regular Meeting Minutes. | King/Bryan |
| 2. Resolution Honoring Walter LaRoque, IV. | Board |
| 3. Resolution Authorizing the Manager to Execute a Memorandum of Agreement between Lenoir Soil and Water Conservation District, USDA/Natural Resource Conservation Service, the County of Lenoir, and NC Division of Soil & Water Conservation | James |
| 4. Resolution Authorizing a Purchase Order to TestOut for the Networking Admin Training Bundle.: \$2,970.00 | Faasii |
| 5. Resolution Approving Legal Funds for Property Tax Commission Appeal and Authorizing the Tax Department to Enter into a Joint Representation Agreement for Legal Services.: \$5,000.00 | Parrish |
| 6. Resolution Approving Purchase Order to Gall's Inc., for the Purchase of 26 Ballistic Resistant Vests.: \$21,735.60 | Sheriff |
| 7. Resolution Authorizing DSS Director and/or Chairman Board of Commissioner to Sign FY 21-22 MOU between NC DHHS and Lenoir County. | Harrison |
| 8. Resolution and Budget Ordinance Amendment Authorizing DSS Director to Expend NC DHHS APS/CPS CARES Monies.: \$50,593.00. | Harrison |
| 9. Resolution Authorizing Purchase Order for Emergency Service/EMS Division. \$7,000.00. | King |

10. Resolution and Budget Ordinance Amendment Approval to Expend Grant Funds from the NC Department of Public Safety in the Amount of \$1000,000.00 and Expend \$114.80 from General Funds. King

11. Budget Ordinance Amendment to Appropriate Parents as Teachers Program Funds for FY 20-21.: \$71,764.00. Kelly

New Business

12. Resolution to Approve Accepting Grant Funds from the Depart of Justice, Office of Juvenile Justice Delinquency Prevention in the amount of \$870,000.00 and the Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program in the Amount of \$288,713.00. Upon a motion by Ms. Cummings and a second by Mr. Daughety, Item No. 12 was unanimously approved. Heath

13. Resolution Authorizing Purchase Order to Piedmont Service Group for HVAC Repairs.: \$64,618.00. Upon a motion by Mr. Hill and a second by Mr. Best, Item No. 13 was unanimously approved. Howard

14. Resolution to Accept the Grant and Authorize the County Manager to Execute the Services Agreement between Eastern Carolina Council of Government (COG) and Lenoir County for Technical Assistance to Rewrite Lenoir County's Land Use Regulations \$3,600.00. Upon a motion by Mr. Daughety and a second by Mr. Best, Item No. 14 was unanimously approved. James

15. Resolution Authorizing Consideration of a Coronavirus Relief Funds (CRF) Non-Profit Grant Program in Partnership with the Lenoir-Greene United Way. Upon a Motion by Ms. Cummings and a second by Mr. Daughety, Item No. 15 was unanimously Approved. James

16. Resolution Authorizing the Approval of the Contract between Lenoir County Cooperative Extension, Lenoir County Government and the NC Tobacco Trust Fund Commission to Execute the Project titled "LCFM Commercial/Community Kitchen Project.: \$91,604.38. Upon a motion by Mr. Hill and a second by Mr. Harris, Item No. 16 was unanimously approved. Kelly

17. Resolution Approving a 50% Penalty Reduction on a Discovery Tax Bill for the Neuse Sport Shop. Upon a motion by Mr. Daughety and second by Ms. Cummings, Item No. 17 was unanimously approved. Parrish

Appointments

Item No. 18 was a Resolution Approving Citizens to Boards, Commissions, Etc. None at this time. Board.

Other Items

Item No. 19 were items from Mike James, County Manager. Mr. James stated included in the agenda is the Planning and Inspections and Transit Reports, and as always, if any commissioner has any questions, please let him know. The previously scheduled GTP Media Event has been rescheduled for Friday, November 20, 2020, at 10:00 a.m. Mr. James stated he and Joey have a group call with the Hayes Group regarding the upcoming Strategic Planning Retreat.

Upon a motion by Mr. Daughety and a second by Mr. Best, and unanimously agreed by the Board.

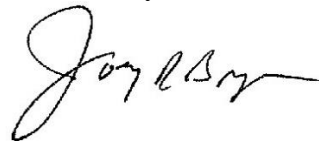
Meeting Adjourned at 5:13 p. m.

Respectfully submitted,



Vickie F. King
Clerk to the Board

Reviewed by,



Joey R. Bryan
Assistant County Manager

**LENOIR COUNTY BOARD OF COMMISSIONERS REGULAR MEETING: AGENDA
MONDAY, DECEMBER 7, 2020 – TIME: 9:00 A.M.
NC LENOIR COUNTY COOPERATIVE EXTENSION OFFICE
1791 NC 11, KINSTON, N.C.**

Summary of Actions Taken at the November 16, 2020, Meeting

1. Approval of November 2, 2020 Regular Meeting Minutes. Approved
2. Resolution Honoring Walter LaRoque, IV. Approved
3. Resolution Authorizing the Manager to Execute a Memorandum of Agreement between Lenoir Soil and Water Conservation District, USDA/ Natural Resource Conservation Service, the County of Lenoir, and NC Division of Soil and Water Conservation. Approved
4. Resolution Authorizing a Purchase Order to TestOut for the Networking Admin Training Bundle.: \$2,970.00. Approved
5. Resolution Approving Legal Funds for Property Tax Commission Appeal and Authorizing the Tax Department to Enter into a Joint Representation Agreement for Legal Services.: \$5,000.00. Approved
6. Resolution Approving Purchase Order to Gall's Inc., for the Purchase of 26 Ballistic Resistant Vests.: \$21,735.60. Approved
7. Resolution Authorizing DSS Director and/or Chairman Board of Commissioners to Sign FY2021-2022 MOU Between NC DHHS and Lenoir County. Approved
8. Resolution and Budget Ordinance Amendment Authorizing DSS Director to Expend NC DHHS APS/CPS CRES Monies.: \$50,593.00. Approved
9. Resolution Authorizing Purchase Order for Emergency Services/EMS Division.: \$7,000.00. Approved
10. Resolution and Budget Ordinance Amendment Approval to Expend Grant Funds from the NC Department of Public Safety in the Amount of \$100,000.00 and Expend \$114.80 from General Funds. Approved
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15. Resolution Authorizing Consideration of a Coronavirus Relief Funds (CRF) Non-Profit Grant Program in Partnership with the Lenoir-Greene United Way. Approved
16. Resolution Authorizing the Approval of the Contract Between Lenoir County Cooperative Extension, Lenoir County Government and the North Carolina Tobacco Trust Fund Commission to Execute the Project titled "LCFM Commercial/Community Kitchen Project".: \$91,604.38. Approved
17. Resolution Approving a 50% Penalty Reduction on a Discovery Tax Bill for the Neuse Sport Shop. Approved

RESOLUTION

INTRODUCED BY: Michael S. James, County Manager **DATE:** 12/7/2020

SUBJECT AREA: Administrative **PRESENTED BY:** James

RESOLUTION: Approving 2021 Calendar of Board Meeting Dates and Times

ACTION REQUESTED:

Formally approve all meeting dates and times of the Lenoir County Board of Commissioners.

HISTORY/BACKGROUND:

It is good practice to officially adopt an annual calendar. This calendar can then be published as well as sent to all news media.

EVALUATION:

The Clerk to the Board is responsible for maintaining this calendar so that citizens and staff have proper advance notice of times, days and dates of meetings. Commissioners can modify the calendar if situations or emergencies warrant it to be changed. Historically, the Board meets only once during the months of July and December.

MANAGER'S RECOMMENDATION: Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Lenoir County Board of Commissioners that the attached 2021 calendar of Board meeting dates and times, herein incorporated into this resolution by reference, is approved.

FUNDING SOURCE:

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

Sutton

Best

Daughety

Cummings

Harris

E. Rouse

C. Rouse

Linda Rouse Sutton, Chairman

12/7/2020

Date

ATTEST
12/7/2020
DATE

**2021 CALENDAR
REGULAR MEETINGS
LENOIR COUNTY BOARD OF COMMISSIONERS**

DAY	DATE	TIME
Monday	January 4	9:00 a.m.
Tuesday	January 19	4:00 p.m.
Monday	February 1	9:00 a.m.
Monday	February 15	4:00 p.m.
Monday	March 1	9:00 a.m.
Monday	March 15	4:00 p.m.
Monday	April 5	9:00 a.m.
Monday	April 19	4:00 p.m.
Monday	May 3	9:00 a.m.
Monday	May 17	4:00 p.m.
Monday	June 7	9:00 a.m.
Monday	June 21	4:00 p.m.
Monday	July 19	4:00 p.m.
Monday	August 2	9:00 a.m.
Monday	August 16	4:00 p.m.
Tuesday	September 7	9:00 a.m.
Monday	September 20	4:00 p.m.
Monday	October 4	9:00 a.m.
Monday	October 18	4:00 p.m.
Monday	November 1	9:00 a.m.
Monday	November 15	4:00 p.m.
Monday	December 6	9:00 a.m.

RESOLUTION

INTRODUCED BY: Michael S. James, County Manager **DATE:** 12/7/2020

SUBJECT AREA: Administrative **PRESENTED BY:** James

RESOLUTION: Approving 2021 County Holidays

ACTION REQUESTED:

Formally approve dates of county holidays.

HISTORY/BACKGROUND:

It is good management practice to officially adopt an annual calendar of County holidays in order to reduce ad hoc questions (when holidays rise) and in order to better schedule completing tasks and managing workloads.

EVALUATION:

It is good management practice to officially adopt an annual calendar of County holidays. As per prior policy and practice, the County holidays are patterned after the schedule adopted by the State of North Carolina.

MANAGER'S RECOMMENDATION: Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Lenoir County Board of Commissioners that the attached 2021 schedule of County holidays, herein incorporated into this resolution by reference is approved.

FUNDING SOURCE:

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

Sutton

Best

Daughety

Cummings

Harris

E. Rouse

C. Rouse

Linda Rouse Sutton, Chairman

12/7/2020

Date

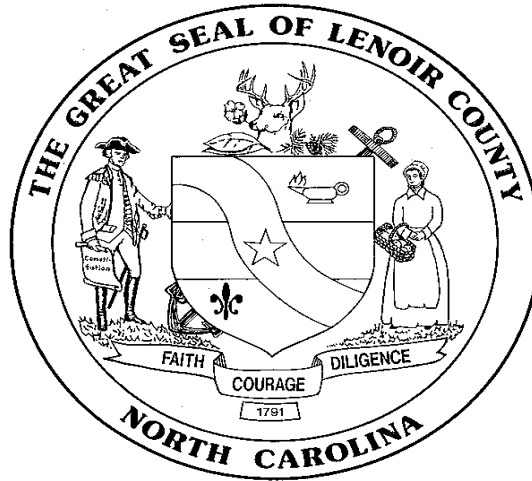
12/7/2020

ATTEST

DATE

LENOIR COUNTY GOVERNMENT

2021 HOLIDAY SCHEDULE



<u>Holiday</u>	<u>Observance Date(s)</u>	<u>Day(s) Scheduled Off Work</u>
New Year's Day	January 1, 2021	Friday
Martin Luther King, Jr.'s Birthday	January 18, 2021	Monday
Good Friday/Easter Holiday	April 2, 2021	Friday
Memorial Day	May 31, 2021	Monday
Independence Day	July 2 & 5, 2021	Friday & Monday
Labor Day	September 6, 2021	Monday
Veteran's Day	November 11, 2021	Thursday
Thanksgiving/Holidays	November 24, 25 & 26, 2021	Wednesday, Thursday & Friday
Christmas	December 23, 24 & 27, 2021	Thursday, Friday & Monday

RESOLUTION

INTRODUCED BY: Michael S. James, County Manager **DATE:** 12/7/2020

SUBJECT AREA Purchases/Bids **PRESENTED BY:** King

RESOLUTION: Authorizing Approving the Increase of Purchase Order Number 20210097 for:
Emergency Services/ EMS Division: \$10,000.00

ACTION REQUESTED:

Request that the Board of Commissioners authorize the execution of the following and approve the increase of purchase order number 20210097 to Bound Tree for FY20-21 in the amount of \$10,000.00

Bound Tree (Medical Supplies)	43320-423900	\$10,000.00
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HISTORY/BACKGROUND:

All purchase orders in the amount of \$2,500 or greater require the approval by the Board of Commissioners. The EMS Division is required to maintain a specific amount of medical supplies in order to sufficiently perform the functions of an EMS provider, with some of those supplies being specialized and require purchase from specific vendors.

EVALUATION:

Approval of this resolution will allow and increased encumbrance of funds approved in the FY 20-21 budget and the eventual payment of services as billed. Staff researched and found that the above vendor is our most utilized vendor for the specialized supplies of Glucose Test Strips, Catheter, IV Solution, Syringes, Nasal Tubing and ECG Chart Paper. These items are used for the purpose of essential medical treatment during transport and, at times, exceed \$2,500 in invoice amounts due to the need for these specialized medical supplies. Staff has done cost comparisons and utilizes the vendor with the lowest prices; however, some items are specific and must be purchased by specific vendors.

MANAGER'S RECOMMENDATION: Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Lenoir County Board of Commissioners, to authorize the execution of the following and approve the increase of purchase order number 20210097 to Bound Tree for FY20-21 in the amount of \$10,000.00.

FUNDING SOURCE: 100-43320-423900

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

Sutton
 Harris

Best
 E. Rouse

Daughety
 C. Rouse

Cummings

Linda Rouse Sutton, Chairman

12/7/2020
Date

ATTEST

12/7/2020
DATE

MANAGER'S RECOMMENDATION: Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Lenoir County Board of Commissioners, That the Buildings and Grounds Department is permitted to execute a purchase order to Curtis Construction Co, Inc. in the amount of \$4,750.00

FUNDING SOURCE: 49220-458002

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

Sutton

Best

Daughety

Cummings

Harris

E. Rouse

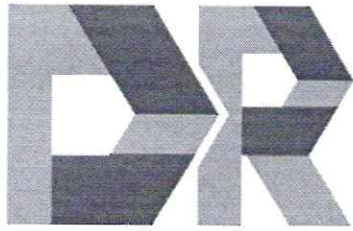
C. Rouse

Linda Rouse Sutton, Chairman

Date

ATTEST

DATE



DataROOF

BY CURTIS CONSTRUCTION

Item #5.

Preventative Maintenance & Roof Inspections

TO: Mr. Anthony Howard
Lenoir County Maintenance Department
118 S Queen Street
Kinston, NC 28501

11/10/2020

**EPDM SINGLE-PLY ROOF REPAIR
LOOSE WALL AND BASE FLASHINGS
BUILDING: 118 SOUTH QUEEN STREET | KINSTON | NC | 28501**

Curtis Construction Co., Inc. proposes to do the following work:

EPDM Parapet Wall and Roof Repair Detail

- Cut back flashing materials un-adhered or wrinkled until fully-adhered materials are reached. Field membrane in these zones will be mechanically attached, as needed.
- Inspect parapet wall substrates for deterioration.
- Prep, prime, and adhere existing single-ply EPDM wall flashings and affected single-ply EPDM membrane, as needed.
- Furnish and install new EPDM single-ply membrane and flashings, as needed, and tie-in to existing EPDM membrane at each parapet wall.
- Tighten or replace any loose or missing fastener in parapet wall's coping cap.

Miscellaneous

- All generated debris will be removed with the above proposed scope of work.
- Upon acceptance, completion, and payment a 2-year Contractor's Workmanship Warranty will be provided.

Terms and Conditions

- This proposal agreement is subject to the terms, conditions, and instructions appearing on the face hereof and the attached page.
- Pricing is good for 30 days.
- The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined herein.

See Page 2

- Payment Terms: Net-30 days no retainage. Invoice Format: Lump sum invoice NO AIA Document. Progress Payments: Labor and Materials Monthly 5% retainage until complete Net-30 days.
- Submittals not provided unless listed in the above scope of work.

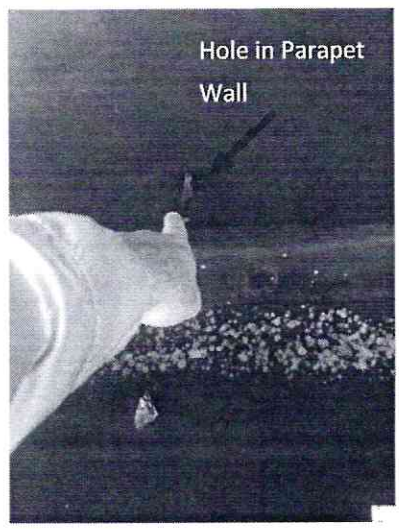
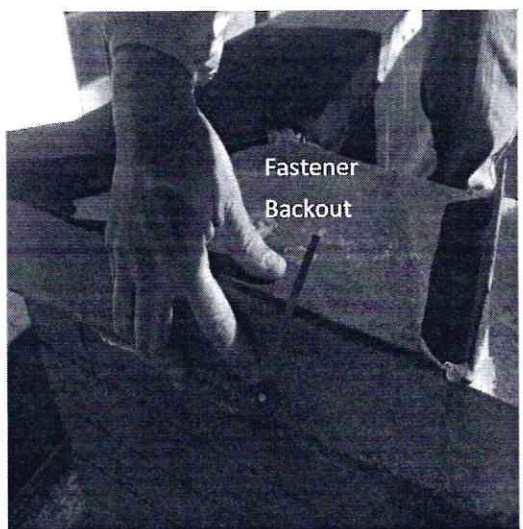
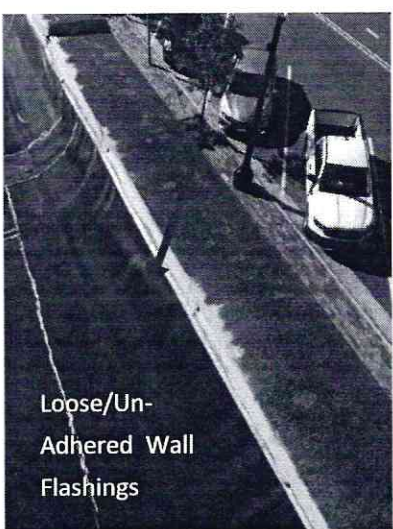
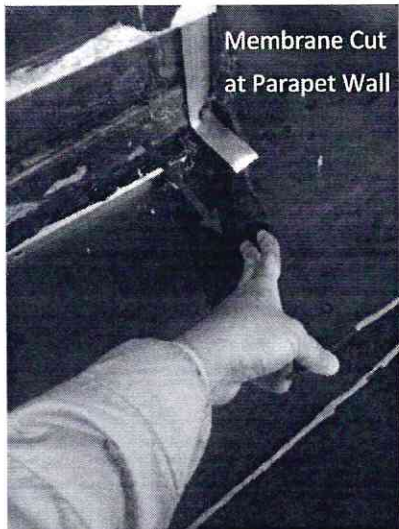
Roof Maintenance & Repair Pricing	
	<u>Cost</u>
ROOF REPAIR PRICE	\$4,750.00 + applicable tax

Approved By:

Anthony Howard
PRINT NAME
Anthony Howard 11/17/2020
SIGNATURE

Tal Eidson
Tal Eidson
Curtis Construction Co., Inc.

Existing Roof/Wall Conditions



RESOLUTION

INTRODUCED BY: Michael S. James, County Manager **DATE:** 12/07/2020

SUBJECT AREA Administrative **PRESENTED BY:** Kelly

RESOLUTION: Authorize the acceptance of \$3,616 from the North Carolina Department of Agriculture, COVID-19 Emergency Aid for Farmers Market Operators and Local Food Hubs allocation.

ACTION REQUESTED:

The Board is requested to authorize the acceptance of \$3,616 from the North Carolina Department of Agriculture, COVID-19 Emergency Aid for Farmers Market Operators and Local Food Hubs allocation, and to allow Tammy Kelly, Extension Director to execute the expenditures.

HISTORY/BACKGROUND:

As a result of COVID-19, Farmers Markets and Food Hubs have suffered significant loss of revenue, due to a reduction in the number of vendors, and in some cases customers. This allocation from the North Carolina Department of Agriculture is designed to help offset the additional costs, and loss of revenue.

EVALUATION:

The NCDA, COVID-19 Emergency Aid for Farmers Market Operators and Local Food Hubs will be used to continue the maintenance and expansion of the LC Farmers Market and Farmers Market Annex Kitchen. These dollars will replace the loss of revenue due to a reduction in vendor fees.

MANAGER'S RECOMMENDATION: X Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

By the Lenoir County Board of Commissioners, authorize the acceptance of \$3,616 from the North Carolina Department of Agriculture, COVID-19 Emergency Aid for Farmers Market Operators and Local Food Hubs allocation, and to allow Tammy Kelly, Extension Director to execute the expenditures.

FUNDING SOURCE: 49500-435003

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

 Sutton
 Harris

 Best
 E. Rouse

 Daughety
 C. Rouse

 Cummings

Linda Rouse Sutton, Chairman

12-07-2020
Date

ATTEST

12-07-2020
DATE

BUDGET AMENDMENT - Parents As Teachers
INCREASE:



LENOIR COUNTY, NORTH CAROLINA
BUDGET AMENDMENT REQUEST

FY FY 20-21
Appropriations

Budget Amendment #
Date Approved

Distribution - Finance Office:

FUND		DEPARTMENT		LINE ITEM DESCRIPTION	
49500-435003 Farmers Market		CO-OP EXTENSION			
Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> REVENUES			Check One Box New Appropriation: <input checked="" type="checkbox"/> Line Item Transfer: <input type="checkbox"/> EXPENDITURES		
Account # and Title		Amount	Account # and Title		Amount
INCREASE			INCREASE		
<u>40030-349509</u>	Covid-19 Relief Fund Grant	3,616.00	<u>49500-435003</u>	Farmers Market	3,616.00
Total		3,616.00	Total		3,616.00

Reason and Justification for Request:
To appropriate funds for the COVID-19 Relief Fund Grant to cover costs associated with the Farmers Market Expenses

Department Head Approval <i>James D Kelly</i>	Date 11/13/20	Finance Officer Approval <i>Dan...</i>	Date 11/13/20
Budget Officer Approval <i>M...</i>	Date 11/24/20	Date of Minutes	
Board Approval (When Applicable)	Date		

RESOLUTION

INTRODUCED BY: Michael S. James, County Manager **DATE:** 12/7/20

SUBJECT AREA Administrative **PRESENTED BY:** Hall

RESOLUTION: Approving Three (3) Additional Days of Vacation for 2021

ACTION REQUESTED:

The Board is requested to approve three (3) additional days of vacation for 2021.

HISTORY/BACKGROUND:

The impact of COVID-19 has been felt across every department in Lenoir County. Since March of 2020, all Lenoir County Employees have worked extremely hard to ensure services are provided to the citizens of Lenoir County. During this time, we have established that tele-working does work and that productivity can remain high. While maintaining these services, our employees have been worried about their health, as well as the health of their loved ones. Along with health concerns, many employees are having to deal with childcare issues simultaneously. With this new operational agility comes a different set of risks to employee wellbeing. Employee fatigue and burnout is a great concern in which we wish to address.

EVALUATION:

Human Resources request the Board to approve three (3) additional days of vacation for all full-time Lenoir County Employees. Several departments, such as Emergency Services, the Sheriff's Office, and DSS, have had many employees absent due to exposure to COVID-19. The remaining employees have stepped up and taken on additional job responsibilities to keep operations moving for Lenoir County Government. Deep fatigue and extreme stress, combined with other anxieties around COVID-19 and the lack of a clear endpoint, are likely to result in a reduction in employee wellbeing and engagement. Allotting more vacation time gives employees breathing room from the inescapable pressures many are facing during this time. Employee burnout is a real prospect in which we hope to avoid by approval of this Resolution.

These three (3) additional days will be coded as "Lenoir" time in our Munis HR System. This way, supervisors, as well as Department Manager's, will know when the time has been exhausted. The additional days will be available for use starting January 1, 2021, and must be exhausted by December 31, 2021.

MANAGER'S RECOMMENDATION: Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Lenoir County Board of Commissioners, that three (3) additional days of vacation be approved for use starting January 1, 2021, through December 31, 2021.

FUNDING SOURCE:

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

Sutton
 Harris

Best
 E. Rouse

Daughety
 C. Rouse

Cummings

Linda Rouse Sutton, Chairman

12-07-20

Date

ATTEST

12-07-20

DATE

RESOLUTION AUTHORIZING LENOIR COUNTY TO FILE A FORMAL APPLICATION FOR THE NC DEPARTMENT OF COMMERCE INDUSTRIAL DEVELOPMENT FUND PROGRAM FOR \$500,000, FOR BUSINESS EXPANSION RELATED TO PROJECT ROMAN/ADAIR

WHEREAS, the Senior Vice President of the NC Global TransPark Economic Development Region **Industrial Development Fund Program** has authorized the awarding of grants from appropriated funds to aid eligible businesses in financing the cost of building renovations associated with an economic development project; and

WHEREAS, that a grant from the Department of Commerce through Lenoir County of \$500,000 to be made to assist the project; and

WHEREAS, that _____ County will administer this grant in accordance with the rules and regulations of the NC Department of Commerce; and

WHEREAS, that the County will administer this grant through the County Finance Office; and

WHEREAS, that the grant will be monitored quarterly to assure compliance with this proposal and the Department of Commerce regulations.

WHEREAS, that the amount of the grant application will be \$500,000; and

WHEREAS, upon receipt of the Grant Agreement for the 2020 **North Carolina Department of Commerce Industrial Development Fund Program** project, the County Manager and the Senior Vice President of the NC Global TransPark Economic Development Region are hereby authorized to proceed with the execution of documents and return them to the funding agencies in the interest of proceeding with grant execution; and

WHEREAS, the County Manager and the Senior Vice President of the NC Global TransPark Economic Development Region are authorized to execute daily grant related documentation which includes the grant agreement, general correspondence between Lenoir County and the proposed business, and the funding agency;

NOW, THEREFORE, BE IT RESOLVED, by the Lenoir County Board of Commissioners that Lenoir County and the Senior Vice President of the NC Global TransPark Economic Development Region are authorized to submit a formal application to the North Carolina Department of Commerce.

Linda Rouse Sutton, Chairman
Lenoir County Board of Commissioners

Date: _____

ATTEST:

Clerk to the Board

RESOLUTION

INTRODUCED BY: Michael S. James, County Manager **DATE:** 12/7/2020

SUBJECT AREA: Administrative **PRESENTED BY:** Board

RESOLUTION: Approving Citizens to Boards, Commissions, Etc.

ACTION REQUESTED:

The Board is requested to officially and publicly appoint various applicants to various vacancies on boards, commissions, task forces, etc.

HISTORY/BACKGROUND:

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

EVALUATION:

The following Boards currently have existing vacancies/expiring terms.

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>
UNC Lenoir Health Care	Shirley Dove - Primary Nathan Perry – Alternate 1st Appearance	2025 2025

CURRENT VACANCIES:

- 1. Lenoir County Planning & Inspections: Districts 1, 2, 3, 4, 5, and 2 At-Large.**
- 2. Lenoir County Transit: (2-3) representatives of agencies whose clients are recipients of LCT services, and who coordinate with sponsoring agencies to secure transportation for eligible clients that are not from Department of Social Services, Council on Aging, Mental Health, Health Department, or Vocational Rehabilitation. (1) Transit system rider, (1) At-Large member not associated with a human service agency from the general public.**

MANAGER'S RECOMMENDATION: Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Lenoir County Board of Commissioners that the following appointments are made:

<u>BOARD/COMMITTEE/COMMISSION</u>	<u>APPLICANT/ CURRENT MEMBER</u>	<u>TERM EXPIRATION</u>

FUNDING SOURCE:

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

YEA VOTES:

Sutton Best Cummings Daughety
 Harris E. Rouse C. Rouse

_____ 12/7/2020
 Linda Rouse Sutton, Chairman Date

_____ 12/7/2020
 ATTEST DATE



UNC LENOIR HEALTH CARE
100 AIRPORT ROAD P.O. BOX 1678
KINSTON, NC 28503-1678

RECEIVED

November 19, 2020

NOV 30 2020

**LENOIR COUNTY
MANAGER'S OFFICE**

Mrs. Linda Rouse Sutton, Chairman
Lenoir County Board of Commissioners
PO Box 3289
Kinston, NC 28502

Dear Mrs. Sutton:

The UNC Lenoir Health Care Board of Directors met today and approved the following nominees for consideration by the Lenoir County Commissioners for appointment to our Board of Directors;

- o Shirley L, Dove, Ed.D. – primary
- o Nathan Perry – alternate

Dr. Dove was appointed by the Lenoir County Commissioners in 2017 to fill the seat previously held by Adrian King. Her first term expires in January of 2021, and she is eligible to serve an additional four-year term.

I am enclosing copies of justifications for the above nominees in compliance with the "Guidelines for Selection of Nominees" (copy attached).

If we can provide additional information, please let us know.

Sincerely,

Robert A. Enders, Jr.
President and CEO

RAEjr:dl

RECEIVED

Item #10.

NOV 30 2020

SHIRLEY L. DOVE, Ed.D.

**LENOIR COUNTY
MANAGER'S OFFICE**

Shirley L. Dove, Ed.D. was born in Lenoir County, NC. She currently resides at 3012 Johnson Street in Kinston, and is the proud mother of one daughter, Sharon M. Dove.

Dr. Dove received her initial education in the Lenoir County Public School system and Lenoir Community College. While working full time, she obtained a Bachelor's degree in Business Administration from North Carolina Wesleyan College and a Master's degree in Counselor Education from East Carolina University. In 1993, Dr. Dove was selected to pursue further graduate studies as a KELLOGG Fellow in the ACCLAIM program at North Carolina State University. In 1995, she received a Doctorate in Adult and Community College Education from North Carolina State University.

During her 34 years as an educator, Dr. Dove has served in many positions, including instructor, counselor, lab coordinator, institutional effectiveness director, dean of student services, and vice president of academic and student studies. In 2010, she retired as the executive vice president of Lenoir Community College.

Dr. Dove is active in civic and community affairs. She serves as a board member of Communities that Care, Friends of the Public Library, Lenoir County Young Scholars Program, and the Lenoir Community College Foundation. She also serves as facilitator of the Duplin County Citizen Leadership Program and a member of The Rural Workforce Development Think Tank. Dr. Dove has been recognized and honored by her peers as Lenoir Community College Staff Member of the Year and Sampson Community College Administrator of the Year.

Dr. Dove was appointed to the UNC Lenoir Board by the Lenoir County Commissioners in 2017 to fill the seat previously held by Adrian King. She has been an active member of the Board since that time, serving on the Compliance Committee and as the Hospital Board representative on the Medical Staff Credentials Committee. Dr. Dove has served one four-year term and is eligible to serve another four-year term.

RECEIVED

Item #10.

NOV 30 2020

NATHAN PERRY

**LENOIR COUNTY
MANAGER'S OFFICE**

Nathan Perry was born and raised in Kinston. He graduated from Arendell Parrott Academy and received his BSBA from East Carolina University.

Mr. Perry is a real estate broker and the owner of Nathan Perry Realty in Kinston. He is married to Summer Perry and has two young daughters. They live in Kinston and attend Grace Fellowship Church.

On a professional level, Mr. Perry is a member of the National Association of Realtors.

He is active in the community and his civic activities include volunteering with the Lenoir County Public Schools. He is also a past board member of the Flynn Home of Kinston and is a passionate supporter of the United Way.

NOV 11 2020

RECEIVED
The Board of Directors of Lenoir Memorial Hospital, Incorporated and the Lenoir County Board of Commissioners hereby agree and adopt the following GUIDELINES FOR SELECTION OF NOMINEES FOR APPOINTMENT TO THE BOARD OF DIRECTORS OF LENOIR MEMORIAL HOSPITAL, INCORPORATED:

GUIDELINES FOR SELECTION OF NOMINEES
FOR APPOINTMENT TO THE BOARD OF DIRECTORS
OF LENOIR MEMORIAL HOSPITAL, INCORPORATED

Lenoir Memorial Hospital, Incorporated, is a very important part of the economy of Lenoir County and the future and success of the Hospital is vital to the continued economic development of the County.

The County of Lenoir has no legal responsibility for the financial operation of the Hospital except for retirement of the Hospital's General Obligation Bonds. However, the County does have a great moral responsibility for the Hospital's outstanding revenue bonds because default on these bonds would be a negative reflection on the total County and its credit rating.

The Hospital Board of Directors is responsible for the operation of the Hospital and should be allowed to fulfill its responsibilities without undue efforts of control by the Lenoir County Commissioners or any other group.

The Board of Directors of the Hospital is one of the most complex and difficult Boards to serve on in the County. A rapidly changing health care environment, declining reimbursement, the increasing frustration of health care professionals, competition from within and without, and new ethical issues are but some of the myriad complex issues with which a Hospital Board Member must deal.

The community entrusts the Board of Directors with safeguarding the assets of the Hospital, furthering the goals of providing good health care to its citizens, and perpetuating Lenoir Memorial Hospital as a not-for-profit community Hospital. Because of these responsibilities, it is incumbent upon the Hospital Board of Directors to select and the Lenoir County Board of Commissioners to appoint the best and most qualified citizens of Lenoir County as members of the Board of Directors of the Hospital to carry out the Hospital's mission:

A Director should possess the qualities of honesty and integrity, and be of good moral and ethical character.

A Director should exhibit strong leadership skills.

Guidelines for Selection of Nominees

Page 2

A Director should possess the ability to conceptualize and objectively view the entire Hospital operation from a broad perspective. He should have the ability to grasp complex health care issues, and work in a spirit of cooperation with other Board members.

A Director should demonstrate a willingness to devote the time necessary to become educated into the complexities of Hospital operations and participate actively in Board functions as assigned:

A Director should exhibit a strong commitment to the community and to the provision of good health care.

The Board's composition should represent a mix of competencies, including competency in health care, medicine, management, education, law, and finance.

All other factors considered, appointments should result in a balanced representation of the community served.

MAJOR POINTS OF SELECTION

1. The hospital Board of Directors will continue to nominate candidates for each position to be filled and Commissioners will appoint from the nominations to fill each position.
2. The Board of Commissioners of Lenoir County should be required to appoint within a specified time frame (30 days) after nominations are received from the Hospital Board.
3. The Hospital Directors intend to have two physicians on the Board to benefit from their expertise.
4. Individual Directors will remain on the Board until their successors are appointed and seated.
5. Appointments to the Hospital Board must not be for the purpose of satisfying the wishes of individual Board members, administrators, or any special interest groups. All appointments shall be made with the overall best interest of the Hospital in mind.

Guidelines for Selection of Nominees
Page 3

- 6. All appointments to the Hospital Board will be individuals who are well-qualified to serve as a contributing member of a large corporation. As much as possible, the Hospital Board should represent all segments of Lenoir County.
- 7. All rejections from or appointments to the Hospital Board shall specifically state in writing the reasons for the rejection or appointment in accordance with these guidelines.

LENOIR COUNTY BOARD OF COMMISSIONERS

By: Lyneal K. Baumh
Chairman, Lenoir County Board of Commissioners

(SEAL)
ATTEST:

Carole M. McLaughlin

Date: November 6, 1989

LENOIR MEMORIAL HOSPITAL, INCORPORATED
BOARD OF DIRECTORS

By: Edmund L. Baird
Chairman, Board of Directors

(CORPORATE SEAL)
ATTEST:

Edmund L. Baird

Date: October 23, 1989

TO: Chairman and Members of the Board

FROM: Michael S. James, County Manager

DATE: December 7, 2020

SUBJECT: Items from County Manager

1. None



Vickie King <vking@co.lenoir.nc.us>

2021 NCACC Legislative Goals Conference - Voting Delegate Designation

1 message

Alisa Cobb <alisa.cobb@ncacc.org>

Fri, Nov 20, 2020 at 3:30 PM

To: County Managers <CountyManagers@ncacc.org>, County Clerks <countyclerks@ncacc.org>

Cc: Amber Harris <amber.harris@ncacc.org>, Amy Bason <amy.bason@ncacc.org>

Good Afternoon County Managers and Clerks to the Board,

The NCACC Legislative Goals Conference will be held by **virtual platform Thursday and Friday, January 14-15, 2021**. Each county will be entitled to vote on legislative goal proposal submissions brought before the membership.

In order to facilitate the voting process, we ask that each county designate one voting delegate (*and also may assign one alternate voting delegate*) prior to the Legislative Goals Conference using the attached Designation of Voting Delegate form.

Please note that voting will take place via an electronic format and more information will follow regarding this process as we get closer to the date of the conference.

Please return the completed form to Alisa Cobb via email by close of business **Monday, January 11, 2021**. Should you have any questions, please contact Alisa Cobb at alisa.cobb@ncacc.org.

Thank you for your assistance and we appreciate all you do to help us make this a successful event.



North Carolina
Association of
County Commissioners

Alisa Cobb

Policy Assistant

Phone (919) 715-2685

www.ncacc.org**NCACC Voting delegate designation_2021 Legislative Goals conference.docx**

32K



Designation of Voting Delegate to NCACC Legislative Goals Conference

January 14-15, 2021 (Thursday – Friday) | *VIA VIRTUAL FORMAT

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2021 Legislative Goals Conference *(held via Virtual format). Each voting delegate should complete the following statement and **return it to the Association no later than Monday, January 11, 2021.**

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the North Carolina Association of County Commissioners 2021 Legislative Goals Conference.

Voting Delegate Name: _____

Title: _____

In the event the designated voting delegate is unable to attend, _____ has been selected as _____ County’s alternate voting delegate.

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section of the Association’s Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year’s dues.”

Please return this form to Alisa Cobb via email by Monday, January 11, 2021 close of business:

Email: alisa.cobb@ncacc.org