



FRANKLIN COUNTY BOARD OF COMMISSIONERS

Monday
June 15, 2020

Due to the COVID-19 pandemic, the meeting will be held solely by electronic means. Please see below for detail.

The public will not be allowed to physically attend this meeting; however, the meeting will be livestreamed on YouTube at <http://franklincounty.today>. Citizens may also view or listen to the meeting via Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/81639658146>

Join Via Telephone

1-301-715-8592

1-312-626-6799

Webinar ID: 816 3965 8146

6:55 P.M. - Season of Prayer - Commissioner Shelley Dickerson

7:00 P.M. - Official Meeting Begins - Call to Order

Pledge of Allegiance

Roll Call – Chairman Sidney Dunston

*Please note each vote
requires a roll call vote*

1. CONSENT AGENDA

- A. Releases, Adjustments, Refunds, and Tax Collection Rate
- B. Refund Request - Warren, Shackleford, & Thomas Attorneys
- C. Budget Ordinance Amendment #8 (Pursuant to North Carolina General Statute 159-15, the County Finance Officer is requesting a budget ordinance amendment in the amount of \$1,417,470.)
- D. Project Budget Ordinance – Youngsville Main Street Utilities Rehabilitation

2. COMMENTS FROM THE PUBLIC

This is the time set aside by the Board of Commissioners to allow individuals to address the Board on issues concerning the county.

Members of the public who would like to make public comments MUST register by emailing publiccomments@franklincountync.us before 12:00 pm (noon) on Monday, June 15, 2020. You must include your name, address, comment topic, phone number you will be calling from and email address. You will be recognized (by video or phone call

using the instructions listed at the beginning of this agenda) for comments in the order that you registered. The time limit for each speaker shall be five minutes with a total time limit set aside for informal public comments totaling 30 minutes. Vulgarity and abusive comments will not be tolerated.

3. FLEMING FOREST PRELIMINARY ASSESSMENT ROLL

The Board previously consented to an assessment for roadway improvements within the Fleming Forest Subdivision on May 20, 2019 and awarded a paving contract for necessary work in accordance with NCDOT standards. The total cost for construction was \$229,215 to be assessed to the 81 homeowners within the development. All work has been completed and roadways within the development have formally been accepted by NCDOT for inclusion into the secondary road maintenance program. A public hearing is required to solicit feedback from homeowners within the development regarding assessment totals. Following the public hearing, the Board may approve the final assessment roll to allow the Tax Administrator to begin collections. Homeowners have the opportunity to pay the assessment in full absent of finance charges if done so within sixty (60) day of approval or have the assessment financed over an eight (8) year period at three percent (3%) per annum.

Members of the public who would like to participate in the public hearing can share their comments in one of two methods:

- Share comments during the meeting using Zoom via audio or video. If you wish to address the Board, you must register at publiccomments@franklincountync.us before 12:00 pm (noon) on Monday, June 15, 2020. Please include your name, address, public hearing topic, phone number you will be calling from and email address. You will be recognized by the Chairman for comments in the order that you registered.
- Email written comments to publiccomments@franklincountync.us before 12:00 pm (noon) on Monday, June 15, 2020. Please include your name, address and public hearing topic. Comments will be shared with the Board and made part of the official record. Written comments received within 24 hours after the hearing is closed will also be shared with the Board and made a part of the official record.

ACTION REQUESTED: Conduct public hearing and await 24-hour period following close of public hearing prior to adoption of final assessment roll.

4. UPDATE: COVID-19

Health Director Scott LaVigne will provide an update on the pandemic.

ACTION REQUESTED: None.

5. LANDSCAPING SERVICES CONTRACT

Assistant County Manager Kim Denton and Chris Jones, Facilities Maintenance Director will provide a recommendation on the Landscaping Services Agreement managed by the Facilities Maintenance Department. The Landscaping Services Agreement provides for landscaping services at county facilities including county buildings, Solid Waste Convenience Sites and County tower locations. Two responses to the Request for Proposal were received on May 27, 2020 after advertising for two weeks. The current vendor, Louisburg Lawn LLC provided the most responsive, responsible proposal. Negotiations have been conducted with Louisburg Lawn LLC and the Board is asked to consider approving the Contract with Louisburg Lawn LLC in the annual amount of \$96,200.00 for the period of August 1, 2020 through July 31, 2023. Budgeted amounts to fund this Contract are included in the current annual Facilities Maintenance budget.

ACTION REQUESTED: Approve contract and authorize County Manager to finalize and sign.

6. APPOINTMENTS

A. DSS Board

The Board is asked to consider appointing Joyce Greene McLeod for the term July 1, 2020 ending June 30, 2023.

ACTION REQUESTED: Consider appointment.

B. Aging Committee Council of Governments

The Board is asked to consider appointing Patsy Douglass, Donnell Adams and Dot Robertson.

ACTION REQUESTED: Consider appointments.

**Citizen participation information is on file with the Clerk to the Board.*

7. OTHER BUSINESS

8. BOARD, MANAGER AND CLERK'S COMMENTS

This is the time set aside for the Board of County Commissioners, the County Manager, and the Clerk to the Board to report on various activities. The Board may also discuss other items of interest.

9. CLOSED SESSION

The Board is asked to conduct a closed session pursuant to North Carolina General Statute G.S. 143-318.11 (a) (3) Attorney-Client Privileged Communication.



County of Franklin

North Carolina

Office of Tax Collector

MEMORANDUM

TO: Franklin County Commissioners
FROM: Daniel Williams, Tax Administrator
DATE: June 2, 2020
SUBJECT: Releases, Adjustments, Refunds, and Tax Collection Rate

Please review and approve the May releases, adjustments and refunds. The current collection rate is provided for your information.

Total release amount for May 2020 - \$0.00
(Total release amount for May 2019 - \$972.40)

Total adjustment amount for May 2020 - \$1,870.34
(Total adjustment amount for May 2019 - \$292.26)

Total refund amount for May 2020 - \$511.20
(Total refund amount for May 2019 - \$3,598.14)

Total NCVTS refund amount for May 2020 - \$1,078.97
(Total NCVTS refund for May 2019 - \$4,147.50)

The 2019 Franklin County collection as of May 31, 2020 – 97.59%
(The 2018 Franklin County collection as of May 31, 2019 – 98.00%)

Please do not hesitate to contact the Tax Collector's Office if more detailed information is desired.

Daniel A. Williams
Franklin County Tax Administrator

FRANKLIN COUNTY TAX ADMINISTRATION

P.O. BOX 503, 215 E. NASH STREET

LOUISBURG, NC 27549



Franklin County

Tax Collector: Daniel Williams

Phone: (919) 496-2172

Fax: (919) 496-1630

Email: TaxGIS@franklincountync.us

Generated on: 06-02-2020

For 2019-01-01 to 2020-05-31

A R Summary Report

DESCRIPTION	YEAR	CATE	BEG BAL	BILLING	RELEASES	ADJUSTMENTS	ADJ BILLS	PAYMENTS	REFUNDS	DISCOUNTS	ADJ PAYMENTS	END BAL	INT PAYMENTS	INT REFUNDS	ADJ PMTS + INT	% PAID
FRANKLIN COUNTY	2019	PP	0.00	4,604,048.46	-47.39	-106,090.06	4,497,911.01	-4,282,307.93	3,612.99	-6,585.85	-4,285,280.79	212,630.22	-9,920.35	4.31	-4,295,201.14	95.27
FRANKLIN COUNTY	2019	RE	0.00	38,791,355.18	-534.37	-75,939.34	38,714,881.47	-37,845,336.84	81,301.30	-121,698.03	-37,885,733.57	829,147.90	-104,759.31	798.46	-37,990,492.88	97.86
SUBTOTAL: TYPE + YEAR	2019	PP	0.00	4,604,048.46	-47.39	-106,090.06	4,497,911.01	-4,282,307.93	3,612.99	-6,585.85	-4,285,280.79	212,630.22	-9,920.35	4.31	-4,295,201.14	95.27
SUBTOTAL: TYPE + YEAR	2019	RE	0.00	38,791,355.18	-534.37	-75,939.34	38,714,881.47	-37,845,336.84	81,301.30	-121,698.03	-37,885,733.57	829,147.90	-104,759.31	798.46	-37,990,492.88	97.86
TOTAL	9999		0.00	43,395,403.64	-581.76	-182,029.40	43,212,792.48	-42,127,644.77	84,914.29	-128,283.88	-42,171,014.36	1,041,778.12	-114,679.66	802.77	-42,285,694.02	97.59

Franklin County Commissioner’s Agenda Information Sheet

Requested Meeting Date: June 15, 2020

of attachment (s) 3

Item Title (as it should appear on the agenda): Refund Request – ROD

Initiated by (Name, Job Title): Hon. Brandi S. Davis, Register of Deeds

Board action proposed: Approval of Refund Request

Is this a consent agenda item? Yes No

Is a public hearing needed? Yes No

Has this item been reviewed by the appropriate staff? Please check all that apply.

County Manager County Attorney Finance Director

Summary of Request:

The law firm of Warren, Shackleford, & Thomas has requested a refund in the amount of \$200.00 from the county. They overpaid the revenue stamp amount on a Deed recorded in the Register of Deeds’ office on 1/13/2020 in Book 2198 Page 157. I have attached copies of all documents relating to the request. The county attorney has been made aware, consulted and has no objection to the request.

FOR OFFICE USE ONLY:

APPROVED
 DENIED

ACTION: _____ DATE: _____

This instrument prepared by: Harris & Hilton, PA, a licensed North Carolina attorney.
Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector
upon disbursement of closing proceeds.

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$ 650.00 PIN#: 024331 Parcel ID:33726300

Mail/Box to: GRANTEE

This instrument was prepared by: Harris & Hilton, P.A., 7320 Six Forks Road, Suite 100, Raleigh, NC 27615
(Without Benefit of Title Exam or Tax Advice)

Brief description for Index: Lot 29 Brandy Creek Sub Phase V Franklin Co

THIS DEED made this 23rd day of December, 2019, by and between:

GRANTOR	GRANTEE
TIMOTHY W. MEDLIN and spouse, SUSAN F. MEDLIN 17 Golden Pond Lane Franklinton, NC 27525	Alena Demidenko , and spouse Evgenii Demidenko 140 Gregory Manor Youngsville, NC 27596

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in Franklin County, North Carolina and more particularly described as:

Located in Youngsville Township, Franklin County, North Carolina and being Lot 29, Brandy Creek Subdivision, Phase V, as shown on that plat recorded in Plat Record File 3, Slide 89-143, Franklin County Registry.

**Address: 140 Gregory manor, Youngsville, NC 27596
Tax ID#: 33926 300**

The property described above was acquired by Grantor by instrument recorded in Book 1434, Page 627.
A map showing the above described property is recorded in Plat Record 3 Slide 89 .

All or a portion of the property conveyed is/ is not a principal residence of the Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

Grantor covenants with Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

Ad valorem taxes for the current year; utility easements and unviolated covenants, conditions or restrictions that do not materially affect the value of the Property.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing the day and year written above.

Timothy W. Medlin (SEAL)
Timothy W. Medlin

Susan F. Medlin (SEAL)
Susan F. Medlin

STATE OF NC COUNTY OF Wake

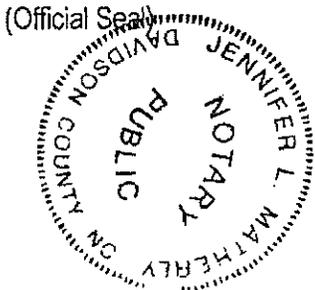
I, the undersigned Notary Public, certify that the following person(s) personally appeared before me this day and that I have personal knowledge of the identity of the principal(s) and/or I have seen satisfactory evidence of the principal's identity by a current state or federal identification with the principal's photograph in the form of a Drivers Licenses and that he/she/they acknowledged to me that he/she/they voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Timothy W. Medlin and Susan F. Medlin.

Date: 12-23-19

Jennifer L. Mathaly

Printed Name: Jennifer L. Mathaly

My commission expires: 11-15-2020



WARREN
SHACKLEFORD
THOMAS

ATTORNEYS P.L.L.C.

JAMES S. WARREN
R. KEITH SHACKLEFORD
KIMBERLY P. THOMAS

P.O. Box 1187
343 South White Street
Wake Forest, NC 27588

Office 919.556.3134
Fax 919.556.1718

www.wakeforestattorneys.com

April 30, 2020

Franklin County Register of Deeds
Attn: Kristin King
VIA EMAIL: kking@franklincountync.us

RE: Warranty Deed recorded in Book 2198, Page 157
Alena Demidenko and spouse Evgenii Demidenko

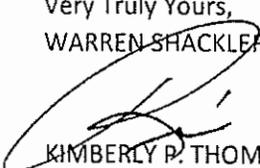
Dear Ms. Davis:

Attached please find a copy of the North Carolina General Warranty Deed recorded in Book 2198, Page 157, Franklin County Registry. The deed was prepared on behalf of the seller by another attorney's office. However, they inadvertently entered an incorrect sales price of \$325,000.00 when they prepared the deed early for the seller/grantor, thus showing revenue stamp amount of \$650.00. The actual sales price was \$225,000.00, which equals a revenue stamp amount of \$450.00. After the deed was recorded, we discovered that the \$650.00 amount was printed on the deed and paid to the Register of Deeds. The correct revenue stamp amount should have been \$450.00.

We request a refund of the excess funds collected during the e-recording of the deed. We understand that a correction has already been made by the Franklin County Tax Collector. It is our understanding that once we received a refund from the Franklin County Register of Deeds, we will then need to re-record the deed to correct the amount of the revenue stamp, which will then be reported to the tax office. Please advise us if this is incorrect.

Thank you for your attention to this matter. We apologize for the error and the confusion this has caused. Please let us know if you need any further information or documentation.

Very Truly Yours,
WARREN SHACKLEFORD & THOMAS, PLLC


KIMBERLY P. THOMAS
Attorney at Law

KPT/js
Enclosure

CORRECTIVE AFFIDAVIT

Giving notice of typographical or other minor error pursuant to NCGS 47-36.1

Title of Original Instrument: North Carolina General Warranty Deed

Date of Recording: 0113/2020

Recording Book and Page: Book 2198, Pages 157-158

Original Parties to the Instrument:

Grantor(s): Timothy W. Medlin and spouse, Susan F. Medlin

Grantee(s): Alena Demidenko and spouse, Evgenii Demidenko

Now comes the undersigned as Attorney, being first duly sworn and does say the following:

1. Through mutual mistake, inadvertence or mistake of the draftsmen the Instrument referenced above, contained the following typographical or other minor error:
Excise Tax typed as \$650.00 instead of \$450.00
2. It was the intent of the parties to the Instrument that the erroneous information in the Instrument referenced above, as corrected, should read as follows:
Excise Tax \$450.00

Signature of Affiant: _____

Print Name: Kimberly P. Thomas

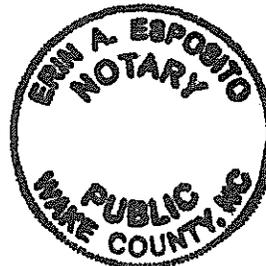
State of North Carolina County of Wake

Sworn to and subscribed before me this 28th day of May, 2020

Notary Public: Erin A. Esposito

My commission expires: May 23, 2024

Notary Seal



submitted electronically by "warren, Shackelford & Thomas, P.L.L.C."
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Franklin County Register of Deeds.



County Of Franklin

113 Market Street
 Louisburg, North Carolina 27549
 Telephone: 919-496-3182
 Fax: 919-496-2683

Item 1-C

Office of Finance
 Jamie Holtzman
 Director

BUDGET ORDINANCE AMENDMENT #8			
BE IT ORDAINED by the Board of Commissioners of the County of Franklin, North Carolina, that pursuant to North Carolina General Statute 159-15, the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.			
Section 1. To amend the General Fund to recognize Board action from previous meetings, recongize Coronavirus Relief Funds, and to appropriate necessary expenditures as needed and make the final closeout budget amendment for fiscal year 2020. To amend the Fire District Fund to recongize additional tax revenues received and disperesed for Fiscal Year 2020.			
Expenditures	Account #		Amount of Increase
Inspections Department	10-491-0000		\$ 169,882
Miracle League Expenses	10-506-0725		\$ 43,900
Juvenile Detention	10-506-0660		\$ 10,000
KARTS ROAP Program	10-506-0770		\$ 17,022
Professional Services	10-506-0041		\$ 9,000
KERR TAR Tax	10-580-0540		\$ 14,472
Legal Professional Services	10-608-0000		\$ 11,500
Fire Protection (multiple departments)	42-530-0000		\$ 201,977
Public Buildings	10-500-0000		\$ 28,009
Sheriff Department	10-510-0000		\$ 4,025
Jail	10-512-0000		\$ 8,782
Rescue and Ambulance Services	10-531-0340		\$ 8,614
Emergency Management Services	10-532-0440		\$ 18,575
Information Technology Services	10-604-0742		\$ 4,822
Transfer to Fund 48	45-510-0750		\$ <u>866,890</u>
	Total		\$ 1,417,470
=====			
Revenues	Account #		Amount of Increase
GF Fund Balance (Inspection Revenues)	10-399-0000		\$ 169,882
GF Fund Balance (Rec In Lieu)	10-399-0000		\$ 43,900
Jail Fees	10-358-0000		\$ 10,000
KARTS ROAP Grant	10-389-0001		\$ 17,022
Insurance Claims	10-335-9901		\$ 9,000
GF Fund Balance	10-399-0000		\$ 25,972
Fire Tax Distribution	42-300-0000		\$ 201,977
Coronavirus Relief Fund	10-335-0020		\$ 72,827
Water and Sewer Fund Balance	45-399-0000		\$ <u>866,890</u>
	Total		\$ 1,417,470
=====			
Section 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, the Budget Officer, and the Finance Officer for their direction.			
Adopted this 15th day of June 2020.			
Chairman of the Board of County Commissioners			
Clerk to the Board			



County Of Franklin

113 Market Street
Louisburg, North Carolina 27549
Telephone: 919-496-3182
Fax: 919-496-2683

Item 1-D

Office of Finance
Jamie Holtzman
Director

FRANKLIN COUNTY PROJECT BUDGET ORDINANCE YOUNGSVILLE MAIN STREET UTILITIES REHABILITATION

BE IT ORDAINED by the Franklin County Board of Commissioners pursuant to North Carolina General Statutes 159-8 and 159-13.2, the following project ordinance is hereby adopted:

SECTION 1: The project authorized is for upgrades and replacement of the water and sewer utilities infrastructure in the town of Youngsville main street.

SECTION 2: The following revenues are available to complete the project:

Public Utilities Funds	\$ 866,890
Total	\$ 866,890

SECTION 3: The following line item is created for this project and line item appropriation is hereby approved:

Youngsville Utilities Rehabilitation Project Costs	\$ 866,890
--	------------

SECTION 4: The County's Finance Director is hereby directed to maintain sufficient detailed accounting records to provide the accounting for the recordation of revenues and expenses for this project.

SECTION 5: The Finance Officer is directed to report quarterly on the financial status of the project and the total revenues received.

SECTION 6: Copies of this ordinance shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

THIS ORDINANCE ADOPTED THIS 15th DAY OF JUNE, 2020.

SIDNEY E. DUNSTON, CHAIRMAN

KRISTEN G. KING, CLERK

Franklin County Commissioner’s Agenda Information Sheet

Requested Meeting Date: 6-15-2020

of attachment (s) 1

Item Title (as it should appear on the agenda): Fleming Forest Preliminary Assessment Roll

Initiated by (Name, Job Title): Scott Hammerbacher, AICP, Planning & Inspections Director

Board action proposed: Conduct public hearing and await 24 hour period following close of public hearing prior to adoption of final assessment roll.

Is this a consent agenda item? Yes No

Is a public hearing needed? Yes No

Has this item been reviewed by the appropriate staff? Please check all that apply.

County Manager County Attorney Finance Director

Summary of Request:

The Board previously consented to an assessment for roadway improvements within the Fleming Forest Subdivision on May 20, 2019, and awarded a paving contract for necessary work in accordance with NCDOT standards. The total cost for construction was \$229,215 to be assessed to the 81 homeowners within the development. All work has been completed and roadways within the development have formally been accepted by NCDOT for inclusion into the secondary road maintenance program. A public hearing is required to solicit feedback from homeowners within the development regarding assessment totals. Following the public hearing, the Board may approve the final assessment roll to allow the Tax Administrator to begin collections. Homeowners have the opportunity to pay the assessment in full absent of finance charges if done so within sixty (60) day of approval or have the assessment financed over an eight (8) year period at three percent (3%) per annum.

FOR OFFICE USE ONLY:

APPROVED
 DENIED

ACTION: _____ DATE: _____

STATE OF NORTH CAROLINA

PRELIMINARY ASSESSMENT ROLL:

FLEMING FOREST SUBDIVISION

COUNTY OF FRANKLIN

WHEREAS, Article 9 of Chapter 153A, General Statutes of North Carolina authorizes counties to make special assessments against benefited property for all or part of the costs of paving or otherwise improving streets.

WHEREAS, the Franklin County Commissioners approved a final assessment resolution on May 20, 2019, to fund roadway improvements in the Fleming Forest Subdivision in Franklin County identified within Map Book 1999, Pages 395-400.

WHEREAS, a special assessment against the benefited property is necessary to recoup the costs of said improvements financed by the County.

WHEREAS, The total project cost is estimated at \$229,215 for road improvements in addition to \$3,347.50 spent by homeowners for testing of asphalt prior to the commencement of road improvements. Per the approved Final Assessment Resolution, homeowners who contributed funds shall be credited within their assessment.

WHEREAS, Homeowners being assessed shall not be subject to any finance charge if said assessment is paid in full within sixty (60) days of the confirmation of the assessment roll by the board.

WHEREAS, Property owners shall be assessed at a three percent (3%) interest rate per annum over an eight (8) year period. Interest to begin on January 1, 2021 and payments being due and collected by the Franklin County Tax Collector.

PARCEL	OWNER & ADDRESS (BASED UPON CURRENT GIS DATA 6-3-20)	ASSESSMENT TOTAL
032709	SCHNECK FRANCIS W & PATRICIA A 15 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032814	DANIEL & JEANETTE BELLINO 35 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032811	JOHN D & SHANNON C STREIT LIVING TRUST THE 35 SETTLERS CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032810	MACKY CHARLES & JACQUELINE 40 SETTLERS CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032802	WILLIFORD LENNIE EDWARD & ANN A 55 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032801	HARRIS GREGG R & LISA L 65 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,771.14

032800	DANIEL & MONICA BRENNEN 75 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032799	BOST BEN BLAIR JR 45 EAGLE FEATHER PATH YOUNGSVILLE, NC 27596	\$ 2,771.14
032809	KURTH CARL J & KIRSTEN 30 SETTLERS CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032798	AZHDARI FARZIN MOFRAD & RAHI MITRA 145 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032797	ANDERSON TODD T & HEATHER A 155 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032796	HARTMAN MICHAEL W & PATRICIA J 165 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032812	JERRILYN & DAVID BARTON 25 SETTLERS CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032803	YATES JENNETTE LEE 45 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032779	SMITH JIM & SUZETTE 10 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032778	KING JASON RYAN & MILUTINOVIC TATJANA 90 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032790	GARY & CHRISTIAN JAMES 15 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032791	ORTEGA CARLOS W PEREZ & KURYLE KAREN PEREZ 130 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032777	COMFORT DEBORAH F & TERRENCE J 80 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032792	BURNHAM GUY A T & DEANA M 140 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032808	PROSSER BRUCE R JR & GAIL F 20 SETTLERS CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032804	JUAN GUZMAN & IRMA AQUILAR 35 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032813	PETERS MICHAEL A SR & ROSEMARY 55 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032776	DUNN JOHN M & KATHERINE 70 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032793	HAIGHT WILLIAM C JR & LORI 150 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032708	NEATHERY JUSTIN & JENNIFER 10 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032805	LONG JON D & ELAINE 25 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14

032775	BOWERS HERBERT & ROSE MICHELLE LYNN 60 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032807	HOLMES WILLIAM R & KITTY 10 SETTLERS CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032780	PHARIS ERNEST W & DONNA L 20 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032789	CANADA ROBERT L III & REBECCA D 25 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032795	TUCKER CYNTHIA ANN 175 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032735	SIMONSEN CHRISTIAN C & KELLY 40 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032794	JONES HARRELL E JR & PAULA 160 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032806	15 REMINGTON CT YOUNGSVILLE, NC 27596 FROMM GREGORY L & ECKSTEIN CYNTHIA L ECKSTEIN JOSEPH S 6300 BATTLEVIEW DR RALEIGH NC 27613	\$ 2,771.14
032774	ALTMAN DANA C & WILLIAM 25 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032788	RING ERIC S & REBEKAH A 35 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032756	MCCABE BLAIR C 638 FLAHERTY AVE WAKE FOREST NC 27587	\$ 2,871.14
032781	LEWIS DANIEL JACK & LINDA 30 WINCHETER CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032736	PORTER STEPHEN C & GOLIAN RENEE H 60 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032755	GEORGE & GENEVA COLEY 30 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032787	NESSSELL STEVEN WAYNE & LAUREN PARRISH 45 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032773	MATTHEW WILLIAMS & SARAH SANDERSON 35 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032782	DERFLINGER CHERYL A & DONALD 40 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032754	LAPONZINA THOMAS P & NANCY 20 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032786	TWOMLEY DANIEL & RYAN TATUM 55 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032757	WESSEL MARK E & BARBARA C 20 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14

032753	MORETZ LESLIE D & LEILANI 10 REMINGTON CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032772	BRNA RONALD 45 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032737	ALFORD DANNY & ALFORD DARNELL 70 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032783	VUJEVICH DANIEL RICHARD & CONNIE 50 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032758	PATTI RONALD F 30 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,671.14
032771	DOWNS PATRICK TIMOTHY & CHICK SARAH ANN 55 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032752	HOLLOMAN RUSSELL B & SABRINA 85 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032785	CRUTCHFIELD HOWARD M & ELIZABETH 65 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032784	CALIMBO JONATHAN M & TRACIE 60 WINCHESTER CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032759	MOONEY COLLIN D & AMANDA 40 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032770	DUNN ARTHUR HUGH & SUSAN LOU 65 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032751	GREEN MONDREA L & SHANTE 95 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032738	SOTHORON MARI JONN & NORWOOD S JR 90 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032760	MOSHER JANE A & HOLLEN THOMAS G 50 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032769	KELLER CHARLES FREDERICK JR & GESEIL M 75 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032761	UHLIG DOUGLAS J & DONNA 60 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032750	MARVIN & BARBARA HOCKADAY 105 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032768	MCABEE JANET LYNN 85 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032762	DAVIS LESLIE A & PATRICIA M 70 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032739	WININGS ERNEST J & MICHELLE L 110 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032767	FERRICK ROBERT MARK & PATRISHA 95 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14

032749	MAUK RUSSELL 115 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032763	SAMIT SHIRLEY PORTER & METZGER PHILIP W 80 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032748	DOYLE KERRI N & JAMES T 125 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032764	WILLIAMS TIMOTHY C & SUSAN Y 90 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,871.14
032747	FRANKLIN MARVIN L & MITZI W 135 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032765	WHITE WILLIAM MICHAEL & KANDI P 100 CHESTERFIELD CT YOUNGSVILLE, NC 27596	\$ 2,771.14
032740	FORTIAGE DAVID ROBERT TRUSTEE & FORTIAGE CONRAE TRUSTEE 130 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,823.64
032746	WILLIAMS MICHAEL L & CAROL R 145 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032745	SHIELDS RODERICK S & GLENDA B 155 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032741	LOOPER JERRY W & WANDA P 150 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032744	ROCKOT DAVID W & POLOGRUTO RANDY A 165 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,771.14
032743	EDWARD & LISA MAJEWSKI 175 FLEMING FOREST DR YOUNGSVILLE, NC 27596	\$ 2,871.14
032742	170 FLEMING FOREST DR YOUNGSVILLE, NC 27596 WIEDMAN GEORGIANNA & GOLDBERT STACEY ANN 1225 KINGSWOOD RD WILSON, NC 27896	\$ 2,871.14

Therefore, Be it Resolved by the Franklin County Board of Commissioners that the Board hereby confirms the following as the final assessment roll for roadway improvements within Fleming Forest subdivision in accord with North Carolina General Statutes 153A-195:

DULY ADOPTED the 6th day of July, 2020.

Sidney E. Dunston, Chairman

Kristen G. King, Clerk to the Board

Franklin County Commissioner’s Agenda Information Sheet

Requested Meeting Date: June 15, 2020

of attachment (s) _____

Item Title (as it should appear on the agenda): Landscaping Services Contract

Initiated by (Name, Job Title): Kim Denton, Assistant County Manager

Board action proposed: Approve Contract and Authorize County Manager to finalize and sign

Is this a consent agenda item? Yes No

Is a public hearing needed? Yes No

Has this item been reviewed by the appropriate staff? Please check all that apply.

County Manager County Attorney Finance Director

Summary of Request:

Assistant County Manager Kim Denton and Chris Jones, Facilities Maintenance Director will provide a recommendation on the Landscaping Services Agreement managed by the Facilities Maintenance Department. The Landscaping Services Agreement provides for landscaping services at county facilities including county buildings, Solid Waste Convenience Sites and County tower locations. Two responses to the Request for Proposal were received on May 27, 2020 after advertising for two weeks. The current vendor, Louisburg Lawn LLC provided the most responsive, responsible proposal. Negotiations have been conducted with Louisburg Lawn LLC and the Board is asked to consider approving the Contract with Louisburg Lawn LLC in the annual amount of \$96,200.00 for the period of August 1, 2020 through July 31, 2023. Budgeted amounts to fund this Contract are included in the current annual Facilities Maintenance budget.

FOR OFFICE USE ONLY:

APPROVED
 DENIED

ACTION: _____ DATE: _____

FRANKLIN COUNTY

NORTH CAROLINA

THIS CONTRACT AND AGREEMENT made and entered into this the 1st day of August 2020 by and between FRANKLIN COUNTY, a North Carolina body of politic with an address of 113 Market Street, Louisburg NC, 27549, hereinafter called the "County", party of the first party; and LOUISBURG LAWN, LLC a North Carolina Limited Liability Company with an address of 289 Stone-Southerland Road, Louisburg, NC 27549, hereinafter called the "Company";

WITNESSES

THAT WHEREAS the County is the owner of various tracts or parcels of land in Franklin County, North Carolina as listed on the Attached Exhibit "A"; and whereas the County requested proposals for the maintenance and care of the exterior grounds of each of said properties for a three year period commencing on August 1, 2020, and ending on July 31, 2023; and,

WHEREAS the Company is in the business of lawn care and maintenance submitted the lowest responsible bid for providing such services at a price of \$96,200.00 per annum to be paid in equal monthly payments of \$8,016.66. The first payment to be due and payable on or before the 15th day of September and thereafter on or before the 15th day of each ensuing month during the term of the contract.

WHEREAS the request for proposals contained the attached proposal conditions which are marked Exhibit "B" and are hereby incorporated into this contract by reference which specify the work, services, maintenance and care required; and

WHEREAS the County Board of Commissioners accepted said proposal amount of the \$96,200.00 per year upon the conditions set forth in the request for proposals.

NOW, THEREFORE, for and in consideration of the recitals contained herein and the payment of the stated sums, the parties do hereby contract and agrees as follows:

1. The County is the owner and / or operator of the lots, tracts or parcels of the land listed in Exhibit "A";
2. That the company has agreed to provide lawn care, maintenance and services to care for all the exterior areas on each parcel of land; This does not include any work on the physical structures on any tract except as may be damaged by acts or omissions of the Company;
3. The Company will provide the services, care and maintenance as specified in the attached Exhibit "B" for each tract as designated; It is understood and agreed that the Company is to service the Dump sites twice monthly and the Tower Sites once monthly.
4. This Contract shall commence on the 1st day of August 2020 and continue in full force and effect until the 31st day of July 2023.

5. As consideration for this Contract the County shall pay the Company the sum of \$96,200.00 per year, to be paid monthly in the amount of \$8,016.66. The Company shall bill the County monthly and the County shall pay the Company by the 15th of the month.
6. The Company shall be responsible for keeping the lawns, parking areas and other areas on each tract in a clean, neat and orderly condition to include trash removal, trash pick-up around the exterior of the buildings and parking lots; planted areas neat, sowing grass seed and fertilizing grass areas and edging along all paved areas.
7. The Company is an independent contractor and as such is not an employee of the County and the Company shall be responsible for all taxes, insurance, transportation cost, materials, equipment, supplies and other related expenses required for the performance of its responsibilities hereunder. The Company shall maintain a valid Pesticide License, Landscaping Contractor's License and cover all workers with Workers Compensation Insurance;
8. The Company shall take out and maintain general liability insurance policy to indemnify and hold the County harmless in the event of a claim or cause of action arising against it by the reason of the Company's actions, inactions, negligence, omission or commission in the amount not less than \$1,000,000.00 per occurrence, per event with the County named as a loss payee beneficiary. The insurance shall further provide coverage for the \$100,000.00 fire damage, \$5,000.00 medical and \$1,000,000 (One Million Dollars) Personal and ADV injury, and \$1,000,000 (One Million Dollars) Product comp/op AGG coverage.
9. This contract shall be construed in accordance with the law of North Carolina and any suit to enforce this contract shall be brought in the General Courts of Justice in Franklin County, North Carolina.

IN WITNESS WHEREOF the parties have caused this Contract and Agreement to be executed the day and year first written.

FRANKLIN COUNTY

By: _____ (SEAL)

Chairman

Attested: _____

Kristen King, Clerk

LOUISBURG LAWN, LLC

_____ (SEAL)

Arthur D. Thompson- Manager

Exhibit "A"

Tier 1 Buildings Sites

- **Administration Building** - 113 Market St. Louisburg
- **Airport Terminal** - 440 Airport Rd. Louisburg
- **Animal Control** - 351 T. Kemp Rd. Louisburg
- **Agricultural Services Building** - 103 S. Bickett Blvd.
- **Bunn Library** - 610 Main St Bunn
- **Care & Share** - 110 Industrial Dr. Louisburg
- **Courthouse Annex** - 113 S. Main St. Louisburg
- **EMS 39** - 1941 NC 39 Louisburg
- **Farmers Market** - Shannon Village Shopping Center Louisburg
- **Franklinton Library** - 9 W. Mason St. Franklinton
- **Franklinton Senior Center** - 602 E. Mason St. Franklinton
- **Human Services Building** - 107 Industrial Dr. Louisburg
- **Johnson St. Parking Lot** - Johnson St. Across from the Administration Building
- **Library Annex** - 106 Justice St. Louisburg
- **Louisburg Library** - 906 N. Main St. Louisburg
- **Maintenance Building** - 8148 56 W. Hwy. Louisburg
- **Old Courthouse** - 102 S. Main St. Louisburg
- **Sheriffs Building** - 62 West River Rd. Louisburg
- **Probation** - 307 E. Nash St. Louisburg
- **Sheriff's Office and Jail** - 285 T. Kemp Rd. Louisburg
- **Sheriff's Satellite Station** - 1763 M.C. Wilder Rd. Louisburg
- **Solid Waste Center** - 5 Landfill Rd. Louisburg
- **Tax and Planning Building** - 215 E. Nash St. Louisburg
- **Youngsville Library** - 218 US-1 ALT Youngsville

Exhibit "A" Page 2

Tier 2 Convenience Sites

- **Five Points Convenience Site** - 102 John Winstead Rd. Louisburg
- **Gupton Convenience Site** - 1289 Laurel Mill-Centerville Rd. Louisburg
- **HWY 39 Convenience Site** - 37 Otis Burrows Rd. Louisburg
- **HWY 56 Convenience Site** - 3911 NC E. 56 Hwy. Louisburg
- **HWY 58 Convenience Site** - 1945 NC 58 Hwy. Castalia
- **Lake Royale Convenience Site** - 1715 Sledge Rd. Louisburg
- **Landfill Convenience Site** - 5 Landfill Rd. Louisburg
- **Mitchiner's Crossroads Convenience Site** - 2765 West River Rd. Franklinton
- **Moulton Convenience Site** - 787 Trinity Church Rd. Louisburg
- **Pilot Convenience Site** - 5105 Old US 64 Hwy. Zebulon
- **Rocky Ford Convenience Site** - 3308 Sims Bridge Rd. Kittrell
- **Youngsville Convenience Site** - 529 Park Ave. Youngsville

Tier 3 Tower Sites

- **911 Center Tower** - T. Kemp Rd. Louisburg
- **Franklinton Tower** - 104 Cone Dr. Franklinton
- **Hosley Forest Tower** - 704 Thomas Jones Rd. Louisburg
- **Pilot Tower** - 78 Broadway Dr. Zebulon
- **White Level Tower** - 831 White Level Rd. Louisburg
- **Youngsville Tower** - 1108 Bert Winston Rd. Youngsville

Exhibit "B"

**FRANKLIN COUNTY NORTH CAROLINA
REQUEST FOR PROPOSALS (RFP)
FACILITY LANDSCAPING**

I. INTRODUCTION

Franklin County is issuing this Request for Proposals (RFP) to qualified landscapers to provide services, that are listed on this request, for Franklin County Government. The contract period shall commence on August 1, 2020 and continue in effect to July 31, 2023. This document outlines services requested at our facilities and any pertinent details for these sites.

II. SCOPE OF WORK AND TASKS TO BE INCLUDED

Franklin County Government contracts out grounds maintenance that includes mowing, trimming, edging, spraying herbicides, pruning, leaf blowing and removal, over seeding, fertilizing, and aerating.

The Scope will be:

1. January and February grass mowed as needed.
2. March through December grass mowed once weekly at the Tier 1 Sites. Tier 2 sites shall be mowed bi-weekly and Tier 3 sites shall be mowed once monthly during this period. Grass shall not be cut lower than 3" at any of the Tier 1, 2, or 3 sites.
3. Locations are provided on page 3 and 4 of this document along with the specific Tier designation.
4. Grass bordering concrete/asphalt shall be mechanically edged not chemically sprayed.
5. All areas that cannot be mowed will be trimmed.
6. Litter to be picked up before cutting grass. Any trash cut by the contractor will be removed before leaving the site.
7. Flowers and plants to only be replaced by contractor if requested by the Franklin County Maintenance Department in writing. This cost will not be included in the contract but will be billed separately.

Exhibit "B" Page 2

8. The chosen contractor will be responsible for the maintenance of the flowers and shrubs at all Tier 1 and Tier 2 locations. This will also include the Court Square of the Historic Courthouse located at 102 South Main Street.
9. All flowers and shrubs shall be maintained using approved practices and the pruning calendar that is provided by the Franklin County Cooperative Extension Service in this document package. Any question about shrub or flower care will be directed to Charles Mitchell, Cooperative Extension Service Director at 919-496-3344.
10. Parking lots to be cleaned of trash clippings leaves and limbs at each visit.
11. Limbs and sticks to be removed at each visit immediately around any building, including the front and sides.
12. Plant beds shall be weeded or sprayed with herbicide when unwanted vegetation emerges and will be inspected for any required maintenance at each visit by contractor.
13. Blowing leaves and clippings from sidewalks and around entrances shall be completed at each visit.

Annual/Bi-annual Request:

1. Seeding, aerating, and fertilizing of all grassy areas shall be completed annually from September 1st until October 15th.
2. Pine straw or mulch will be spread annually, and old mulch will be removed and tapered along edges and where needed. The old mulch that is removed from the plant beds will be removed from the property the same day.
3. Leaves shall be blown or raked and removed from the property when needed and once after peak leaf fall has ended.
4. Limbs trimmed 1 time per year and as needed to keep limbs and vines from encroaching into walkways, parking lots, and near buildings. Limbs shall be maintained 7 foot or above ground level. Wood lines shall remain established by trimming limbs and cutting grass up to the established wood lines.

Special Notes:

1. Farmers Market gravel parking lot and circle drive to be spot sprayed with herbicide as needed.
2. Solid Waste sites located at 5 Landfill Dr. will only be allowed to be cut during daylight hours on Sundays, Holidays, or any time between 4 PM and dusk Monday-Friday. Saturday cutting will only be allowed after 1:00 PM until dusk. All other Solid Waste Convenience sites can be maintained on Sundays, Thursdays, and any Holiday that Franklin County has the convenience sites closed.
3. Do not allow clippings from mower to be blown on HVAC units or buildings.

Exhibit "B" Page 3

4. Plant beds at the Agricultural Services Building require weeding and or spraying of herbicide. This excludes the plant bed on the south wall along the sidewalk. This plant bed is used for vegetable gardening and shall only be sprayed with herbicides at the direction of the Franklin County Cooperative Extension Service. The chosen vendor will get specific direction on this plant bed.
5. The landscaper shall provide a short report with each monthly invoice that includes Annual Request work accomplished during the report period and planned work for the coming month but not including grass cutting. The report shall also include any problems or anticipated problems the vendor finds. The report shall be typed and easy to read.
6. Any required items neglected by the contractor during their regular scheduled visits shall become priority to remedy within 24 hours of the complaint notice sent in writing or by email to the contractor.
7. The gravel areas at the Tier 3 sites shall be sprayed with herbicide to reclaim or maintain these areas. Herbicide should be applied once weeds or grass emerge.
8. Subcontractor's used by the chosen landscaping contractor shall be approved by Franklin County prior to beginning work.

Locations:

This section includes all locations in which the requested grounds maintenance shall be performed.

Tier 1 Sites

- **Administration Building** - 113 Market St. Louisburg
- **Airport Terminal** - 440 Airport Rd. Louisburg
- **Animal Control** - 351 T. Kemp Rd. Louisburg
- **Agricultural Services Building** - 103 S. Bickett Blvd.
- **Bunn Library** - 610 Main St Bunn
- **Care & Share** - 110 Industrial Dr. Louisburg
- **Courthouse Annex** - 113 S. Main St. Louisburg
- **EMS 39** - 1941 NC 39 Louisburg
- **Farmers Market** - Shannon Village Shopping Center Louisburg
- **Franklinton Library** - 9 W. Mason St. Franklinton
- **Franklinton Senior Center** - 602 E. Mason St. Franklinton
- **Human Services Building** - 107 Industrial Dr. Louisburg
- **Johnson St. Parking Lot** - Johnson St. Across from the Administration Building
- **Library Annex** - 106 Justice St. Louisburg
- **Louisburg Library** - 906 N. Main St. Louisburg
- **Maintenance Building** - 8148 56 W. Hwy. Louisburg
- **Old Courthouse** - 102 S. Main St. Louisburg
- **Sheriffs Building** - 62 West River Rd. Louisburg
- **Probation** - 307 E. Nash St. Louisburg

Exhibit "B" Page 4

- **Sheriff's Office and Jail** - 285 T. Kemp Rd. Louisburg
- **Sheriff's Satellite Station** - 1763 M.C. Wilder Rd. Louisburg
- **Solid Waste Center** - 5 Landfill Rd. Louisburg
- **Tax and Planning Building** - 215 E. Nash St. Louisburg
- **Youngsville Library** - 218 US-1 ALT Youngsville

Convenience Sites Tier 2

- **Five Points Convenience Site** - 102 John Winstead Rd. Louisburg
- **Gupton Convenience Site** - 1289 Laurel Mill-Centerville Rd. Louisburg
- **HWY 39 Convenience Site** - 37 Otis Burrows Rd. Louisburg
- **HWY 56 Convenience Site** - 3911 NC E. 56 Hwy. Louisburg
- **HWY 58 Convenience Site** - 1945 NC 58 Hwy. Castalia
- **Lake Royale Convenience Site** - 1715 Sledge Rd. Louisburg
- **Landfill Convenience Site** - 5 Landfill Rd. Louisburg
- **Mitchiner's Crossroads Convenience Site** - 2765 West River Rd. Franklinton
- **Moulton Convenience Site** - 787 Trinity Church Rd. Louisburg
- **Pilot Convenience Site** - 5105 Old US 64 Hwy. Zebulon
- **Rocky Ford Convenience Site** - 3308 Sims Bridge Rd. Kittrell
- **Youngsville Convenience Site** - 529 Park Ave. Youngsville

Tower Sites Tier 3

- **911 Center Tower** - T. Kemp Rd. Louisburg
- **Franklinton Tower** - 104 Cone Dr. Franklinton
- **Hosley Forest Tower** - 704 Thomas Jones Rd. Louisburg
- **Pilot Tower** - 78 Broadway Dr. Zebulon
- **White Level Tower** - 831 White Level Rd. Louisburg
- **Youngsville Tower** - 1108 Bert Winston Rd. Youngsville

Exhibit "B" Page 5

III. DELIVERY INFORMATION AND RECEIPT DEADLINE

Proposals are to be submitted bearing the name and address of the bidder's company and should be clearly marked.

Hand Deliver to:

Franklin County Administration Building

Attn: Chris Jones, Maintenance Director

113 Market St.

Louisburg, NC 27549

Mail to:

Franklin County Administration Building

Attn: Chris Jones, Maintenance Director

113 Market St.

Louisburg, NC 27549

Responses to this RFP will be accepted until **2:00 p.m. on Wednesday May 27, 2020.**

IV. DESIGNATED CONTACT

Any questions should be directed to Chris Jones, Facilities Maintenance Director, by email at tjones@franklincountync.us or by phone at 919-496-6155.

V. SELECTION

Selection Process

The responses received by the submittal deadline will be reviewed by a selection committee comprised of representatives of Franklin County. The committee will review and identify the landscapers that are most qualified and responsive to the services requested. Interviews may be conducted should the committee require further assessment. Franklin County reserves the right to reject any and all responses and respond at its sole discretion.

Exhibit "B" Page 6

VI. RFP RESPONSE CONTENTS

The Proposal Response shall contain the following information:

- Proposed amount per 12-month period starting August 1, 2020 that shows equal monthly payment expectations, that will continue until the end of this contract on July 31, 2023.
- Basic qualifications
- Letter outlining your ability to perform all requested work in this document.
- Performance history/references from 2-4 clients
- Proof of valid Landscaping Contract License
- Proof of valid Pesticide License
- Proof of Workers Compensation Insurance
- Proof of Liability Insurance Policy with the following minimum coverages:
 - Each occurrence: \$1,000,000 with Franklin County as loss payee beneficiary.
 - Fire damage (any one occurrence): \$100,000
 - Medical Expense (any one person): \$5,000
 - Personal and ADV injury: \$1,000,000
 - General Aggregate: \$1,000,000
 - Product comp/op AGG: \$1,000,000

XI. COMPLIANCE

The County of Franklin is an Equal Opportunity Employer. Small businesses and minority owned business are encouraged to provide proposals. All firms shall comply with all federal, state and municipal ordinances and laws applicable during the project.

ADDENDUM

This Addendum is made to that certain contract made and entered into by and between FRANKLIN COUNTY, a North Carolina Body Politic, hereinafter called the "County" and LOUISBURG LAWN, LLC, hereinafter called "Contractor", dated the ___th day of JUNE, 2020. The parties covenant and agree that the following terms and conditions are mandatory requirements of the primary contract, for the same consideration, and are attached hereto and incorporated therein as integral and mandatory requirements.

1. IRAN DIVESTMENT ACT CERTIFICATION:

Pursuant to N.C.G.S. 147-86.55 the Contractor hereby certifies that it is not listed on the Final Iran Divestment List as created by the North Carolina State Treasurer as of the date of this certification; that further, the Contractor certifies that it will not utilize, employ or contract with any contractor any supplier, sub-contractor, agent or other person or entity found on the North Carolina Treasurer's Final Divestment List in carrying out its obligations and responsibilities under this contract.

2. E-VERIFY CERTIFICATION:

Pursuant to N.C.G.S. 143-133.3, N.C.G.S. 143-48.5 and N.C.G.S. 153A-99.1 the Contractor hereby certifies that the Contractor, the contractor's sub-contractors, employees and agents utilized in carrying out the responsibilities and obligations of this contract must verify the work authorization of its employees through the federal E-Verify system. The Contractor understands that any person who knowingly submits a false certification in response to the requirements of N.C.G.S. 143-59.1 and .2 shall be guilty of a Class I felony.

3. PRIVACY AND HIPPA COMPLIANCE:

The Contractor hereby certifies that it will comply with all Federal and State laws and regulations as they pertain to the right of privacy pertaining to all confidential personal or health information which may come into its hands or knowledge as a result of carrying out its duties, obligations and responsibilities under the contract. Specifically it will comply with all HIPPA regulations and individual privacy laws and regulations.

4. INDEPENDENT CONTRACTOR:

The parties stipulate and agree that the Contractor is an independent contractor and is not an agent or employee of the County. Except as expressly set forth in the Contract the Contractor does not act for nor bind the County without its expressed written authorization.

This Addendum is made, executed and agreed to and incorporated into the above referenced Contract the day of execution shown below. It is understood and agreed that the above referenced Contract and this Addendum are not ratified, approved nor pre-audited on behalf of the County until all required signatures set out below have been executed

LOUISBURG LAWN, LLC.
Contractor

by: _____
Name:

Title:

Date: _____

Pre-Audited:
Franklin County Finance Director

FRANKLIN COUNTY

by: _____
Chairman

Attested: _____
Clerk to the Board

Date: _____

Approved as to form:
Franklin County Attorney

From: burst@emailmeform.com on behalf of Joyce McLeod <burst@emailmeform.com>
Sent: Wednesday, June 10, 2020 12:28 PM
To: Kristen King
Subject: FRANKLIN COUNTY CITIZEN PARTICIPATION APPLICATION: DSS Board

I am interested in serving on the following Board or Commission*: DSS Board

Name*: Joyce McLeod

Spouse Name: Terry McLeod

Address*: 295 Lake Royal
Louisburg, NC 27549
United States

Home/Cell Phone*: 252-314-3333

Work Phone:

Email: jgreenemcleod2@gmail.com

How many years have you been a resident of Franklin County*: 20

Present Employer*: Retired

Job Title:

Age Group: Over 60

Current Civic / Community Participation:: Volunteer Meals on Wheels, FC Partners in Medicine, Member of Democratic Party and Concerned Women for Justice,

Please provide any pertinent information which qualifies you for service on this Board or Commission*: I feel that I am qualified because I have served on this board before. I really enjoyed working with all the board members and getting to know the DSS staff.

Education*: Bachelor Degree

Are you available throughout the year? (If answering No...Explain when available below.)*:

Yes

When Available:*

n/a

If appointed, could you meet:*

Anytime

What Boards or Commissions are you currently serving on, if any?*

Credit Union Board Member

Do you anticipate any conflicts of interest if appointed? If Yes, please explain:*

No

From: burst@emailmeform.com on behalf of Patsy Douglas <burst@emailmeform.com>
Sent: Tuesday, June 2, 2020 3:17 PM
To: Kristen King
Subject: FRANKLIN COUNTY CITIZEN PARTICIPATION APPLICATION: Aging committee Council of Governments

I am interested in serving on the following Board or Commission*: Aging committee Council of Governments

Name*: Patsy Douglas

Spouse Name:

Address*: 596 Gold Sand Road
Louisburg, NC 27549
United States

Home/Cell Phone*: 919-853-3685

Work Phone:

Email:

How many years have you been a resident of Franklin County*: 15

Present Employer*: retired

Job Title: retired

Age Group: Over 60

Current Civic / Community Participation:: previous delegate to this committee

Please provide any pertinent information which qualifies you for service on this Board or Commission*: have served in the past on this committee , also have been a NC Tarheel legislative delegate several times, serve on the dance committee at the center, previous member of the SEANC

Education*: Associates degree

Are you available throughout the year? (If answering No...Explain when available below.)*:

Yes

When Available:* as needed

If appointed, could you meet:* Anytime

What Boards or Commissions are you currently serving on, if any?* none

Do you anticipate any conflicts of interest if appointed? If Yes, please explain:* no

Kristen King

From: burst@emailmeform.com on behalf of Donnell Adams <burst@emailmeform.com>
Sent: Wednesday, June 3, 2020 4:16 PM
To: Kristen King
Subject: FRANKLIN COUNTY CITIZEN PARTICIPATION APPLICATION: Aging and Adult Services

Follow Up Flag: Follow up
Flag Status: Completed

I am interested in serving on the following Board or Commission*: Aging and Adult Services

Name*: Donnell Adams

Spouse Name: Donnell Adams

Address*: 110 Forest Lakes Road
Louisburg, NC 27549
United States

Home/Cell Phone*: 808-780-9122

Work Phone: 984-236-0054

Email: deashi1@gmail.com

How many years have you been a resident of Franklin County?* 9

Present Employer*: State Government/Department of Administration

Job Title: Director, HR

Age Group:

Current Civic / Community Participation:: Pastor, For Your Glory Ministries International/Franklin County/Five County Aging and Adult Services

Please provide any pertinent information which qualifies you for service on this Board or Commission*: Currently, I am serving on the Five County Aging and Adult Services Committee for Franklin County. Also, have served as a representative for NC DHHS/Vocational Rehabilitation regarding community service supporting disadvantaged and citizens with disabilities who are seeking employment.

Education*: PhD, Organizational Development/Management

Are you available throughout the year? (If answering No...Explain when available below.)*: Yes

When Available*: I am employed full-time so meeting attendance will have to align with my ability to leave work. Thus far, I have been able to comply with established meeting attendance requirements. However, I have missed a few over the years due to work scheduling conflict.

If appointed, could you meet*: Afternoons

What Boards or Commissions are you currently serving on, if any?* Aging and Adult Services

Do you anticipate any conflicts of interest if appointed? If Yes, please explain*: No at the moment

Kristen King

From: burst@emailmeform.com on behalf of Dot Robertson <burst@emailmeform.com>
Sent: Wednesday, June 10, 2020 4:00 PM
To: Kristen King
Subject: FRANKLIN COUNTY CITIZEN PARTICIPATION APPLICATION: Aging committee Council of Governments

I am interested in serving on the following Board or Commission*: Aging committee Council of Governments

Name*: Dot Robertson

Spouse Name:

Address*: 216 Trinity Church Road
Louisburg, NC 27549
United States

Home/Cell Phone*: 919-496-4252

Work Phone:

Email: dotrobertson1@aol.com

How many years have you been a resident of Franklin County?* 84

Present Employer*: retired

Job Title: retired

Age Group: Over 60

Current Civic / Community Participation:: SHIIP counselor

Please provide any pertinent information which qualifies you for service on this Board or Commission*: Helped organize and manage volunteers for Louisburg Senior Center for 10 years, Senior Health Insurance Information Program through the NC Dept of Insurance for 19 years, friends of Hospice volunteer 10 years, have experience working at the polls for 5 years

Education*: high school and some college

Are you available throughout the year? (If answering No...Explain when available below.)*:

Yes

When Available:* any time

If appointed, could you meet:* Mornings

What Boards or Commissions are you currently serving on, if any?* Local Department of Aging Board

Do you anticipate any conflicts of interest if appointed? If Yes, please explain:* no