6:00 pm Call Work Session Meeting to Order – Chairman or Designee

MOMENT OF SILENCE

ITEM # 1 Department Heads written report:
Tax Administration – Starlin Beatty
Veteran Services – Jamytta Bell
Clerk to the Board of Commissioners – Angelena Kearney-Dunlap

ITEM # 2 Dog Hunting in Warren County – Mr. Hicks & Commissioner Davis

ITEM # 3 EMS Facility Change Order

ITEM # 4 Parks & Rec Master Plan & Schedule Public Hearing – Dickie Williams

ITEM # 5 Ordinance Organization/Codification - Commissioner Bertadean Baker

ITEM # 6 April 2018 County Government Celebration – Starlin Beatty & Com. Pierce

ITEM # 7 Voluntary Educational Involvement Leave Policy – Com. Pierce

ITEM # 8 401K Program for Warren County Employees – Com. Davis & Davie

ITEM # 9 Commissioners Retreat – February 21, 2018 – Hassan Kingsberry

ITEM # 10 Board of Commissioners’ Code of Ethics - Hassan Kingsberry

ITEM # 11 Adjust Economic Development Commission Structure - Robert Davie

ITEM # 12 Triangle North Contract Renewal - Robert Davie

ITEM # 13 Property Acquisition, Grant Application, Renovation – Robert Davie
ITEM # 14  Lessee - H.O.P.E. Regional Medical Clinic

ITEM # 15  Quilters Lane Project - Tom Hardy & Charla Duncan

ITEM # 16  Finance Office – Gloria Edmonds, Director

   A. Amendment #10 to the Capital Project Ordinance - Emergency Services Headquarters
   B. Amendment #1 to the Capital Project Ordinance – Road Improvements Project

ITEM # 17  Adjourn Work Session
6:00 pm

Call Work Session/Meeting to Order

MOMENT OF SILENCE
ITEM # 1-A

Department Head written report:

Tax Administration – Starlin Beatty

To: Warren County Board of Commissioners

Re: Bi-Annual Report

The Warren County tax office has been very busy this past two years. We have made several improvements to the process of collecting taxes. We have conducted the octennial revaluation as well as installed a new billing and collection system.

As part of the revaluation we finished a portion of the upstairs storage room to serve as additional office space to conduct the revaluation. This space will also serve as a training room for study and test taking as needed for continuing education. We have two certifications in the office and will have two more this year.

We are now in the process of installing the Computer Aided Mass Appraisal (CAMA) system. This will conclude the new software implementation. It will give us the ability to conduct the next reappraisal using the GIS system to help ensure equity throughout the county. We will also be able to report to state government in a more accurate and complete manner.

We have now replace seven of the fourteen computers in the office. There will be two additional computers replace this year.

Sincerely,

Starlin L. Beatty
ITEM # 1-B
Department Head written report:

Veteran Services - Jamytta Bell

The Warren County Veteran Services Office, composed of a staff of 2, Jamytta Bell, Veteran Service Officer and Patrina Shearin, Processing Assistant has been extremely busy during the past 2 years. There have been many deaths in the Veteran Community which required the staff to attend funerals and be present days and many months after the burial of the Veterans to assure the surviving spouses and dependents are adequately taken care of. Nevertheless, although there have been a large number of deaths, the number of clients we have served has significantly increased due to the number of dependent children seeking scholarships and other benefits. The clientele has also increased due to the number of Veteran families relocating to the area upon discharge from the military or older Veterans returning after retiring and choosing to relocate to a quiet, easy going lifestyle.

Warren County Veteran Services office takes pride in serving the 1800+ Veterans and veteran families in getting the benefits they are entitled to. The office provides services to those clients who are able to visit the office as well as to those veterans who are homebound (confined to home as well as nursing homes) and those needing aid and attendance. Mondays and Fridays are set aside for outreach visits. This allows the office to still be available to schedule those clients able to visit the office sufficient hours to get the assistance needed.

The Warren County Veteran Services office, although understaffed and under budgeted never under delivers. Providing service par excellence is an ultimate goal of the staff of The Warren County Veteran Service Office. Customer service as well as remaining accredited and trained are priorities in the department. Processing Assistant Patrina Shearin receives numerous accolades from our clients on her outstanding customer service on the telephone as well as face to face. In addition to our local clients speaking highly of her, many service officers from other counties speak of how outstanding and prompt she is in assisting them.
ITEM # 1-B
Veteran Services - Jamytta Bell

After only 3 years on the job, the Director, Jamytta Cheryl Bell, became a National Trainer for other Veteran Service officers desiring to get accredited to serve Veterans nationwide. There are only 3 National Trainers from NC. Jamytta has the least amount of time on the job of the 3 officers, yet her training skills has placed Warren County on the map as far as outstanding training. There was a 100% accreditation graduate rate at the National Convention held in San Diego, CA in June 2017. Jamytta is looking forward to training other officers to serve those who have proudly served.

The Warren County Veteran Services Office has proudly recognized the Veterans of Warren County each Veteran’s day since 2013. In 2016, the Veterans were recognized with a grand celebration luncheon at the Armory, where many of the Veterans served during the Reserve/National guard time. In addition to the Veterans Day Celebration, the office participated in 3 different worship services in 2016 and in 5 different worship services in 2017 recognizing and honoring the Veterans of Warren County and surrounding counties.

The work is plentiful, yet the laborers are few in the Warren County Veterans Service office, yet the work is ALWAYS DONE. A request for more adequate space, more staff, and a reclassification of a position has been submitted yet denied more times than once. It is the desire of the Warren County Veteran Services Officer that the needs of the Veterans can be addressed in a positive manner by the request being met within the next fiscal year.

The Warren County Veteran Services Office is looking forward to implementing more programs and workshops which will benefit the Veterans and Veteran families in this community. We proudly do the work to assist those who fought for the freedoms of us all.
ITEM # 1-C

Department Head written report:

Clerk to the Board of Commissioners - Angelena Kearney-Dunlap

_Clerk to the Board of County Commissioners_
_Report for 2016-17_

Agendas - processed 34 agendas and 33 sets of minutes in 2017

Minutes - processed 52 agenda and 47 sets of minutes in 2016

Workers Compensation Program – 2017 assisted interim County Manager transition from BB&T to NC Association of County Commissioners Insurance Pool (saved over $44,000)

Safety & Liability Program – Conduct monthly safety inspections and conduct safety trainings with Administration Office personnel on a monthly basis. Also conducts 2 fire drills during the year

County Website Maintenance

2016 - responsible for maintaining on old web site: agendas, minutes, calendar of events, online forms & downloads, board/committee memberships, etc.

2017 – attended trainings for new website, working with IT Director to conduct employee training on developing fill-able forms on the site and uploading agendas & minutes for all departmental committees & boards.

Community Development Block Grant (CDBG) Projects – assisting with the renovations to one house that lodged a complaint regarding CDBG Home Renovation project.

Auctions & Conveyance of Property – work with department heads to declare items surplus and auction on GovDeals site or in office. **Estimates** for 2016 & 2017 are as follows:
ITEM # 1-C  Clerk to the Board of Commissioners - Angelena Kearney-Dunlap

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>2016:</td>
<td>$60,515.38</td>
</tr>
<tr>
<td>2017 as of 12/6:</td>
<td>$16,652.25</td>
</tr>
</tbody>
</table>

NACo Discount Prescription/Health & Dental Card Program – distributed card Dec. 7th to area pharmacies and to the school system.

HUBSCO Reporting – meet regularly with Building & Grounds personnel to input information into the system.

Weekly Radio Program “Warren County Report” – I coordinate program for Cooperative Extension, Youth Services Bureau & County Public Schools

Student Volunteer Program – participation by County departments has declined

Assists Commissioners, County Manager, Department Heads and members of the public as needed.

Advertising:
1. Board/Committee vacancies on a regular basis
2. Public Hearings, Public Notices & Special Meetings as needed

Board/Committee/Commission Memberships:
1. Coordinator for County Government Celebration
2. Safety Committee member, designated as Safety Officer for Administration Building
3. Chairperson to Grant writing Committee
4. Member Local Emergency Planning Committee (LEPC)
ITEM # 2
Dog Hunting in Warren County

Mr. Hicks
&
Commissioner Davis
ITEM # 3
EMS Facility Change Order
ITEM # 3
EMS Facility Change Order

H. G. REYNOLDS COMPANY, INC.

<table>
<thead>
<tr>
<th>PROPOSAL</th>
<th>CHANGE EVENT</th>
<th>14-Nov-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT: WARREN COUNTY EMS</td>
<td>PROPOSAL NO.:</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION: REVISION 4 WATER CHANGES**

A. DIRECT COSTS:
1. Labor (per breakdown attached) $3,402.50
2. S. S. and insurance on labor $1,361.00
3. Material (per breakdown attached) $8,325.10
4. Sales tax on materials $582.75
5. Equipment (per breakdown attached) $2,555.00
6. Subcontract cost (per attached schedule) $0.00
7. Direct supervision cost (per attached schedule) $225.00
8. Other direct costs

| 9. FREIGHT | $0.00 |
| 10. | $ |
| 11. | $ |
| 12. | $ |

**SUBTOTAL** $16,451.36

B. INDIRECT COSTS:
1. Off-site supervision
2. Project scheduling changes
3. Home office overhead
4. Project interruption costs
5. Other indirect costs

| 6. | $ |

**SUBTOTAL** $0.00

C. CONSEQUENTIAL COSTS:
1. Strikes
2. Weather effects
3. Acts beyond Contractor’s control
4. Cost of approval delays that alter schedule
5. Delay in payments or retainage
6. Delay in Contract work or close out
7. Acceleration
8. Other consequential costs

| 9. | $ |

**SUBTOTAL** $0.00

**SUBTOTAL (A+B+C)** $16,451.36

OVERHEAD AND PROFIT ON SUBCONTRACT 5% $0.00
OVERHEAD AND PROFIT ON GENERAL CONTRACT 15% $2,467.70
**SUBTOTAL** $18,919.06

BOND, BUILDERS RISK, PERMIT, G. L. INSURANCE 2% $378.38
**TOTAL CHANGE ORDER** $19,297.44
ITEM # 3
EMS Facility Change Order

H.G. REYNOLDS COMPANY, INC.

DIRECT SUPERVISION COST

PROJECT: WARREN COUNTY EMS

<table>
<thead>
<tr>
<th>DESCRIPTION: REVISION 4 WATER CHANGES</th>
</tr>
</thead>
</table>

1. PROPOSAL PREPARATION
   a. Research Hrs. @ $90.00 /Hr. $0.00
   b. Design Hrs. @ $90.00 /Hr. $0.00
   c. Design review / verification Hrs. @ $90.00 /Hr. $0.00
   d. Site inspections Hrs. @ $90.00 /Hr. $0.00
   e. Travel Mi. @ $2.00 /Mi. $0.00
   f. Coordination of trades Hrs. @ $90.00 /Hr. $0.00
   g. Coordination of utilities Hrs. @ $90.00 /Hr. $0.00
   h. Clarifications Hrs. @ $90.00 /Hr. $0.00
   i. Telephone calls Hrs. @ $90.00 /Hr. $0.00
   j. Telephone company charges $0.00
   k. Proposal construction Hrs. @ $90.00 /Hr. $0.00
   l. Secretarial work Hrs. @ $35.00 /Hr. $0.00
   m. Photographs Ea. @ /Ea. $0.00
   n. Estimating Hrs. @ $90.00 /Hr. $0.00
   o. Postage/shipping/handling @ / $0.00
   p. @ / $0.00
   q. @ / $0.00

2. PROSECUTION OF THE WORK
   a. Field coordination 2 Hrs @ $50.00 /Hr. $100.00
   b. Site inspections Hrs @ $50.00 /Hr. $0.00
   c. Travel Mi. @ $2.00 /Mi. $0.00
   d. Test @ /Ea. $0.00
   e. Photographs @ /Ea. $0.00
   f. Telephone calls Hrs. @ $50.00 /Hr. $0.00
   g. Telephone company charges $0.00
   h. Secretarial work Hrs @ $20.00 /Hr. $0.00
   i. LAYOUT 1 Hrs @ $125.00 /Hr. $125.00
   j. @ /Hr. $0.00

3. TOTAL DIRECT COST $225.00
ITEM # 3  
EMS Facility Change Order

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<th>UNIT</th>
<th>TOTAL PRICE</th>
<th>TOTAL EQUIP</th>
<th>TOTAL SUB-BIDS</th>
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<td>2&quot; GATE VALVE &amp; ACC</td>
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<td>40,000</td>
<td>40</td>
<td>258,000</td>
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<td>INCREASE DEPTH</td>
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SUB TOTAL | 3,403 | 8,325 | 2,555 | 0 |
ITEM # 3  
EMS Facility Change Order

<table>
<thead>
<tr>
<th>H. G. REYNOLDS COMPANY, INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPOSAL</strong></td>
</tr>
<tr>
<td><strong>PROJECT: WARREN COUNTY EMS</strong></td>
</tr>
<tr>
<td><strong>DESCRIPTION: 8-INCH WATER FEED</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>PROPOSAL</th>
<th>CHANGE EVENT</th>
<th>PROPOSAL NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Nov-17</td>
<td></td>
<td></td>
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</tbody>
</table>

**A. DIRECT COSTS:**
1. Labor (per breakdown attached) $4,610.00  
2. S. S. and insurance on labor $1,844.00  
3. Material (per breakdown attached) $10,388.60  
4. Sales tax on materials $727.20  
5. Equipment (per breakdown attached) $3,010.00  
6. Subcontract cost (per attached schedule) $2,225.00  
7. Direct supervision cost (per attached schedule) $900.00  
8. Other direct costs $0.00  
9. FREIGHT $0.00  
10. Other ___________________________________________________________________________ $  
11. Other ___________________________________________________________________________ $  
12. _________________________________________________________________________________ $  
**SUBTOTAL** $23,704.80  

**B. INDIRECT COSTS:**
1. Off-site supervision $  
2. Project scheduling changes $  
3. Home office overhead $  
4. Project interruption costs $  
5. Other indirect costs $  
6. ________________________________________________________________________________ $  
**SUBTOTAL** $0.00  

**C. CONSEQUENTIAL COSTS:**
1. Strikes $  
2. Weather effects $  
3. Acts beyond Contractor's control $  
4. Cost of approval delays that alter schedule $  
5. Delay in payments or retainage $  
6. Delay in Contract work or close out $  
7. Acceleration $  
8. Other consequential costs $  
**SUBTOTAL** $3.00  

**SUBTOTAL (A+B+C)** $23,704.80  
**OVERHEAD AND PROFIT ON SUBCONTRACT 5%** $111.25  
**OVERHEAD AND PROFIT ON GENERAL CONTRACT 15%** $3,221.97  
**SUBTOTAL** $27,038.02  
**BOND, BUILDERS RISK, PERMIT, G. L. INSURANCE 2%** $540.76  
**TOTAL CHANGE ORDER** $27,578.78
ITEM # 3
EMS Facility Change Order

<table>
<thead>
<tr>
<th>DESCRIPTION: 8-INCH WATER FEED</th>
</tr>
</thead>
</table>

1. PROPOSAL PREPARATION
   a. Research Hrs. @ $90.00 /Hr. $0.00
   b. Design Hrs. @ $90.00 /Hr. $0.00
   c. Design review / verification Hrs. @ $90.00 /Hr. $0.00
   d. Site inspections Hrs. @ $90.00 /Hr. $0.00
   e. Travel Mi. @ $2.00 /Mi. $0.00
   f. Coordination of trades Hrs. @ $90.00 /Hr. $0.00
   g. Coordination of utilities Hrs. @ $90.00 /Hr. $0.00
   h. Clarifications Hrs. @ $90.00 /Hr. $0.00
   i. Telephone calls Hrs. @ $90.00 /Hr. $0.00
   j. Telephone company charges $0.00
   k. Proposal construction Hrs. @ $90.00 /Hr. $0.00
   l. Secretarial work Hrs. @ $35.00 /Hr. $5.00
   m. Photographs Ea. /Ea. $9.00
   n. Estimating Hrs. @ $90.00 /Hr. $0.00
   o. Postage/shipping/handling @ / $0.00
   p. @ / $0.00
   q. @ / $0.00

2. PROSECUTION OF THE WORK
   a. Field coordination 8 Hrs. @ $50.00 /Hr. $400.00
   b. Site inspections Hrs. @ $50.00 /Hr. $5.00
   c. Travel Mi. @ $2.00 /Mi. $0.00
   d. Test @ /Ea. $0.00
   e. Photographs @ /Ea. $0.00
   f. Telephone calls Hrs. @ $50.00 /Hr. $0.00
   g. Telephone company charges $0.00
   h. Secretarial work Hrs. @ $20.00 /Hr. $0.00
   i. LAYOUT 4 Hrs. @ $128.00 /Hr. $500.00
   j. @ /Hr. $0.00

3. TOTAL DIRECT COST $900.00
ITEM # 3
EMS Facility Change Order

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SUB TOTAL
4,610 10,389 3,010 2,225
ITEM # 4
Parks & Recreation Master Plan & Schedule Public Hearing

Dickie Williams
Parks & Recreation Director

(Information provided to Board members and media in separate e-mails.)
ITEM # 5
Ordinance Organization/Codification
Commissioner Bertadean Baker

Abandoned Mobile Home Ordinance
Addressing & Road Naming Ordinance
Addressing & Road Naming Ordinance - Table of Contents
Ambulance Service & Granting Franchises to Ambulance Operators (Ordinance Regulating)
Amusement & Entertainment Ordinance
Animal Control Ordinance w-memo
Appearance Commission (Ordinance Creating)
Brunch Bill Ordinance 8-2017
Commissioners Rules of Procedure
Criminal History Check 6-1-2015
Deletion Of Water Mains During Construction
Dog License Tax
Emergency Management
False Alarm Ordinance - Amended 4-2009
Municipal Solid Waste Ord 12-2016
Noise Ordinance - Permit for Variance
Noise Ordinance - Variance Letter to Property Owners
Noise Ordinance 1-3-2011
Open Burning, Ordinance Regulating
Regulating Pyrotechnics in Warren County
Skate Board Ordinance
State of Emergency Ordinance
Voluntary Agricultural District Ord(Amended 4-2009)
Voluntary Agricultural District Ordinance
ITEM # 6
April 2018 County Government Celebration

Starlin Beatty, Tax Administrator
& Commissioner Pierce

History of prior County Celebrations:

(Before the celebrations became department specific, all departments would set up a booth on courthouse square to provide flyers and brochures with information to the public.)

2009 Memorial Library Grand Opening
2010 Cooperative Extension on Courthouse Square
2011 EMS & Emergency Services on Courthouse Square
2012 Animal Control Celebration at Animal Arc
2013 EDC Tourism
2014 County Manager & Commissioners Volunteer Recognition Ceremony at the Armory
2015 Health Department
2016 Parks & Recreation Dedication of Basketball courts
2017 Youth Services Bureau
2018 Tax Administration – April 14, 2018
ITEM # 7
Voluntary Educational Involvement Leave Policy

Commissioner Pierce & County Manager Robert Davie

Warren County
Voluntary Educational Involvement Leave Policy

Purpose:
The purpose of this policy is to encourage Warren County employees to support students and educators in the school system through the use of voluntary paid educational involvement leave.

Scope:
All full-time and permanent part-time employees.

Guidelines:
Full-time employees are eligible for sixteen (16) hours of voluntary paid educational involvement leave per calendar year (pro-rated for permanent part-time employees), to be used during the employee’s regular work schedule to participate in school activities or to volunteer his/her services to schools in conjunction with normal school hours of 7:30 a.m. to 3:30 p.m.; and during the hours of 3:30 p.m. to 5:00 p.m. in structured after-school programs and activities (not including athletic programs/events.)

The sixteen (16) hours of voluntary educational involvement leave shall be credited to each eligible employee on July 1 of each year. Newly hired employees shall be credited with leave immediately upon employment, however, it will be pro-rated at the rate of 1.333 hours per month for the remainder of the fiscal year. Separated employees that are re-employed within the same fiscal year will be credited voluntary educational involvement leave the same as newly hired employees; however, the combination of re-employment credit hours and total hours used prior to separation in the same fiscal year cannot exceed the annual sixteen (16) hour maximum leave benefit.

Employees may not use voluntary educational involvement leave to attend daycare related events. Examples of acceptable activities under this policy include, but are not limited to, assisting with school special events or participating in an established school program as either a tutor or mentor, or serving as a guest lecturer.

Training for all school volunteers will be conducted by designated school staff on a quarterly or seasonal basis. Volunteers must receive training prior to volunteering their services in any capacity within the school system. Background checks will also be conducted by school staff for all individuals interested in volunteering in any capacity within the school system. Volunteers must abide by all school system
ITEM # 7 Voluntary Educational Involvement Leave Policy
Commissioner Pierce & County Manager Robert Davie

policies, rules and regulations governing the use of school volunteers. Violators of any school system policies, rules and regulations may be subject to being disbarred from participating in the educational involvement leave program.

Voluntary educational involvement leave must be taken in one-hour increments. Leave must be requested at least one (1) week in advance of the activity or event and will be granted or denied by the Department Head. The County Manager shall approve Department Head requests for voluntary educational involvement leave. Travel time will not be included in the calculation of voluntary educational involvement leave.

Voluntary educational involvement leave will be documented and tracked in the same manner as annual leave and sick leave by the County Department. The actual arrival/departure time will be recorded by designated school staff on a form approved by Warren County. The Department Head may require the employee to furnish written verification of volunteer hours from the school in which the employee volunteered or was otherwise involved at the school during the time of leave.

Voluntary educational involvement leave will not be cumulative. Leave not taken by the end of the fiscal year will be forfeited and not carried over into the next fiscal year.

Employees will not be paid for any outstanding balance of voluntary educational involvement leave upon separation.

Policy Adoption:

Adopted this the 4th day of January, 2016.

Warren County Board of Commissioners

Chairman of the Board

Attest:

Clerk to the Board
ITEM # 7 Voluntary Educational Involvement Leave Policy
Commissioner Pierce & County Manager Robert Davie

Voluntary Educational Involvement Leave Policy

In discussing the policy, implemented in January 2016, several issues and action items were discussed. Involved in the discussion were Robert Davie, Hassan Kingsberry, Lisa Alston and Angelena Kearney-Dunlap.

Issues:

- Difficulty tracking usage of the policy
  - The school should be tracking the county employees who volunteer. The county can provide the school with a list of employees if they have not been tracking to date.

- Interest level
  - Low interest level. Mostly parents of children in the school system are interested in the policy.

- Policy too restrictive and complex

Action Items:

- County mgr contact Jamica Whitaker at school to determine who and how school is tracking county employee participation.
- Determine if form has been created for employee use and reporting.

Use data from school to compile total hours and total $ benefit to the school
ITEM # 8
Warren County Employee Benefits

Commissioner Davis
&
County Manager Robert Davie
ITEM # 9
Commissioners Retreat – February 21, 2018

County Attorney Hassan Kingsberry
ITEM # 10

Board of Commissioners’ Code of Ethics

County Attorney Hassan Kingsberry

(Information provided to Board members and media in a separate e-mail.)
ITEM # 11
Adjustment to Economic Development Commission Structure

County Manager, Robert Davie

Article 2.

Economic Development Commissions.

§ 158-8. Creation of municipal, county or regional commissions authorized; composition; joining or withdrawing from regional commissions.

The governing body of any municipality or the board of county commissioners of any county may by resolution create an economic development commission for said municipality or county. The governing bodies of any two or more municipalities and/or counties may by joint resolution, adopted by separate vote of each governing body concerned, create a regional economic development commission. A municipal or county economic development commission shall consist of from three to nine members, named for terms and compensation (if any) fixed by its respective governing body. The membership, compensation (if any), and terms of a regional economic development commission, and the formula for its financial support, shall be fixed by the joint resolution creating the commission. Additional governmental units may join a regional commission with the consent of all existing members. Any governmental unit may withdraw from a regional commission on two years' notice to the other members. The resolution creating a municipal, county, or regional economic development commission may be modified, amended, or repealed in the same manner as it was originally adopted. (1961, c. 722, s. 2; 2013-360, s. 15.28(a); 2013-363, s. 5.7(a).)

§§ 158-8.1 through 158-8.8: Repealed effective June 30, 2014, by Session Laws 2013-360, s. 15.28(a), as amended by Session Laws 2013-363, s. 5.7(a).

§ 158-9. Organization of commission; rules and regulations; committees; meetings.

Upon its appointment, the economic development commission shall promptly meet and elect from among its members a chairman and such other officers as it may choose, for such terms as it shall prescribe in its rules and regulations. The commission shall adopt such rules and regulations not inconsistent herewith as it may deem necessary for the proper discharge of its duties. The chairman may appoint such committees as the work of the commission may require. The commission shall meet regularly, at least once every three months, at places and dates specified in the rules. Special meetings may be called as specified in the rules. (1961, c. 722, s. 2.)

§ 158-10. Staff and personnel; contracts for services.

Within the limits of appropriated funds, the commission may hire and fix the compensation of any personnel necessary to its operations, contract with consultants for such services as it may require, and contract with the State of North Carolina or the federal government, or any agency or department thereof, for such services as may be provided by such agencies; and it is hereby empowered to carry out the provisions of such contracts as it may enter. (1961, c. 722, s. 2.)

§ 158-11. Office and equipment.

Within the limits of appropriated funds, the commission may lease, rent, or purchase, or otherwise obtain suitable quarters and office space for its staff, and may lease, rent, or purchase necessary furniture, fixtures, and other equipment. (1961, c. 722, s. 2.)

§ 158-12. Fiscal affairs generally; appropriations.
The commission may accept, receive, and disburse in furtherance of its functions any funds, grants, and services made available by the federal government and its agencies, the State government and its agencies, any municipalities or counties, and by private and civic sources.

Each municipality or county shall have authority to appropriate funds to any local or regional economic development commission which it may have created. These appropriations may be funded by levy of property taxes pursuant to G.S. 153A-149 and G.S. 160A-209 and by the allocation of other revenues whose use is not otherwise restricted by law. (1961, c. 722, s. 2; 1973, c. 803, s. 44; c. 1446, s. 26.)

§ 158-12.1: Repealed effective June 30, 2014, by Session Laws 2013-360, s. 15.28(a), as amended by Session Laws 2013-363, s. 5.7(a).

Any economic development commission created pursuant to this Article shall:
(1) Receive from any municipal, county, joint, or regional planning board or commission with jurisdiction within its area an economic development program for part or all of the area;
(2) Formulate projects for carrying out such economic development program, through attraction of new industries, encouragement of existing industries, encouragement of agricultural development, encouragement of new business and industrial ventures by local as well as foreign capital, and other activities of a similar nature;
(3) Conduct industrial surveys as needed, advertise in periodicals or other communications media, furnish advice and assistance to business and industrial prospects which may locate in its area, furnish advice and assistance to existing businesses and industries, furnish advice and assistance to persons seeking to establish new businesses or industries, and engage in related activities;
(4) Encourage the formation of private business development corporations or associations which may carry out such projects as securing and preparing sites for industrial development, constructing industrial buildings, or rendering financial or managerial assistance to businesses and industries; furnish advice and assistance to such corporations or associations;
(4a) Use grant funds to make loans for purposes permitted by the federal government, by the grant agreement and in furtherance of economic development; the economic development commission may delegate to another organization or agency the implementation of the grant's purposes, subject to approval by the federal agency involved and the commission's board of directors.
(5) Carry on such other activities as may be necessary in the proper exercise of the functions described herein. (1961, c. 722, s. 2; 1979, c. 775.)
§ 158-14. Regional planning and economic development commissions authorized.

Any municipalities and/or counties desiring to exercise the powers granted by this Article may, at their option, create a regional planning and economic development commission, which shall have and exercise all of the powers and duties granted to a regional economic development commission under this Article and in addition the powers and duties granted to a regional planning commission under Article 23 of Chapter 153. In the event that such a combined commission is created, it shall keep separate books of accounts for appropriations and expenditures made pursuant to this Article and for appropriations and expenditures made pursuant to Article 23 of Chapter 153. The financial limitations set forth in each such Article shall govern expenditures made pursuant to such Article. (1961, c. 722, s. 2; 1965, c. 431, s. 2.)


The powers granted to counties and municipalities by this Article shall be deemed supplementary to any powers heretofore or hereafter granted by any general or local act for the same or similar purposes, and in any case where the provisions of this Article conflict with or are different from the provisions of any other act, the board of county commissioners or the municipal governing board may in its discretion proceed in accordance with the provisions of this Article or, as an alternative method, in accordance with the provisions of such other act. (1961, c. 722, s. 2.)
ITEM # 12
Triangle North Contract Renewal

County Manager Robert Davie

Triangle North Contract Renewal

Established by the NC General Assembly in September 2005, Triangle North is consists of business parks in four counties Franklin, Warren, Vance, Granville, each of which was appropriated $1,000,000 from the State. Out of that appropriation, Warren County made a decision to purchase 130 acres of land and option other parcels to create the Triangle North site in Warren County. Each year, Warren County contributes $18,000 of its budget to Triangle North for administrative and capital expenditures: audits, site improvements, etc. Of the original $1,000,000 appropriation approximately $325,000 remains, which can be used as an incentive to any business wishing to locate in the site or for additional land acquisition. The contract before the BOC is a renewal agreement. It gives Triangle North the right to market the land. While marketed by Triangle North, the property conveys to Triangle North and Triangle North pays the property taxes and insurance, from the $18,000 annual revenues it receives. The expiring agreement is a ten-year agreement, and the proposed renewal is a 50-year agreement. At any time, and for any reason, either party may exit or cancel the agreement. Upon cancellation, the 130 acres revert back to Warren County.

Both Kerr-Tar legal counsel and Warren County legal counsel have reviewed and blessed the agreement, which also has my full support.

Robert Davie

(Additional information provided to Board members and media in a separate e-mail.)
ITEM # 13

Property Acquisition, Grant Application, Renovation

County Manager Robert Davie

**Property Acquisition, Grant Application, Renovation**

**Proposal**

This proposal is an Economic Development opportunity in that it is creating at least one job while at the same time increasing the tax base for the county, and generating revenue of between $63,000 and $112,000 to the county once the property is returned to private hands.

A buyer for the property has already been identified. The buyer is Oscar Cruz who is a shoemaker currently based near Tarboro, NC. With family in Henderson, Mr. Cruz has visited this property on multiple occasions and would relocate his business there and generate the job(s) needed for a USDA grant.

The property is located at 216 Williams Court in Warrenton. Current tax value is $12,222. After improving the property and returning to private hands the county would sell the property between $75,000 and $125,000. Net proceeds from the sale of the property would equal the total sale price minus the purchase price or between $63,000 and $112,000. Short-term loss of tax revenue during temporary ownership of the county would amount to $93/year. After returning to private hands, the taxable revenue would increase to between $570 and $950/year based on a tax value of $75,000 to $125,000.
ITEM # 13  Property Acquisition, Grant Application, Renovation
County Manager Robert Davie

Process would be:
- Secure letter from property owner to sell at tax value, contingent on award of USDA grant to county.
- Apply for RBDG grant from USDA.
- Receive grant award from USDA.
- Property closing handled by Hassan Kingsberry to minimize or eliminate legal costs.
- Once acquired, the county will solicit bids for renovation.
- Sell property to Mr. Cruz.

USDA Grant
RDBG grant based on job creation and up to $500,000 with no match required by Warren County. (Deadline for application Feb 1, 2018). County Manager has experience securing and implementing same grant for Town of Warrenton.

Financial and Economic Development Benefits to County
- Net result is the county obtains an asset worth approximately $75,000 to $125,000 at a cost of $12,222 and generates net proceeds of between $63,000 and $112,000.
- County demonstrates economic development process that can be duplicated in other towns and areas of the county.
- County demonstrates its desire to improve area and generate new jobs.
ITEM # 14

Lessee - H.O.P.E. Regional Medical Clinic

County Manager Robert Davie

Dear Robert:

Here's the update language for the lease:

1- Lessee - H.O.P.E. Regional Medical Clinic (instead of Center)

The Center will be the name for the larger property in Manson.

2 - (To replace Section 2)

"The terms of the lease shall be for a period of five years, commencing January 1, 2018 and ending December 31, 2022. Provided that in the event the Lessee desires to move, this lease may be terminated by giving sixty (60) days written notice to the Lessor. Also, the Lessor will have the right to a five year extension of the lease, commencing January 1, 2023 and ending December 31, 2027, with the same terms, by giving sixty (60) days written notice to the Lessor."

3 - Please adjust all other dates in the lease based on the above dates.

Thank you for assisting with this modification to the lease.

It will assure us of getting the funding for this project.

Sincerely,

Joe Dudley Jr., President
Dudley Direct, LLC
336-210-9578
ITEM # 14
Lessee - H.O.P.E. Regional Medical Clinic

STATE OF NORTH CAROLINA
COUNTY OF WARREN

LEASE

THIS LEASE AGREEMENT (hereinafter, "Agreement"), made and entered into this the 1st day of May, 2017, by and between Warren County, a body politic and corporate (hereinafter, "Landlord"), and the H.O.P.E. Regional Medical Center (hereinafter, "Lessee");

THAT WHEREAS, Landlord, has 2200 square feet of office space in Warren County (hereinafter, "the Premises") available for lease, located at 546 W. Ridgeway Street and known as the Warren County Doctor’s Office Building and;

WITNESSETH:

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the legal existence and sufficiency of which the parties admit and acknowledge Landlord and Lessee hereby agree as follows:

1. Landlord leases to Lessee and Lessee rents from Landlord, upon the terms and conditions which hereafter appear.

2. The terms of this lease shall be for a period of two years, commencing July 1, 2017 and ending on July 1, 2019, provided that in the event Lessee decides to move, this lease may be terminated by giving sixty (60) days written notice to the Lessor.

3. The rental charge reserved to the Lessor, which the Lessee hereby promises and undertakes to pay is $1.00 per month, payable monthly in advance, beginning the 1st day of July, 2017. If Lessee fails to pay, such default shall continue for a period of ten (10) days after the due date, then the Lessor at may elect to terminate this lease and shall be entitled to immediate possession of the leased premises. The provisions of this paragraph shall be construed to waive any provisions of law affecting the rights of landlords and tenants.

4. Upon termination of the lease, the Lessee and her personal representatives shall have the right to remove from the leased premises all furniture and equipment which have been or may hereafter be used in the leased premises by the Lessee. Any fixtures placed on the premises by the Lessee may be removed at her expense, provided that in the removal of such fixtures, no damage shall be done to the leased premises.

5. In the event that the leased premises shall be destroyed by fire, wind or other hazard or damaged to the extent that it is no longer fit for occupancy, then the Lessor may repair the leased premises or declare the lease to be terminated. It is further agreed that in the event that the Lessor shall elect to repair the leased premises, then the Lessee shall not be liable for rent during that period in which the leased premises shall be unfit for occupancy.

6. No services and/or utilities shall be provided by the Lessor as part of this lease.
ITEM # 14
Lessee - H.O.P.E. Regional Medical Clinic

7. The Lessor shall not be liable to the Lessee for any damage done to the furniture and equipment placed in the leased premises by the Lessee or any other person by reason of fire, water, wind, or other hazard.

8. The Lessor agrees to maintain the leased premises in a condition comparable to its present condition, ordinary wear and tear excepted.

9. The Lessee agrees to make minor repairs and the Lessee further agrees that no unlawful or offensive use of the leased premises will be made by him or by any other person holding or claiming under this lease.

10. It is agreed that the Lessee shall have the right to renew this lease for additional terms, subject to the escalation for utilities.

IN WITNESS WHEREOF THE Lessor has caused this lease to be executed in its name and the Lessee has hereunto subscribed his/her name and affixed his/her seal on the 2nd day of May, 2017.

Angelena Kearney-Dunlap, Clerk
Warren County Board of Commissioners

Attest

Witness

Robert Murphy, Interim County Manager
H.O.P.E Regional Medical Center

Dr. Demaura H. Russell, MD, Director

This Instrument has been prepared in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director 5/14/17
ITEM # 14

Lessee - H.O.P.E. Regional Medical Clinic
ITEM # 14
Lessee - H.O.P.E. Regional Medical Clinic

WARREN COUNTY BOARD OF COMMISSIONERS
602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

State of North Carolina
County of Warren

Resolution In Support of
Provision of Primary Healthcare Services
Dr. Demaura H. Russell

WHEREAS December 2017, the concept of H.O.P.E. Rural Healthcare Initiative © (HOPE Healthcare) was presented to the Warren County Board of Commissioners, and

WHEREAS it pleased the Board of Commissioners for the County of Warren to offer health care to Warren County citizens on a more convienient, local basis, and

WHEREAS a request for support of the H.O.P.E. Rural Healthcare Initiative was solicited as a means to expand and improve healthcare services in Warren County, and

WHEREAS the H.O.P.E. Rural Healthcare Initiative was conceived by Pier View Community Innovations, Inc. and incorporates four strategic pillars:

1. Expand access to primary healthcare services in underserved areas
2. Prepare at-promise job seekers to obtain sustainable healthcare careers
3. Revitalize community investment
4. Boost the region’s rural economy

WHEREAS the Warren County Board of Commissioners conveys by Resolution, support to the H.O.P.E. Rural Healthcare Initiative and Dr. Demaura H. Russell, an essential partner in the project.

“This institution is an equal opportunity provider and employer.”
ITEM # 14
Lessee - H.O.P.E. Regional Medical Clinic

FURTHER BE IT KNOWN that Dr. Russell has committed her professional medical services to bring enhanced primary healthcare services to the area and has worked to incorporate a new medical business.

BE IT THEREFORE KNOWN that the Warren County Board of Commissioners supports the HOPE Rural Healthcare Initiative and authorize Dr. Russell’s request to enter into a Lease Agreement to occupancy medical building located at 546 West Ridgeway Street, Warrenton (formerly Warren County Free Clinic) for a period of two years, commencing July 1, 2017, at the rate of $1.00 per month.

Lessee name: H.O.P.E. Regional Medical Center
Director Dr. Demaura H. Russell.

Adopted this the 1st day of May 2017.

Warren County Board of Commissioners

ATTEST:

Victor Hunt, Chairman

Angelena Kearney-Dunlap, Clerk
ITEM # 15
Presentation - Quilters Lane

By

Tom Hardy & Charla Duncan
ITEM # 16-A
Budget Amendment No. 10 to the Capital Project Ordinance Warren County Emergency Services Headquarters

By: Finance Officer - Gloria Edmonds

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY
EMERGENCY SERVICES HEADQUARTERS
(Amendment No. 10)

Section 4 of the above-referenced capital project ordinance shall be amended as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Fees</td>
<td>$21,250</td>
</tr>
<tr>
<td>Contingency</td>
<td>(21,250)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ -</strong></td>
</tr>
</tbody>
</table>

This amendment appropriates funds for special inspections.

Respectfully Submitted 12/13/2017

______Gloria M. Edmonds______

Gloria M. Edmonds, Finance Director
ITEM # 16-B
Budget Amendment No. 1 to the Capital Project Ordinance Warren County Road Improvements Project

By: Finance Officer - Gloria Edmonds

AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
WARREN COUNTY ROAD IMPROVEMENTS PROJECT
(Amendment No. 1)

Section 4 of the above-referenced capital project ordinance shall be amended as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$6,900</td>
</tr>
<tr>
<td>Reserve</td>
<td>(6,900)</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

This amendment adjust the budget for the sediment erosion control and stop gap measures.

Respectfully Submitted 12/13/17

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director
ITEM # 17

Adjourn
Work Session