

Commissioners Meeting Minutes

August 4, 2008

The Randolph County Board of Commissioners met in regular session at 4:00 p.m. in the Commissioners Meeting Room, County Office Building, 725 McDowell Road, Asheboro, NC. Commissioners Holmes, Haywood, Kemp and Lanier were present. Commissioner Frye was not present. Dr. Bruce Dickerson of Fayetteville Street Baptist Church, Asheboro, gave the invocation and everyone recited the Pledge of Allegiance.

Special Presentation by Randolph County Schools

Donald Andrews, Randolph County Schools Superintendent, stated that the County School Board recognized the Board of Commissioners at the July 21, 2008 Randolph County School Board meeting held at Providence Grove High School and presented each Commissioner with a framed certificate of appreciation. Since Commissioner Haywood was unable to attend the July 21st meeting, Mr. Andrews presented the certificate to Commissioner Haywood at this Commissioners meeting. He also stated that the Commissioners would be receiving an invitation to the open house and dedication that would be held on Sunday, September 7th at 2:00 p.m. He thanked the Board for their continued support to the county schools and the county citizens.

Special Recognition of and Presentation to Former County Attorney

Chairman Holmes presented an engraved plaque to former County Attorney Alan Pugh, in appreciation of his 15 years of service to Randolph County.

Special Recognition of Computer Services for Digital Counties Survey Award

Chairman Holmes recognized Annette Crotts, Computer Services Director and her department for receiving the 2008 Digital Counties Survey award where they placed 7th nationwide in the category of counties with population less than 150,000.

Public Comment Period

Pursuant to N.C.G.S. § 153A-52.1, Chairman Holmes opened the floor for public comment. No one spoke, and Chairman Holmes closed the floor for public comment.

Appointment of Interim County Attorney

On motion of Haywood, seconded by Kemp, the Board voted unanimously to appoint Darren Allen as Interim County Attorney until December, when he will be evaluated to determine whether to appoint him to permanent status.

Approval of Consent Agenda

On motion of Haywood, seconded by Lanier, the Board voted unanimously to approve the Consent Agenda, as follows:

- *approve regular and 2 sets of closed session minutes of 7/7/08 and unseal closed session minutes of 4/2/07 and 5/7/07;*
- *reappoint Darrell Frye to the Piedmont Triad Regional Water Authority;*
- *appoint Bishop Barney Trogdon to Work First Planning Committee;*
- *appoint Wayne Mendenhall to Trinity Planning Board as ETJ Member;*
- *appoint Stacey Senters to Tourism Development Authority to fill unexpired term of Reid Kearns;*
- *approve DOT resolutions adding Wood Bluff Trail and Spring Forest Road Ext. to state roads system, as follows:*

WHEREAS, the Department of Transportation has investigated Wood Bluff Trail in the Wood Bluff Subdivision; and

WHEREAS, the subject street has been found to meet minimum requirements for addition.

NOW, THEREFORE, BE IT RESOLVED by the Randolph County Board of Commissioners Wood Bluff Trail in the Wood Bluff Subdivision be added to the Division of Highways' Secondary Road System.

and

WHEREAS, the Department of Transportation has investigated Spring Forest Road in the Tabernacle Acres Subdivision; and

WHEREAS, the subject street has been found to meet minimum requirements for addition.

NOW, THEREFORE, BE IT RESOLVED by the Randolph County Board of Commissioners that investigated Spring Forest Road in the Tabernacle Acres Subdivision be added to the Division of Highways' Secondary Road System

- approve Budget Amendment # 1 for Community Development, as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT 2007		
Revenues	Increase	Decrease
Interest Earnings	\$ 1,600	
Appropriations	Increase	Decrease
Rehabilitation	\$ 1,600	

- approve Budget Amendment # 1 for Encumbrances, as follows:

2008-2009 BUDGET ORDINANCE	
GENERAL FUND Amendment # 1	
Revenues	Increase
Appropriated Fund Balance	\$ 2,630,134
Appropriations	Increase
Administration	\$ 17,671
Information Technology	23,177
Tax	30,000
Elections	1,909
Register of Deeds	3,379
Public Buildings - Maintenance	410,822
Sheriff	143,871
Emergency Services	22,371
Public Works	467,599
Cooperative Extension Service	1,405
Soil and Water Conservation	115,577
Public Health	47,507
Social Services	63,596
Veterans Services	2,500
Public Library	453
Other Economic & Physical Development Appropriations	155,414
Education	1,122,883
LANDFILL CLOSURE FUND	
Revenues	Increase
Appropriated Fund Balance	\$ 7,200
Appropriations	Increase
Landfill Closure	\$ 7,200

- approve Budget Amendment # 2 for Public Health, as follows:

2008-2009 BUDGET ORDINANCE		
GENERAL FUND- Amendment #2		
Revenues	Increase	Decrease
<i>Restricted Intergovernmental</i>	\$37,958	
<i>Permits and Fees</i>	\$4,450	
<i>Sales and Service</i>	\$16,748	
Appropriations	Increase	Decrease
<i>Public Health</i>	\$59,156	

Request to Proceed With Grant Application for NC Rural Economic Development Center (NCREDC) Funding for Water Line

David Townsend, III, Public Works Director, reminded the Board that they had instructed him to delay plans for construction of the Hwy. 64 water line project from the City of Asheboro water system at Salisbury Street down to the Blue Mist Restaurant. However, the County has the opportunity to submit an application with the NC Rural Center for a supplemental grant for up to \$500,000 for such a project and stated that an additional \$500,000 would be available from the North Carolina Department of Environment and Natural Resources (DENR) for a six-inch water line to the Blue Mist Restaurant area to alleviate well water contamination. The application for the Rural Center grant had to be submitted July 28, 2008 in Raleigh. The County's consultants, Hobbs, Upchurch, have indicated via negotiations with the Rural Center, that it was permissible for Mr. Townsend to file the application by July 28th pending the Commissioners' approval at their August 4th meeting. Mr. Townsend asked the Board to adopt the following: 1) a resolution authorizing the submission of the application; 2) a Certification of the Chief Elected Official for Randolph County; 3) Commitment of Other Funds Form; 4) a memorandum of understanding between the County and NC Rural Center; and 5) a Conflict of Interest Statement.

Mr. Townsend also reminded the Board that Hobbs Upchurch had estimated the cost for a six-inch water line from Asheboro at about \$2.1 million. Since the County was assured of at least \$1,000,000 in grant funding from the two state sources to off-set some of the cost, Mr. Townsend felt the County should proceed with plans for construction on the water line, with actual construction beginning as early as July 2009.

Commissioner Kemp said that the State's (DENR) Underground Storage Tank Cleanup Fund (USTCF) was established specifically for situations like these where contamination has occurred due to leaking gas tanks and added that gas companies are required to pay in to this fund. Since leaking underground gas tanks at the two gas stations on the corners of Hwy. 64 and Loflin Pond Road are the source of the contamination, Commissioner Kemp questioned why only \$500,000 is available for this project from DENR when there are millions of dollars in the fund. He stated that it was unfair for the State to put the burden on the County when there are funds readily available.

Aimee Scotton said that adoption of the Rural Center resolution would commit the County to pay for the remaining costs of the project (any cost in excess of the \$500,000 Rural Center grant).

The Board instructed David Townsend to meet with DENR before August 12 to request more than \$500,000 for this water line project and decided to postpone a decision on approval of the Rural Center application until August 12. (*Note: a special meeting was set later in the meeting and so noted in these minutes*)

Approval of 2008 Grant Ordinance & Assistance Policy for NC Housing Finance Urgent Repair Program

David Townsend, III, Public Works Director, stated that the County has been awarded another NC Housing Finance Agency Urgent Repair Program Grant in the amount of \$75,000. Program goals are to

alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs and to provide accessibility modifications and other repairs necessary to prevent displacement of very low-income homeowners with special needs, such as frail elderly and persons with disabilities. The maximum amount of Program assistance is \$5,000 per dwelling. Mr. Townsend requested adoption of the Randolph County Grant Ordinance for 2008 Urgent Repair Program, assistance policy, procurement policy, and the disbursement procedures. He also requested that the County Manager be authorized to sign the contract with Hobbs, Upchurch and Associates, P.A. to administer this grant.

On motion of Lanier, seconded by Kemp, the Board voted unanimously to approve the 2008 NC Housing Finance Urgent Repair Program Grant Project Budget Ordinance, the assistance policy, the procurement policy, the payment disbursement procedures, as follows, and authorized the County Manager to sign the contract with Hobbs, Upchurch, and Associates:

GRANT PROJECT ORDINANCE FOR 2008 URGENT REPAIR PROGRAM

Be it ordained by the Randolph County Board of Commissioners, pursuant to Section 13.2 chapter 159 of the General Statutes of North Carolina, that the following grant project ordinance is hereby adopted:

Section 1. *The project authorized is the 2008 Urgent Repair Project described in the work statement contained in the funding agreement # URP 08 between the local government and the North Carolina Housing Finance Agency. This project is more familiarly known as the 2008 Urgent Repair Program.*

Section 2. *The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents(s), the rules and regulations of the North Carolina Housing Finance Agency and the budget contained herein.*

Section 3. *The following revenues are anticipated to be available to complete this project:*

NCHFA	\$ 75,000
	<hr/>
TOTAL	\$75,000

Section 4. *The following amount are appropriated to the project:*

ACTIVITIES	\$75,000
	<hr/>
TOTAL	\$75,000

Section 5. *The finance officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.*

Section 6. *Funds may be advanced from the General fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.*

Section 7. *The finance officer is directed to report monthly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.*

Section 8. *The budget officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission to the board.*

Section 9. *Copies of the grant project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.*

ASSISTANCE POLICY--FOR THE 2008 CYCLE OF THE URGENT REPAIR PROGRAM

What is the Urgent Repair Program? *Randolph County has received funding from the North Carolina Housing Finance Agency (“NCHFA”) in the amount of \$75,000 under the 2008 cycle of the Urgent Repair Program (“URP08”). This program provides funds to - 1) alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners (defined on page two) with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners (defined on page two) with special accessibility needs, such as frail elderly and persons with*

disabilities. According to the URP08 Program Guidelines we may spend between \$1 and \$5,000 of URP08 funds – depending upon need - for each household served. The number of households that will be served will depend upon the amount of funds spent on each unit. However, a minimum of 14 households will be assisted under URP08.

The Urgent Repair Program objectives are:

- 1) To assist very low-income homeowners with special needs (elderly > 62 years of age, handicapped or disabled, single parent, large households (five or more), or households with children who have elevated blood lead levels (between 10µg/dl and 20µg/dl), in all areas of the state;
- 2) To serve households with urgent repair needs which cannot be met through other state- or federally-funded housing assistance programs; and,
- 3) To enable frail elderly homeowners, and others with physical disabilities, to remain in their homes by providing essential accessibility modifications.

This URP08 Assistance Policy describes: 1) who is eligible to apply for assistance, 2) how applications for assistance will be prioritized, 3) the form of assistance, and 4) how the repair/modification process will be managed. The County has designed this URP08 project to be fair, open and consistent with the County’s approved application for funding and with NCHFA’s URP Program Guidelines.

The funds are provided by NCHFA and come from the North Carolina Housing Trust Fund.

Who is eligible to apply? There are four major requirements to be eligible for URP08 assistance.

- First, the homeowner’s household income must not exceed 50% of the area median income for the household size (See URP08 Income Limits for Randolph County below)
- Secondly, the applicant must own and occupy the house and it must be located within the County limits of Randolph County.
- Third, the household must qualify as having a special need (e.g. the head of the household must be at least 62 years old, handicapped, disabled, or a single parent with a dependent living at home. Or, the household must have five or more permanent residents, a child below the age of six with an elevated blood lead level of between 10µg/dl and 20µg/dl, or a family member other than the head of the household that is either 62 years old or has a disability.
- Fourth, the house must have urgent repair needs that cannot be met through other state or federally-funded housing assistance programs.

Mobile homes, duplexes and tri-plexes and the like are not eligible for assistance with this program.

URP08 Income Limits for Randolph County

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$11,850	\$19,750
2	\$13,500	\$22,550
3	\$15,200	\$25,400
4	\$16,900	\$28,200
5	\$18,250	\$30,450
6	\$19,600	\$32,700
7	\$20,950	\$34,950
8	\$22,300	\$37,200

Selection of Applicants. The County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

However, URP08 Program Guidelines require that at least 70% of the applicants served must have household incomes at or below 30% of the County median income limits for the household size. (see URP08 Income Limits for Randolph County above).

Priority Ranking System for Randolph County’s

2008 Urgent Repair Program

Special Needs (for definitions, see below)	Points
Elderly Head of Household (62 or older)	6
Disabled Head of Household	5
Single-Parent Household (with one or more children in home)	4
Disabled or Elderly Household Member (not head of household)	3
Large Family (5 or more permanent residents)	2
Elevated Blood Lead Level Child	1

Income (See Income Table above)	Points
Less than 30% of County Median Income	6
30% to 50% of County Median Income	3

****NOTE**** If the household has more than one special need then that applicant will receive the allotted points for all applicable categories (e.g. If a household has an elderly head of household who is also disabled and has more than 5 permanent residents, that applicant would receive 13 priority points.)

The reason for rating applications is to ensure that all recipients of assistance are selected by a fair and open process. Also, all recipients of assistance will be chosen without regard to race, creed, sex, color, religion, familial status, or national origin.

Definitions regarding Special Needs’ populations under URP08 are:

- **Elderly:** An individual aged 62 or older.
- **Disabled:** A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- **Single-Parent Household:** A household in which one and only one adult resides with one or more dependent children.
- **Disabled or elderly household member (not head of household):** A household that has a household member - that is not the head of the household - who is either elderly or disabled according to the definitions above.
- **Large Family:** A large family household is composed of five or more individuals, where at least four are immediate family members.
- **Elevated blood lead level child:** A child below the age of six that has been tested and determined to have an elevated blood lead level between 10µg/dl and 20µg/dl.
- **Head of Household:** The person or persons who own(s) the house.
- **Household Member:** Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members - 18 years old or older - are subject to income verification.
- **Occupant:** An occupant is defined as an immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of then time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family’s application.

Form of assistance under URP08? Randolph County - through the North Carolina Housing Finance Agency - will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a grant.

What is the amount of the grant? The amount of the grant will vary from one applicant to another and will depend on the scope of work necessary to address the identified imminent threats to life and/or safety - and that will

be determined by the County's rehabilitation specialist and ultimately the bids received from the contractors that will do the work. There is no minimum limit of assistance, but the URP08 Program Guidelines limit the amount of assistance per unit to \$5,000.

What kinds of work will be done? Each house selected for assistance will be repaired/modified to, 1) address imminent threats to the life and/or safety of the occupants of the dwelling unit, or 2) to make required accessibility modifications. In all cases these repairs/modifications will be determined by the County's rehabilitation specialist and disclosed to the homeowner prior to beginning the work.

All repairs completed under URP08 will meet all applicable NC Residential Building Codes.

Please note that the Urgent Repair Program cannot address all the deficiencies with any house. The program is designed and limited to addressing only those most immediate or urgent needs.

What about Lead-Based Paint? If your house was built before 1978, there is a good possibility that your house has lead-based paint. Lead is an extreme health hazard for children under 6 years old. If there is a child with an elevated blood lead level between 10µg/dl and 20µg/dl occupying your residence, URP08 funds can assist to eliminate minor hazards such as removing lead containing mini-blinds or replacing doors or windows that have a high concentration of lead-based paint. Since the costs of lead hazard reduction and/or lead-based paint abatement can easily exceed the program maximum cost per unit of \$5,000; it is highly unlikely that URP08 funds will be sufficient in addressing all the needs of a unit with an at-risk child. For that reason, the County's Project Administrator for URP08 will refer any unit whose lead-hazard reduction costs exceed the Program maximum of \$5,000/unit, to a local comprehensive housing rehabilitation project or to the local health department for referral to the North Carolina Housing Finance Agency's Lead Abatement Partnership Program.

Who will do the work on the homes? The County is obligated under URP08 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these very difficult requirements, the County will invite bids only from contractors who are part of an "approved contractor's registry."

To be on this registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the "conditional approval" of the County. Once a contractor who has been conditionally approved has successfully completed one job for the County, his or her status is upgraded to "regular approval" meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. All contractors are required to present proof of liability insurance and, if required, workers compensation insurance. (Homeowners who know quality rehabilitation contractors that are not on the County's approved contractor registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job (unless the repair is of an urgent nature and cannot be delayed, then the first available contractor that can successfully and expediently make the repair will be used). When bids are received the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor, 1) that returned an eligible bid by the pre-designated bid due date, 2) who is deemed able to complete the work in a timely manner, and 3) whose bid is within 15% (in either direction) of then County's cost estimate.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for Randolph County's 2007 Urgent Repair Program, what work can be done and, who will do it? The following is a list of the major steps in the process:

1. **Completing an Application Form:** Homeowners who wish to apply for assistance must do so by September 1, 2008. Apply by contacting the County's Public Works Department at (336) 318-6606. Proof of ownership and income is required at the time of application. Applicants must provide the Social Security numbers of all residents of the home, names and mailing addresses of employers, and income sources for all residents over 18 years of age. If you have applied for housing assistance through the County in the past, a new application is required, as different programs have different application requirements.

2. **Preliminary Inspection:** *The County's Rehabilitation Specialist will visit the homes of potential recipients to determine the need and feasibility of the home for rehabilitation.*
3. **Screening of applications:** *Applications will be rated and ranked by the County based on need factors and the feasibility of the house for rehabilitation. The households to be offered assistance will be selected by October 15, 2008. Household income will be verified for program purposes only; all income information required by HUD and NCHFA will be kept confidential. If income verification is not received from an employer of any member of the applicant household over 18 years old by November 15, 2008, that household will be ineligible for assistance. From this review, the fourteen (14) most qualified applicants will be selected, along with five alternates.*
4. **Applicant Interviews:** *Approved applicants will be provided detailed information on assistance, lead hazards, program rehabilitation standards, contracting procedures, the rehabilitation process, the grant documents and conditions. Applicants will be given five (5) days in which to accept or decline URP08 assistance. Applicants are encouraged to consult with family members and their legal advisors in order to determine the best course of action for them.*
5. **Work Write-up:** *The County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. The Rehabilitation Specialist will prepare a complete and detailed work specification (known as the "work write-up"). The final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.*
6. **Formal agreement:** *After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the rehabilitation process. This agreement will define the roles of the parties involved throughout the rehabilitation process.*
7. **Bidding:** *The work write-up and bid documents will be mailed to three to five contractors from the Approved Contractors Registry who will be given two to three weeks in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. The homeowner may request that a contractor of his/her choosing be sent a bid package. However, that contractor will be required to present evidence of proper liability insurance and, if necessary, Worker's Compensation insurance prior to submitting a formal bid. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted at the County Offices at a specified date and time, which all bidders and the homeowner are invited to attend.*
8. **Contractor selection:** *Within 24 hours of the bid opening after review of bid breakdown and timing factors, the Program Administrator will select the winning bidder. All bidders and the homeowners will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reason(s) for the selection. The homeowner may decline the selection of the Program Administrator and choose any eligible bid from any eligible contractor to perform the work. However, if the bid/contractor that is chosen is not the lowest responsive and responsible bidder, the homeowner will be required to pay the difference in the cost prior to the beginning of the work. Failure to pay the required amount within one month of the bid opening will render the homeowner ineligible for program assistance.*
9. **Grant Agreement and Contract Execution:** *Grant agreement and contract documents will be executed after the contractor has been chosen. These documents will bind all parties and make the project official. The Rehabilitation contract will be between the contractor and the homeowner, with the County signing as an interested third party. The grant agreement documents will be between the owner and Randolph County.*
10. **Pre-construction conference:** *A pre-construction conference will be held at the home. At this time, the homeowner, contractor and program representative will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old cabinets, old appliances, etc.) Within 24 hours of the pre-construction conference, the County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date.*
11. **Construction:** *The contractor will be responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and*

in a timely fashion. Randolph County Building Inspectors will inspect new work for compliance with the State Building Code. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as possible.

12. **Change orders:** All change orders to the scope of work must be approved by the owner, Randolph County Rehabilitation Specialist and that of County official, to protect against even the appearance of malfeasance or impropriety, and reduced to writing as a contract amendment (“change order”). If the changes require an adjustment in the grant agreement amount, that amount must be specified in the change order. **Payment:** The contractor is entitled to request one payment at the completion of the contracted work. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days. If all items are deemed 100% complete a payment will be made issued for the entire contract amount within one week of the inspection. **IMPORTANT: The homeowner will not be responsible for making payments to the contractor during the repair/modification process.**
13. **Post-construction conference:** Following construction the contractor and the Rehabilitation Specialist will meet with the homeowner. At this meeting the contractor will hand over all owner’s manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and general maintenance of the home with the homeowner. The homeowner will have the opportunity ask any final questions about work.
14. **Closeout:** When the contractor declares the work complete, program staff will thoroughly inspect the work. If deficiencies are observed, the contractor will be required to correct them. When the Rehabilitation Specialist and the homeowner are satisfied that the contract has been fulfilled, each will sign off and, after receipt of the contractor’s invoice, the final payment will be ordered. The contractor will submit all lien releases prior to the release of the final payment. All material and workmanship will be guaranteed for a one-year period after the date of project completion.
15. **The warranty period:** It is extremely important that any problems with the work that was performed be reported to the Rehabilitation Specialist as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected at no charge to the homeowner.

What are the key dates? If after reading this document you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting August 1, 2008.
- Applications must be turned in at Randolph County Public Work’s Office by 5:00 pm September 1, 2008.
- Grants made to selected households by October 15, 2008.
- All repair/modification work must be under contract by December 15, 2008.
- All repair/modification work must be completed by March 15, 2009.

How do I request an application? Just contact:

Randolph County
Public Works Department
725 McDowell Road
Asheboro, NC 27205
336 318-6606

or

Mr. Michael S. Walser
Grant Administrator
1614 Yadkin College Road
Lexington, NC 27295
(336) 787-4932
1 -800 -614-6831

Or pick up an application at the Randolph County Public Work’s Office.

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, Randolph County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his or her application was not fairly reviewed or rated and would like to appeal the decision made about it, he or she should contact the Housing Counselor/Project

- Administrator within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint must be put into writing.*
2. *A written appeal by the applicant must be made within 10 business days of the initial decision on an application.*
 3. *Randolph County will respond in writing to any complaints or appeals within 10 business days of receiving written complaints.*

During the rehabilitation process:

1. *If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.*
2. *The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.*
3. *If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the Project Administrator.*
4. *Should the mediation conference fail to resolve the dispute, the Project Administrator will render a written final decision.*
5. *If the Rehabilitation Specialist finds that the work is being completed according to the contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concerns and the reason for the Rehabilitation Specialist's decision.*

IMPORTANT NOTE: *Do not hesitate to contact the Rehabilitation Specialist at any time during the process, but please keep in mind that the work involved WILL CAUSE SOME INCONVENIENCE AT TIMES DURING THE REPAIR/MODIFICATION. Repair/modification work in general can be quite stressful. We ask that all recipients of assistance be patient with the workers and any delays that may occur.*

Finally, if the Homeowner is not satisfied with the decisions of the Project Administrator or other local Project staff, he/she may call or write:

*North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609
c/o Mr. Dick Smith-Overman, Team Leader Housing Rehabilitation*

The North Carolina Housing Finance Agency telephone number is: (919) 877-5700.

Will the personal information provided remain confidential? *Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County employees directly involved in the Project, the North Carolina Housing Finance Agency and auditors.*

What about conflicts of interest? *No officer, employee or other public official of the County, member of the County Board of Commissioner, or entity contracting with the County, who exercises any functions or responsibilities with respect to the URP08 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of the County employees, Board of Commissioner members and others closely identified with the County may be approved for rehabilitation assistance only upon public disclosure before the Board of Commissioners and written permission from NCHFA.*

What about favoritism? *All activities under the URP08, including rating and ranking applications, inviting bids, selecting contractors and resolving disputes, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color, national origin, familial status, or religion.*

Will the program be advertised? *Yes. The program will be advertised County-wide by newspaper advertisement. Referrals are also encouraged from social service agencies, health care providers and county agencies. Also,*

flyers advertising the program will be available at the County Administration Building, and will be provided to churches within the County for distribution to their congregations.

Referrals and Client Relations? The County will screen potential client on their housing needs. The County will accept referrals from Randolph County service providers: Therefore, most applicants will have already been screened for their other social and physical needs.

Each of the following Agencies will be notified of this Project:

- Randolph County Department of Social Services
- Randolph County Health Department
- Randolph County Senior Adult Association
- Local Municipalities within the County
- Local USDA Office

In the event that a client has not already been made aware of other potential benefits that he/she may be eligible to receive the Project's Client Counselor will make verbal referrals as needed and provided printed materials to clients detailing available services.

Who can I contact about this program? Any questions regarding any part of this application or program should be addressed to:

Randolph County
Urgent Repair Program Administrator
c/o Hobbs, Upchurch & Associates
Michael S. Walser
1614 Yadkin College Road
Lexington, NC 27295

RANDOLPH COUNTY PROCUREMENT POLICY FOR URGENT REPAIR PROGRAM

In the procurement of supplies, equipment or services in the Randolph County Program the following policies shall apply:

- 1) Small purchase procedures. These are relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies, or other property, costing in the aggregate not more than \$25,000. Under this procurement method price or rate quotations shall be obtained from an adequate number of qualified sources. Office supplies and equipment may be secured by this method.
- 2) Competitive sealed bids (formal advertising) shall be publicly solicited and a firm, fixed, price contract shall be awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is lowest in price. The housing rehabilitation program shall be awarded by utilizing this procedure.
- 3) Competitive Negotiations proposals shall be requested from a number of sources and the Request for Proposals shall be publicized. All aspects of the competitive negotiations shall be carried out in conformance with 24 CFR Part 85. Under this method, special consideration shall be given to experience, technical abilities, and familiarity with the services to be provided. Price shall not be the sole consideration for award of contract.

On all procurement, efforts shall be made to solicit bids from qualified small, female, and minority business firms.

In all cases, procurement under this Policy must conform to the requirements for procurement set forth in 24 CFR Part 85.

An adequate record of procurement must be maintained to insure that these policies and the requirements of 24

CFR Part 85 have been followed in their entirety.

RANDOLPH COUNTY URGENT REPAIR PROGRAM PAYMENT DISBURSEMENT PROCEDURE

For Contracted Services

METHOD OF PAYMENT:

1) For professional services including project administration, payments will be made as follows:

- For services that are ongoing, the contractor may submit an invoice for 1) the total number of completed units, at the end of each month for work completed for that month. The total of all invoices will not be greater than the approved contract or unit price (determined prior to beginning the project and stated in a professional services contract).
- Upon receipt, the Finance Director of Randolph County will review the invoice for completeness and accuracy prior to approval.
- Upon written approval by the Finance Director, the invoice will be paid by the County and mailed to the administrator within 10 business days.
- When all invoices - equaling the total contracted or unit price - are received and paid by the County, no additional invoices will be approved and paid without prior written approval by the County.

2) For residential contraction-related General Contractor services, payment will be made as follows:

- Upon completion of the work, an inspection by the Rehabilitation Specialist and approval of the completed work by the Program Administrator and Owner (or Owner's representative) for the work included in the Rehabilitation Contract, as outlined in the Work Write-Up, Change Order form and in the Contractor's Handbook and Property Rehabilitation Standards, the General Contractor may submit to the County of Mocksville an invoice (which **shall include** a signed lien release form) for partial and/or final payment.
 - For contracts less than \$9,999.99, only **one** payment totaling 100% of the contract amount will be made upon completion and inspection/approval.
- Upon receipt, the Finance Director of the County will review the invoice for completeness and accuracy prior to approval for payment.
- Upon written approval by the Finance Director, the invoice will be paid by the County and mailed or delivered to the General Contractor within 10 business days.

The General Contractor, by execution of a written agreement with the County, will hold the County and the property owner(s) harmless from all claims or liens for labor or materials furnished or used in the performance of the work covered by the written agreements, whether furnished or used by the General Contractor or any sub-contractor.

Please submit all invoices for inspection and pre-approval to:

Michael Walser, Program Administrator
c/o Randolph County
PO Box 4728
755 McDowell Road
Asheboro, NC 27204

For questions please contact Michael Walser at (336) 239-0125

Bid Award for Three New Ambulance Cabs and Chassis

Audrey Alexander, County Purchasing Agent, said that pursuant to N.C.G.S. 143-131, a request for bids was issued for three 2008 or newer Ford F350 ambulance cabs and chassis for the Randolph County Emergency Services Department. The following three bids were received:

VENDOR	PER VEHICLE	TOTAL
Life Star Rescue, Inc.	\$29,935.00	\$89,805.00
Select Custom Apparatus, Inc.	\$29,890.00	\$89,670.00
Southeastern Specialty Vehicles	\$29,000.00	\$87,000.00

The bids were reviewed by the Emergency Services Department and the Purchasing Office and found to be acceptable. The Emergency Services Department has identified funds within its budget to purchase the cabs and chassis. Ms. Alexander said that based on the lowest bid received, responsiveness for meeting the specifications outlined in the RFB, their timetable for delivery of the vehicles and the County’s past working experience with the company, the Emergency Services and Purchasing Departments recommend that the Board of Commissioners award the bid for the purchase of three 2008 Ford ambulance cabs and chassis at a total price of \$87,000 to Southeastern Specialty Vehicles.

On motion of Kemp, seconded by Haywood, the Board voted unanimously to award the bid for three new 2008 Ford ambulance cabs and chassis at a total price of \$87,000 to Southeastern Specialty Vehicles.

Bid Award for Emergency Medical Ambulance Remounts

Ms. Alexander said that pursuant to G.S. 143-131, sealed bids were received for the remounting of three ambulance boxes onto new Ford F350 ambulance cabs and chassis, as follows:

VENDOR	PRICE PER VEHICLE	TOTAL PRICE
Life Star Rescue, Inc.	\$49,880.00	\$149,640.00
Northwestern Emergency Vehicles	\$53,764.00	\$161,292.00
Select Custom Apparatus, Inc.	\$27,500.00	\$82,500.00
Southeastern Specialty Vehicles	\$25,999.00	\$77,997.00

The bids were reviewed by the Emergency Services Department and the Purchasing Office and found to be acceptable. The Emergency Services Department has identified funds within its budget to pay for the remounts. Ms. Alexander said that based on the lowest bid received, responsiveness for meeting the specifications outlined in the RFB, their timetable for delivery of the remounted vehicles and the County’s past working experience with the company, the Emergency Services and Purchasing Departments recommend that the Board of Commissioners award the bid for three EMS ambulance remounts at a total price of \$77,997 to Southeastern Specialty Vehicles.

On motion of Kemp, seconded by Haywood, the Board voted unanimously to award the bid for three new EMS ambulance remounts at a total price of \$ 77,997 to Southeastern Specialty Vehicles.

Approval of New Position at Health Department

MiMi Cooper, Public Health Director, requested approval of a new position of Physician Extender within the Health Department. Ms. Cooper said that partial funding for this position already exists in the current budget and with the addition of a full-time physician extender, she anticipates increasing the revenues for services to cover the additional cost of salary.

Ms. Cooper stated that Randolph County has had contracted physician extenders for some time. One came through Guilford County Health Department. Guilford has determined that they can no longer

continue the contract. Ms. Cooper stated that if she looks for additional contract providers, she would also need to find physician back-up and pay for the physician's time and malpractice coverage. To have two contract providers to cover the needs would be considerably more expensive than to have one provider and one physician extender on staff. No longer having the contract with Guilford allows \$12,000 for salary. The cost of a Physician Extender II at a step I is \$81,890, including benefits.

On motion of Kemp, seconded by Haywood, the Board voted unanimously to approve a new Physician Extender II position at the Health Department, effective September 1, 2008, and to approve Budget Amendment # 3, as follows:

2008-2009 BUDGET ORDINANCE		
GENERAL FUND- Amendment #3		
Revenues	Increase	Decrease
<i>Restricted Intergovernmental</i>	\$ 12,000	
<i>Sales and Services</i>	\$ 30,000	
Appropriations	Increase	Decrease
<i>Public Health</i>	\$ 42,000	

Approval of Historic Landmark Preservation Commission's (HLPC) Municipal Inter-Local Agreement Participation Form

Hal Johnson, HLPC Chairman, stated that on June 2, 2008 the County ordinance establishing a Historic Landmark Preservation Commission was adopted. Mr. Johnson noted that the Commission held its first meeting on June 25th. The ordinance outlines the duties and responsibilities of the Commission, and also contains the criteria that the Commission may use in recommending landmark designation. It also provides the opportunity for inter-local agreements between Randolph County and municipalities. Without inter-local agreements, the jurisdiction of the County HLPC would stop at the municipal planning jurisdiction. The opportunity for municipalities to participate with the County will offer many opportunities in working together for historic landmark designation and preservation. State regulations require that before a local government can designate a historic landmark it first must have established a historic preservation commission. Through this inter-local agreement, the Randolph County Historic Landmark Preservation Commission would also serve as an advisory body to the governing board of the participating municipality.

Mr. Johnson said that on July 23, the HLPC reviewed the proposed inter-local agreement and recommended approval by the County Commissioners. Following approval, municipalities within Randolph County will be contacted and provided the opportunity to participate through the inter-local agreement.

On motion of Haywood, seconded by Lanier, the Board voted unanimously to approve the HLPC's municipal inter-local agreement participation form, as follows:

INTER-LOCAL AGREEMENT DESIGNATING A JOINT HISTORIC LANDMARK PRESERVATION COMMISSION IN RANDOLPH COUNTY

This is an agreement between the County of Randolph and those municipalities located within Randolph County requesting the Randolph County Historic Landmark Preservation Commission to exercise those powers and duties given to it by the Randolph County Historic Landmark Preservation Commission Ordinance within their respective planning jurisdictions.

1. Designation of a Joint Historic Landmark Preservation Commission

Pursuant to the authority provided in Section 160A-400.1-14. of the North Carolina General Statutes, the County and undersigned Participating Municipalities hereby designate the Randolph County Historic Landmark Preservation Commission as a joint historic landmark commission, to be governed by the provisions set forth in the Randolph County Historic Landmark Preservation Ordinance, as adopted by the Randolph County Board of Commissioners on June 2, 2008, and as may be subsequently amended. The Commission shall have authority to exercise, within the planning jurisdictions of the Participating Municipalities, all the powers and duties given to it by the Randolph County Historic Landmark Preservation Ordinance as that Ordinance relates to historic landmark designation and issuance of Certificates of Appropriateness.

2. County Amendments to the Randolph County Historic Landmark Preservation Ordinance

If the County proposes any amendment to the Randolph County Historic Landmark Preservation Ordinance, it will provide each Participating Municipality written notice of the proposed amendment and provide the Participating Municipality a reasonable opportunity to review and comment on the proposed amendment before the County holds a public hearing on the amendment.

3. Funding of Commission

The County will provide the staffing, materials, and funding it deems necessary to support the Commission's basic activities in recommending designation of historic landmarks, and providing advice and education about historic preservation.

4. Designation of Historic Landmarks within Municipal Jurisdiction

Through this agreement, the Randolph County Historic Landmark Preservation Commission serves as an advisory body to the governing board of the participating municipality. The Commission identifies a proposed Landmark and drafts a proposed Ordinance. The Commission shall coordinate with designated municipal staff and provide the opportunity for municipal staff comments on the substance and effect of the proposed landmark designation. The Preservation Commission conducts a public hearing, and then makes a recommendation to the participating municipality. The governing board of the participating municipality conducts a final public hearing, after which the municipal Governing Board may adopt the Landmark designation as proposed, adopt any amendments, or reject the proposed Ordinance. Final authority for any Landmark designation within municipal planning jurisdiction shall rest with the governing board of the participating municipality.

5. Withdrawal from Agreement

Although vested rights may apply to any previously designated landmark, any participating municipality may withdraw from this agreement by providing the County 30 day written notice of its intent.

6. Amendment and Repeal of the Agreement

This agreement may be amended or repealed at any time on adoption of a resolution amending or repealing the agreement by the County and a Participating Municipality.

7. Effective Date

This agreement shall become effective after adoption by both the Randolph County Board of Commissioners and the governing body of the respective Participating Municipality, and has been executed below by a duly authorized representative on behalf of both the Randolph County Board of Commissioners and the governing body of the Participating Municipality.

County of Randolph/Authorized Official

Date

Municipality/Authorized Official

Date

Municipality

Recess

At 5:15 p.m., the Board recessed.

Return to Regular Session and Addition to Agenda

At 6:30 p.m., the Board returned to regular session. Chairman Holmes announced that *New Business Item G. Set Special Meeting Date* had been added to the agenda.

Special Meeting Date Set

On motion of Haywood, seconded by Kemp, the Board voted unanimously to set August 12, 2008, 6:30 p.m. for a special meeting for two purposes: 1) to hold a joint public hearing with the Asheboro City Council to consider an economic incentives package for Kennametal, Inc. and 2) to consider a NC Rural Center Grant application for water line funding.

Rezoning Pubic Hearing

At 6:30 p.m., the Board adjourned to a duly advertised public hearing to consider rezoning requests. Hal Johnson presented the following requests, and Chairman Holmes opened the public hearing for comments on each request and closed it before taking action on the requests.

1. KENYON DAVIDSON, Asheboro, North Carolina, is requesting that 18.90 acres located on Fairview Farm Road, Grant Township, be rezoned from E-1 to CVOE-CD. Tax ID# 7689030320. Zoo Growth Area. The proposed Conditional Zoning District would specifically allow the development of a 9-lot site-built residential subdivision with a minimum house size of 1,400 sq. ft. (Property Owner - Roy Garner, Jr. & Others.) The Planning Board reviewed this request at public meeting on July 8, 2008, and recommended by a vote of 5 to 1, that this request be approved with the condition to require a minimum house size of 1,400 sq. ft. and only site-built homes, no moved-in homes.

The Planning Board found the following Policies within the Growth Management Plan that support determination of consistency with the adopted plan with this recommendation are

Policy 6.5 The protection of viable rural neighborhoods should be encouraged by compatible residential development to insure the continued existence as a major housing source and as a reflection of the long term quality of life in Randolph County.

Policy 6.13 Conventional residential subdivisions are anticipated of similar housing characteristics to the community.

Roy Garner, Jr., 2392 Fairview Farm Rd., spoke in support of Mr. Davidson's request, stating that he was also speaking on behalf of his brother and sister. He said he never advertised the land was for sale, but did inform the neighbors first in case they had interest in purchasing any of the property; he got no response from the neighbors. Mr. Garner said he lived directly across from the property and doesn't see the proposed development as a problem. He added that there were other businesses in the area and that he doesn't consider this a farming community. He said he attempted to contact adjoining property owners but never got a return call.

Kenyon Davidson, applicant, spoke in support of his request. Mr. Davidson stated that he has worked with the Planning staff to eliminate any problems that came up with development of the nine tracts. He added that NCDOT has approved the site plan.

Roger Pritchard spoke in opposition to the request, saying that the land in the area is primarily family-owned land; he's lived there for 50 years. He said that just about every property in the area has a farm on it with the exception of one piece of property. He said he thinks this new proposed subdivision should conform to the other properties around it, and it does not, as proposed. Every time the Commissioners approve a new residential subdivision, that decision essentially raises taxes for taxpayers. He said that the proposed site plan provides for just over 100 feet of road frontage for the lots; this doesn't seem like enough to him. Also, with the minimum house size of 1,400 sq. ft., if the homeowner has a 2-car garage, there won't be enough room for any out buildings. He said there were about 17 doublewides on the surrounding roads in the area. He said this proposed subdivision is the equivalent of placing a city street in a rural agricultural area. The Growth Management Plan encourages growth but the growth should not destroy the rural character of the county. He says that we must protect our farmland; this is a rural growth area regardless of the GMP designation. Mr. Pritchard said that the lot sizes should be larger, and there should be fewer driveway connections; the subdivision, as proposed, does not conform to the existing neighborhood. He said he realizes this is only 18 acres, but every time the Commissioners approve a subdivision, it sets a precedent. He asked them to keep this in mind.

Baxter Oliver spoke in opposition to the request, speaking specifically about safety concerns regarding the sharp curve along the road where the houses would be built. He said that his 34 years on the Highway Patrol qualified him as a safety expert. He strongly urged the Board to deny the request.

On motion of Kemp, seconded by Lanier, the Board voted unanimously to approve the request of Kenyon Davidson, as determined consistent with policies contained within the adopted Growth Management Plan and outlined in the Planning Board recommendation of the condition to require a minimum house size of 1,400 sq. ft. and only site-built homes, no moved-in homes.

2. GREGORY FREELAND, Asheboro, North Carolina, is requesting that 2.90 acres (out of 5.59 acres) located at 3592 U.S. Hwy 64 West (just past Back Creek Road), Back Creek Township, be rezoned from RA to HC-CD. Primary Growth Area. Tax ID# 7731542600. The proposed Conditional Zoning District would specifically allow the operation of a car sales lot and automotive repair business at his residence as per site plan. The Planning Board reviewed this request at public meeting on July 8, 2008, and unanimously recommended that this request be **denied**. Mr. Johnson said that the Planning Board was concerned that the site plan did not indicate where the cars would be located, the car lot would change the rural character of the community and a business of this type would worsen the existing safety problems along this stretch of highway.

The Planning Board found the following Policies within the Growth Management Plan that support determination of consistency with the adopted plan with this recommendation are

Policy 1.2 The benefits of economic development should be balanced against the possible detrimental effects such development may have on the quality of life enjoyed by area residents.

Board of Commissioner Resolution Adopting the Growth Management Plan, Policy #1. Recognize that all individual growth management decisions are part of a larger interconnecting framework of building sustainable and quality growth within Randolph County.

Rose Freeland, spoke in support of the request, saying that she would manage the business with her son's help. They want to repair and sell vehicles. She said that she was told by DOT that Hwy. 64 will be widened to a four-lane road in the future. She said that 39 cars would fit comfortably on the property. She said that there are many businesses along Hwy. 64 within 2.5 miles of her property. She plans to do everything possible to prevent contamination, such as holding all fluids in plastic containers. Also, she said that the business won't be noisy.

Sheila Sheffield, 279 Back Creek Rd., spoke against this request on behalf of her neighbors. She said the neighborhood is extremely rural and a used car lot would dramatically change the rural character of the area.

Jean Hamilton, 255 Back Creek Rd., spoke against the request, stating that she fears for her life when

she goes to check on her dogs in the back yard as gunshots are often fired from that direction. Ms. Hamilton said that grass grows waist high in the applicant's front yard. She also has environmental concerns regarding contaminated run-off to Back Creek from the garage.

Inez Lowe, 2858 Lowe Country Rd., said she has the same concerns as the Planning Board. Adjoining property owners are also worried about trash and junk that typically accompany used car lots.

On motion of Kemp, seconded by Lanier, the Board voted unanimously to deny the request of Gregory Freeland, as determined consistent with policies contained within the adopted Growth Management Plan and outlined in the Planning Board recommendation.

Adjournment

At 7:35 p.m., there being no further business, the meeting adjourned.

J. Harold Holmes, Chairman

Phil Kemp

Stan Haywood

Arnold Lanier

Cheryl A. Ivey, Clerk to the Board