

MINUTES OF AN EMERGENCY MEETING HELD BY THE WARREN COUNTY BOARD OF COMMISSIONERS IN THE ARMORY CIVIC CENTER MEETING ROOM ON WEDNESDAY, JUNE 23, 2020 AT 6:00 PM.

The Emergency Meeting was called to order by Chairman Tare “T” Davis. Other Commissioners present: Bertadean Baker, Victor Hunt, Jennifer Pierce and Walter Powell. Others in attendance: County Manager Vincent Jones, Finance Director Katherine Brafford and County Attorney Hassan Kingsberry.

Chairman Davis called for prayer & pledge to the flag.

NOTICE
Warren County Board of Commissioners
Emergency Meeting

Pursuant to NCGS 143-318.12(B) (3), the Warren County Board of Commissioners hereby provides public notice of an Emergency Meeting of the Board on Tuesday, June 23, 2020 at 6:00 p.m.

Place: Armory Civic Center, 501 US Hwy 158 Bus, East, Warrenton, NC.
Purpose: The Board will meet to discuss removal/relocation of Warren County Confederate Monuments.

Questions may be directed to the County Manager’s office by calling (252) 257-3115.

Posted and distributed this the 23rd day of June 2020.

Tare Davis, Chairman
Warren County Board of Commissioners

Special Instructions

Due to COVID-19 restrictions, the public will be limited in attending the June 23rd Warren County Board of Commissioners emergency meeting. No more than 15 individuals will be admitted on a first come first serve basis. Face coverings will be required and social distancing will be observed. The meeting will be live streamed at Facebook Live @WarrenCountyNCOfficial. Footage will be made available after the live stream ends.

The floor was opened for citizen comments limited to two (2) minutes each. Comments were as follows:

Bob Bridgen of Norlina: has lived in Warren County all his life and would hate to see what happened in Raleigh happen here. Relocate public property to private land so those with family history will continue to appreciate it.

William Darnell of Norlina: the statutes history goes back to the 1800’s, ancestor from Civil War. Monument to those who fought and died, it was not about slavery to many, although some did own slaves. He worked for the state over 31 years, it was not an easy way. Monument to a loss cause 600,000 to 700,000 who died. We cannot rewrite history. Everyone needs to work together for a common cause.

Michael Williams: I am a native son of this county. I have primed tobacco and picked cucumbers. History is watching us now, decision will ripple around the world, people have the opportunity to have their voices heard. Everyone should be heard. Confederacy lasted five (5) years. The statute was raised in 1913, 48 years after the war. We need to be the Change.

Kim Burrows: has lived in Warrenton 35 plus years, love this county. Choose to live here because it's a special place. Community is important; cannot deny anything said. Emotions are high, come together, no more decision. No ill will in the 35 years I have been here. We define who we are, monument does not define who we are. More will probably be setup. We need to love one another.

Board of Commissioners expressed their concerns.

Pierce: if statute is moved, it should be moved once; changes do not stop with the monument there is the water fountain & Buck Springs Plantation to consider. The Board should not act in haste, can it be put on November ballot? We need to understand what got us to this point.

Hunt: this issue has weighed heavy on my mind for a long time. What happened in Raleigh brought great concern, outsiders coming into the area causing problems. Citizens and the board should make the decision for Warren County. If I was to vote; public safety, unity, peace and protection of our local businesses on main street is what I am considering to determine my vote.

Baker: This is a rushed meeting. Our citizens have ideas of what they want to do with the statute. I want to hear from citizens. We need to please all, not just one group.

Powell: I totally agree with them, listening to all citizens will be more partial to determine what to do with the statute. Never want to see anyone come and destroy it. Need more than one meeting to determine what to do with the statue.

Chairman Davis: all comments are warranted. Our role as County Government is protection of livelihood of citizens of Warren County. We cannot stand back and watch. There are businesses that cannot withstand doing nothing. We can do things in a peaceful manner. My question is, do you have in mind to preserve history? We have a regard to set the standard for the citizens, we are not trying to please everybody. We want to do what's right; protect people and property. Doing nothing is not an option, we have a due regard to keep this community together. That is making hard decisions; make the right decision. Will we leave it on courthouse square or in view of NCGS 100-2.1 Protection of monument, memorial or works of art; remove it?

County Attorney Kingsberry read the general statute and gave background on prior discussion regarding the statute:

§ 100-2.1. Protection of monuments, memorials, and works of art. (a) Approval Required. – Except as otherwise provided in subsection (b) of this section, a monument, memorial, or work of art owned by the State may not be removed, relocated, or altered in any way without the approval of the North Carolina Historical Commission. (b) Limitations on Removal. – An object of remembrance located on public property may not be permanently removed and may only be relocated, whether temporarily or permanently, under the circumstances listed in this subsection and subject to the limitations in this subsection. An object of remembrance that is temporarily relocated shall be returned to its original location within 90 days of completion of the project that required its temporary removal. An object of remembrance that is permanently relocated shall be relocated to a site of similar prominence, honor, visibility, availability, and access that are within the boundaries of the jurisdiction from which it was relocated. An object of remembrance may not be relocated to a museum, cemetery, or mausoleum unless it was originally placed at such a location. As used in this section, the term "object of remembrance" means a monument, memorial, plaque, statue, marker, or display of a permanent character that commemorates an event, a person, or military service that is part of North Carolina's history. The circumstances under which an object of remembrance may be relocated are either of the following: (1) When appropriate measures are required by the State or a political subdivision of the State to preserve the object. (2) When necessary for construction, renovation, or reconfiguration of buildings, open spaces, parking, or transportation projects. (c) Exceptions. – This section does not apply to the following: NC General Statutes - Chapter 100 2 (1) Highway markers set up by the Board of Transportation in cooperation with the Department of Environmental Quality and the Department of Natural and Cultural Resources as provided

by Chapter 197 of the Public Laws of 1935. (2) An object of remembrance owned by a private party that is located on public property and that is the subject of a legal agreement between the private party and the State or a political subdivision of the State governing the removal or relocation of the object. (3) An object of remembrance for which a building inspector or similar official has determined poses a threat to public safety because of an unsafe or dangerous condition. (2015-170, s. 3(c); 2015-241, s. 14.30(c).)

Pierce: stated the threat of public safety is real.

Chairman Davis: we have received numerous Facebook messages in opposition, the Board is tasked to protect persons and property.

Hunt: we cannot think of every scenario before it's moved, we have to focus on preservation and public safety.

On motion of Commissioner Hunt which was seconded by Commissioner Powell and duly carried by unanimous vote, it was ordered to preserve by relocating the confederate monument from courthouse square to an undisclosed location until an adequate location is determined.

Statement by Chairman Davis: nationwide, confederate monuments have been the subject of debate for sometime due to threats, defacing and removal. This Board of Commissioners have decided to relocate the monument from Courthouse Square for preservation and safety reasons. We hope this action, which some deem divisive will bring us together.

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried, the June 23, 2020 Emergency Meeting was adjourned at 6:30 pm.



Angelena Kearney-Dunlap, Clerk

MINUTES OF A SPECIAL MEETING HELD BY THE WARREN COUNTY BOARD OF COMMISSIONERS IN THE ARMORY CIVIC CENTER ON WEDNESDAY, JUNE 23, 2020 AT 6:30 PM.

The Special Meeting was called to order by Chairman Tare Davis. Other commissioners present: Bertadean Baker, Victor Hunt, Jennifer Pierce and Walter Powell. Others in attendance: County Manager Vincent Jones, Finance Director Katherine Brafford and County Attorney Hassan Kingsberry.

NOTICE
Warren County Board of Commissioners
Budget Special Meeting

Notice is hereby given that the Warren County Board of Commissioners will hold a Special Meeting on Tuesday, June 23, 2020 at 6:00 pm in the Warren County Armory Civic Center, 501 US Hwy 158 Business, East, Warrenton, NC.

The purpose of this Special Meeting is to consider:

- Adoption of FY 2020-2021 Warren County Budget Ordinance;
- Consider FY 2021-2026 Warren County Capital Improvement Plan (CIP);
- Adoption of FY 2020-2021 Fee Schedules for Environmental Health, Health Department and Home Health;

- Approve FY 2021 Pay Plan & Reclassification Request;
- Adoption of Budget Amendment #2 to Capital Project Ordinance for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project and award bid to HG Reynolds for \$291,831;
- Adoption of Budget Amendment #18 to FY 2019-2020 Warren County Budget Ordinance;
- Consider adoption of revised Economic Development Commission Bylaws; and
- Closed Session in accordance with NCGS §143-318.11(a)(6) for Discussion of Personnel Matters.

All interested citizens are encouraged to attend this special meeting.

Tare Davis, Chairman
Warren County Board of Commissioners

On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, Amendment # 2 to Capital Project Ordinance for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project was adopted.

CAPITAL PROJECT ORDINANCE

**WARREN COUNTY WATER & SEWER DISTRICT NO. II
WISE I-85 EXIT 233 INTERCHANGE SEWER EXTENSION
(Amendment No. 2)**

Section 3 of the above-referenced capital project ordinance shall be amended as follows:

Increase/(Decrease) in Revenues:

Transfer from District II Enterprise Fund	\$ <u>7,036</u>
Total	\$ 7,036

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

Increase/(Decrease) in Appropriations:

Inspection Services	\$ -20,000
Design Fees	-2,620
Construction	61,831
Contingency	<u>-32,175</u>
Total	\$ 7,036

This amendment adjusts the budget to the most recent cost estimates for this project.

Respectfully submitted 6/17/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

SUBJECT: Warren County
Wise Interchange Water & Sewer System Improvements
Rivers File 2017139 G

Dear Mr. Jones:

The subject project was advertised in The Warren Record, a newspaper of general circulation, for a period of thirty-four (34) days, and in the Greater Diversity News for a period of thirty-three (33) days prior to receipt of bids. Formal bids were received by 2:00 p.m. on June 2, 2020 in the Commissioners' Meeting Room of the Warren County Armory Civic Center.

A total of five (5) Contractors obtained a copy of the bid documents for preparation of a bid, and four (4) Contractors submitted a bid by the prescribed time. Because North Carolina General Statutes require that a minimum of three (3) bids be received in order to open formal bids, the bids received were publically opened and read aloud.

The bids received were as follows:

H. G. Reynolds Company, Inc.	\$ 291,831.00
JSmith Civil, LLC	\$ 353,331.00
Herring-Rivenbark, Inc.	\$ 356,189.00
Jones & Smith Contractors, LLC	\$ 414,971.00

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, bid for Warren County Water & Sewer District II, Wise I-85 Exit 233 Interchange Project was awarded to HG Reynolds Company @ \$291,831, with County Manager Jones authorized to execute the contract upon review by County Attorney.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Amendment #18 to the FY 2019-2020 Warren County Budget Ordinance was adopted to Close-out FY 19-20 budget year.

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2019/2020
Amendment No. 18**

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Library	\$	3,748
Deputy / Child Support		500
Detention Facility		(500)
Fire Protection		(2,500)
Fire Protection		47,500
Emergency Services		1,000
Total	\$	49,748

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Restricted Intergovernmental - Other	\$	3,748
Restricted Intergovernmental - Other		1,000
Appropriated Fund Balance		45,000
Total	\$	49,748

Section 4 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the county, shall be amended as follows:

Increase / (Decrease) Appropriations:

Central Warren Property Tax	\$	1,700
Ridgeway Property Tax		4,700
Roanoke Wildwood Property Tax		250
Littleton Property Tax		300
Long Bridge Property Tax		1,200
Drewry Property Tax		2,100
Arcola Property Tax		1,000
Inez Property Tax		400
Churchill MV Tax		500
Central Warren MV Tax		2,000
Macon MV Tax		500
Ridgeway MV Tax		400
Afton-Elberton MV Tax		500
Roanoke Wildwood MV Tax		100
Hawtree MV Tax		200
Longbridge MV Tax		100
Arcola MV Tax		200
Drewry MV Tax		200
Inez MV Tax		100
Total	\$	16,450

Section 5 of the Warren County Budget Ordinance, pertaining to the Fire Service Districts operations of the County, shall be amended as follows:

Increase/ (Decrease) Revenues:

Central Warren Property Tax	\$	1,700
Ridgeway Property Tax		4,700
Roanoke Wildwood Property Tax		250
Littleton Property Tax		300
Long Bridge Property Tax		1,200
Drewry Property Tax		2,100
Arcola Property Tax		1,000
Inez Property Tax		400
Churchill MV Tax		500
Central Warren MV Tax		2,000
Macon MV Tax		500
Ridgeway MV Tax		400
Afton-Elberton MV Tax		500
Roanoke Wildwood MV Tax		100
Hawtree MV Tax		200
Longbridge MV Tax		100
Arcola MV Tax		200
Drewry MV Tax		200
Inez MV Tax		100
Total	\$	16,450

Section 18 of the Warren County Budget Ordinance, pertaining to the District II Water System Enterprise Fund, shall be amended as follows:

Increase/(Decrease) Appropriations:

Reserve	\$	(7,036)
Transfer to Other Funds - Fund 89		7,036
Total	\$	-

Section 25 is a new addition to the Warren County Budget Ordinance. Fund 28 is being created as a Special Revenue Fund to account for revenues and expenditures for the CARES Act (CRF) Funding recently received by the County. This section accounts for the Expenditures / Appropriations.

Increase/(Decrease) Appropriations:

CARES Act Expenditures	\$	571,030
Total	\$	571,030

Section 26 is a new addition to the Warren County Budget Ordinance. This section accounts for the Revenues for Fund 28.

Increase/(Decrease) Revenues:

CARES Act Funding	\$	571,030
Total	\$	571,030

This amendment:

- Increases appropriations in the Library budget by \$3,748 to cover expenditures from an LSTA grant from the State Library that was awarded to the Library in March of this year.

Funding Source: State Library of NC

- Increases appropriations in the Deputy / Child Support budget to prevent potential overspending in the Gas & Vehicle Operating expense line item.
- Decreases appropriations in the Detention Facility budget to cover the potential overspending in the Deputy / Child Support budget.
- Decreases appropriations in the Fire Protection budget by \$2,500 as a result of a revision to the FY 19-20 Contract for Fire Services between the County and Macon VFD, and the resulting reduction in funding. This revision was approved at the 8/28/19 BOCC meeting.

- Increases appropriations in the Fire Protection budget by \$47,500 for a loan agreement between the County and Afton Elberon VFD that was approved at the 3/9/2020 BOCC meeting. This loan is to be repaid by Afton Elberon VFD to the County.

Funding Source: Appropriated Fund Balance

- Increases appropriations in the Emergency Services budget by \$1,000 to cover expenditures for a NC Tier II Grant awarded by the NC Dept of Public Safety

Funding Source: NC Department of Public Safety

- Increases appropriations to the Fire Service District budgets to prevent overspending

Funding Source: Fire Service District Property Taxes & Motor Vehicle Taxes

- Decreases appropriation in the District II Enterprise Fund Reserve line item budget by \$7,036 and increases the Transfer to Fund 89 line item budget by that same amount. This transfer is to cover additional costs associated with the most recent cost estimates submitted for the Wise I-85 Exit 233 Interchange Project.

- Increases appropriations for the expenditures of the Coronavirus Relief Funds awarded to the County by the State of NC from the COVID-19 Recovery Act (CARES Act).

Funding Source: State of NC

Respectfully Submitted 6/17/2020

Katherine C. Brafford

Katherine C. Brafford, Finance Director

On motion of Commissioner Baker, which was seconded by Commissioner Powell and duly carried by unanimous vote, FY 2020-2021 Pay Plan, Reclassification requests and Position Description were adopted:

Pay Plan and Job Classification Schedules effective 7/1/2020, and Recreation Program Coordinator Job Description.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, FY 2020-2021 Fee Schedules for Environmental Health, Health Department and Home Health were adopted.

HOME HEALTH FEES FOR 2020-2021	Proposed
SKILLED NURSING	\$175.00
PHYSICAL THERAPY	\$215.00
HOME HEALTH AIDE	\$60.00
OCCUPATIONAL THERAPY	\$175.00
MEDICAL SOCIAL WORKER	\$175.00

**ENVIRONMENTAL HEALTH FEES
2020-2021**

SEPTIC PERMIT		
New Improvement Permit -up to 480 gpd (up to 4 bedroom house)	GRAVITY \$300.00	PUMP \$350.00
481 -1500gpd	\$400.00	\$500.00
1501 -2999 gpd		\$600.00
3000 + gpd		\$700.00
Upgrade Permit	\$200.00	
Certificate of Compliance	\$ 75.00	
Repair Permit	\$ 25.00	
Revision of Septic Permit		
No change in system location	\$ 50.00	
Change in system location -(Cost of New Permit)	\$300.00	\$350.00
Extra Trip Charge to Lot	\$ 50.00	
WELL PERMIT		
Well Permit	\$300.00	
Revised Well Permit	\$ 50.00	
WATER SAMPLE		
Full Well Panel	\$150.00	
Bacteriological	\$ 75.00	
Bacteriological Resample 1st	\$ 50.00	
Bacteriological Resample 2nd	\$ 75.00	
Inorganic	\$ 100.00	
Organic	\$ 80.00	
Pesticide/Petroleum	\$100.00	
Metals Panel	\$ 75.00	
SWIMMING POOL PERMIT		
Annual Pool Permit - Wade & Pool	\$200.00	
Plan Review for New Swimming Pool	\$400.00	
TATTOOS PERMIT		
Temporary Permit	\$200.00	
	\$100.00	
FOOD ESTABLISHMENT		
Food Establishment Plan Review	\$200.00	

2020~2021 Health Department Fees

Service Type	CPT	Proposed for 20-21 FY		
NEXPLANON PLACEMENT	11981	\$109.00	HEADSS	96160 \$30.00
NEXPLANON REMOVAL	11982	\$125.00	PHQ9	96161 \$30.00
Nexplanon Removal/Placement	11983	\$193.00	THER/PROPH/DIAG INJ, SC/IM	96372 \$25.00
ROUTINE VENIPUNCTURE	36415	\$16.00	VISUAL ACUITY SCREEN	99173 \$20.00
INSERT INTRAUTERINE DEVI	58300	\$65.00	OFFICE/OUTPATIENT VISIT, N	99201 \$68.00
REMOVE INTRAUTERINE DEV	58301	\$80.00	OFFICE/OUTPATIENT VISIT, N	99202 \$101.00
FETAL NON-STRESS TEST	59025	\$50.00	OFFICE/OUTPATIENT VISIT, N	99203 \$142.00
ANTEPARTUM CARE ONLY 3-	59425	\$380.00	OFFICE/OUTPATIENT VISIT, N	99204 \$209.00
ANTEPARTUM CARE ONLY 7+	59426	\$641.00	OFFICE/OUTPATIENT VISIT, N	99205 \$263.00
POSTPARTUM CARE	59430	\$116.00	OFFICE/OUTPATIENT VISIT, E	99211 \$38.00
ULTRASOUND LIMITED	76815	\$79.00	OFFICE/OUTPATIENT VISIT, E	99212 \$61.00
ULTRASOUND TRANSVAGINA	76817	\$88.00	OFFICE/OUTPATIENT VISIT, E	99213 \$85.00
URINALYSIS NONAUTO W/O S	81002	\$12.00	OFFICE/OUTPATIENT VISIT, E	99214 \$132.00
URINE PREGNANCY TEST	81025	\$15.00	ov estab. pt, severe. phys lime s	99215 \$196.00
AMINES, VAGINAL FLUID QUA	82120	\$7.00	INIT PM E/M, NEW PAT, INF	99381 \$97.00
HEMOCULT	82272	\$10.00	INIT PM E/M, NEW PAT 1-4 YR	99382 \$97.00
ASSAY, BLD/SERUM CHOLES	82465QW	\$20.00	PREV VISIT, NEW, AGE 5-11	99383FP \$165.00
ASSAY, GLUCOSE, BLOOD QU	82947QW	\$20.00	PREV VISIT, NEW, AGE 5-11	99383EP \$97.00
GLUCOSE TEST	82950QW	\$25.00	PREV VISIT, NEW, AGE 12-17	99384FP \$181.00
GLUCOSE TOLERANCE TEST	82951QW	\$25.00	PREV VISIT, NEW, AGE 12-17	99384EP \$97.00
GLUCOSE BLOOD TEST	82962	\$10.00	PREV VISIT, NEW, AGE 18-39	99385FP \$179.00
HEMOGLOBIN	85018QW	\$12.00	PREV VISIT, NEW, AGE 18-39	99385EP \$97.00
TB INTRADERMAL TEST	86580	\$25.00	PREV VISIT, NEW, AGE 40-64	99386 \$213.00
CULTURE SCREEN ONLY GC	87081	\$31.00	INIT PM E/M, NEW PAT 65+ YR	99387 \$231.00
SMEAR, GRAM STAIN	87205	\$20.00	PER PM REEVAL, EST PAT, IN	99391 \$97.00
SMEAR, WET MOUNT, SALINE	87210	\$20.00	PREV VISIT, EST, AGE 1-4	99392 \$97.00
HPV, DNA, AMP PROBE	87621	\$45.00	PREV VISIT, EST, AGE 5-11	99393FP \$157.00
Influenza A	87804QW	\$17.00	PREV VISIT, EST, AGE 5-11	99393EP \$97.00
INFLUENZA B	87804QW-59	\$17.00	PREV VISIT, EST, AGE 12-17	99394FP \$157.00
STREP A ASSAY W/OPTIC	87880QW	\$30.00	PREV VISIT, EST, AGE 12-17	99394EP \$97.00
CYTOPATH, C/V, THIN LAYER	88142	\$29.00	PREV VISIT, EST, AGE 18-39	99395FP \$157.00
IMMUNIZATION ADMIN	90471	\$23.00	PREV VISIT, EST, AGE 18-39	99395EP \$97.00
IMMUNIZATION ADMIN, EACH	90472	\$24.00	PREV VISIT, EST, AGE 40-64	99396 \$170.00
IMMUNE ADMIN ORAL/NASAL	90473	\$20.00	PER PM REEVAL, EST PAT 65+	99397 \$189.00
IMMUNE ADMIN ORAL/NASAL	90474	\$24.00	Tobacco Counseling <10 min	99406 \$14.00
HEP A VACCINE, ADULT IM	90632	\$75.00	Tobacco Counseling >10 min	99407 \$26.00
HUMAN PAPILOMA VIRUS VA	90649	\$170.00	POSTNATAL HOME VISIT	99501 \$62.00
GUARDSIL	90651	\$237.00	NEWBORN HOME VISIT	99502 \$65.00
Influenza Virus VAC Quad L	90672	\$25.00	ORL EVAL PT<3 YR CNSL PRI	D0145 \$40.00
Influenza 6-35 months vaccine	90685	\$22.00	TOP FLUORIDE, TX APPL MOI	D1206 \$16.00
Influenza 3+years vaccine	90686	\$22.00	Admin Influenza Virus Vac	G0008
MMR VACCINE, SC	90707	\$90.00	DEPO PROVERA	J1050 \$1.48
TDAP VACCINE >7 IM	90715	\$45.00	INJ RHO D IG HUMN FULL DO	J2790 \$140.00
HEP B BIRTH-18	90744	\$27.00	MIRENA	J7298 \$252.00
HEP B VACCINE, ADULT, IM	90746	\$64.00	PARAGARD	J7300 \$248.00
PURE TONE HEARING TEST,	92551	\$15.00	NEXPLANON	J7307 \$264.00
EVOKED AUDITORY TEST	92587	\$35.00	EXERSTYLE	LU016 \$0.00
AIRWAY INHALATION TREATM	94640	\$30.00	Copy of Medical Records	LU018
MEASURE BLOOD OXYGEN L	94760	\$8.00	CD VISIT REPORT ONLY	LU242 \$0.00
DEVELOPMENTAL TEST, LIM	96110	\$35.00	PREGNANCY RISK ASSESSM	S0280 \$50.00
Social-Emotional Screen	96127	\$35.00	POSTPARTUM INCENTIVE	S0281 \$150.00
Health Risk Assessment	96150	\$10.00	BIRTH CONTROL PILLS	S4493 \$10.00
			RN SERVICES	T1002 \$25.00

depends on NDC #

On motion of Commissioner Baker, which was seconded by Commissioner Powell and duly carried by unanimous vote, FY 2020-2021 Warren County Budget Ordinance was adopted.

**WARREN COUNTY BUDGET ORDINANCE
FISCAL YEAR 2020-2021**

BE IT ORDAINED BY THE Board of County Commissioners of Warren County, North Carolina:

SECTION 1. APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

<u>ITEM</u>	<u>\$AMOUNT</u>
County Commissioners	\$ 143,604
County Manager	320,233
Human Resources	609,758
Fleet Service	25,349
Finance Office	585,852
Tax Administration	707,243
County Attorney	143,466
Court Facilities	54,778
Board of Elections	362,790
Register of Deeds	255,943
Miscellaneous Appropriations	238,401
Information Technology	251,075
Buildings, Grounds & Maintenance	759,888
Sheriff's Office	2,619,307
Child Support Enforcement	53,569
Central Communications	820,818
Detention Facility	1,483,329
Emergency Services	292,231
Fire Protection	594,700
Code Enforcement	225,717
Medical Examiner	10,000
Emergency Medical Services	3,010,577
Halifax County EMS	109,188
Animal Control	321,438
KARTS Transportation	45,819
Lake Gaston Weed Control	116,000
Forestry Program	126,067
Planning	222,495
Economic Development Commission	200,590
Kerr Tar HUB	36,000
Cooperative Extension Service	463,631
Buck Spring Camp Development	14,250
Cooperative Ext 4-H Program	27,000
Soil Conservation	197,070
Health Department	3,304,308
Area Mental Health	60,100
Juvenile Crime Prevention Council	5,262
Boys & Girls Club	32,115
DSS Administration	4,110,513
DSS Public Assistance	397,732
DSS Local Funds	7,800
DSS Child Support	468,146
Rural Operating Assistance Program	145,464
Senior Center	492,355
Veteran's Service Office	115,873
Warren County Public Schools	5,433,331
VGCC Satellite Campus	231,625
Libraries	490,296
Recreation Program	431,064
Armory	43,250
Debt Services	1,841,673
Insurance & Fringes	373,005
Transfer to Other Funds	50,000
Contingency	40,000

TOTAL GENERAL FUND APPROPRIATIONS **\$33,522,088**

SECTION 2. REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

<u>ITEM</u>	<u>\$AMOUNT</u>
Ad Valorem Taxes	\$ 20,381,862
Sales Taxes	3,468,000
Other Taxes & Licenses	100,000
Unrestricted – Intergovernmental	216,800
Restricted Intergovernmental – Health	639,440
Restricted Intergovernmental – DSS	237,940
Restricted Intergovernmental – DSS 1571	2,687,087
Restricted Intergovernmental – Other	938,947
Permits and Fees	361,400
Sales and Services	1,731,260
Investment Earnings	185,000
Miscellaneous Revenue	442,521
Transfers from Other Funds	676,913
Fund Balance Appropriated (Health Department Escrow)	400,000
Fund Balance Appropriated (General Fund – Schools)	350,000
Fund Balance Appropriated (General Fund – Other)	704,918
TOTAL GENERAL FUND REVENUES	\$33,522,088

SECTION 3. There is hereby levied a tax rate of \$.81 per one hundred dollars valuation of property listed for taxes as of January 1, 2020 for the purpose of raising the revenue listed as "ad valorem taxes" in the General Fund of this ordinance.

This rate is based upon an estimated total valuation of property for the purposes of taxation of \$2,549,150,108 and an estimated collection rate of 96.57% on real and personal property and a collection rate of 98.94% on registered motor vehicles. The estimated rates of collection are based on fiscal year 2018-19 collection rates, adjusted downward by .5% and 1%, respectively, due to the uncertainty of the economic impact of the current pandemic.

SECTION 4. EXPENDITURES: There is appropriated to the fourteen (14) Fire Service Districts, in the amounts listed below proceeds of the service district tax for use by the Fire Service Districts in such a manner and for such expenditures as are permitted by law from the proceeds of these taxes. In the event the actual proceeds from the tax levies exceed or fall short of the appropriated amounts, the actual net proceeds from the taxes shall constitute the appropriation from the tax levy.

Fire Department	Fire Tax Property	Fire Tax Motor Vehicle	Total
Afton Elberon	\$ 81,241	\$ 13,823	\$ 95,064
Arcola	39,261	5,800	45,061
Central Warren	143,466	19,038	162,504
Churchill Five Forks	165,292	4,543	169,835
Drewry	68,143	5,705	73,848
Hawtree	49,698	7,237	56,935
Inez	21,010	2,363	23,373
Littleton	59,481	3,318	62,799
Long Bridge	92,282	2,591	94,873
Macon	32,760	3,442	36,202
Ridgeway	37,347	3,681	41,028
Roanoke Wildwood	144,089	2,582	146,671
Smith Creek	70,049	9,482	79,531
Soul City	26,599	3,183	29,782
TOTALS	\$ 1,030,718	\$ 86,788	\$ 1,117,506

SECTION 5. REVENUES: There is hereby levied a tax at the rates shown below, per one hundred dollars (\$100.00) valuation of property listed for taxes as of January 1, 2020, located within the listed special fire districts for generating revenue for said special districts. These rates of tax are based on a 96.06% average collection rate. Estimated total valuation of property for each special fire district for the purpose of taxation are as follows:

Fire Department Valuation and Tax Rate FY 21

Fire Department	Estimated Tax Base	Estimated Tax Base	Tax Rate FY 21
	Property Tax	Motor Vehicles	
Afton Elberon	\$ 103,214,386	18,352,503	0.0800
Arcola	74,719,561	11,630,446	0.0530
Central Warren	146,930,312	20,423,274	0.0990
Churchill Five Forks	364,734,088	10,209,017	0.0450
Drewry	95,471,313	8,490,950	0.0700
Hawtree	52,836,858	7,883,970	0.0950
Inez	52,712,458	6,223,861	0.0400
Littleton	144,915,480	8,250,362	0.0410
Long Bridge	366,268,748	10,568,225	0.0250
Macon	65,823,373	7,248,193	0.0500
Ridgeway	62,632,136	6,522,378	0.0600
Roanoke Wildwood	576,600,132	10,476,011	0.0250
Smith Creek	71,427,270	9,880,594	0.1000
Soul City	43,971,930	5,510,894	0.0600
TOTALS	\$ 2,222,258,045	\$ 141,670,678	

It is estimated that the following revenues will be available in the Fire Service District Special Reserve Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Fire Department	Req. Rev Current	Motor Vehicle Tax	Req. Rev Delinquent	Total Revenue
Afton Elberon	\$ 77,741	13,823	\$ 3,500	\$ 95,064
Arcola	37,261	5,800	2,000	45,061
Central Warren	136,966	19,038	6,500	162,504
Churchill Five Forks	162,292	4,543	3,000	169,835
Drewry	64,143	5,705	4,000	73,848
Hawtree	48,498	7,237	1,200	56,935
Inez	20,010	2,363	1,000	23,373
Littleton	58,281	3,318	1,200	62,799
Long Bridge	89,782	2,591	2,500	94,873
Macon	31,260	3,442	1,500	36,202
Ridgeway	35,347	3,681	2,000	41,028
Roanoke Wildwood	142,089	2,582	2,000	146,671
Smith Creek	68,549	9,482	1,500	79,531
Soul City	25,399	3,183	1,200	29,782
TOTALS	\$ 997,618	\$86,788	\$ 33,100	\$ 1,117,506

SECTION 6. EXPENDITURES: There is appropriated to the Solid Waste Enterprise Fund for the operation of the County's comprehensive solid waste program for fiscal year beginning July 1, 2020, and ending June 30, 2021:

Solid Waste Program	\$ 1,722,600
TOTAL	\$ 1,722,600

SECTION 7. REVENUES: It is estimated that the following revenues will be available in the Solid Waste Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Other Taxes & Licenses	\$ 1,716,800
Restricted Intergovernmental – Other	4,100
Investment Earnings	1,500
Miscellaneous	200

TOTAL **\$ 1,722,600**

SECTION 8. There is hereby levied for the fiscal year 2020-2021, a Solid Waste Availability/Household User Fee of \$150.00 per household or business not subject to municipal taxation to be deposited in the Solid Waste Enterprise Fund.

There is hereby levied for the fiscal year 2020-2021, a Solid Waste Transfer Station Tipping Fee of \$67 per ton for all waste brought to the County's Transfer Station.

There is hereby levied for the fiscal year 2020-2021, a Solid Waste Inert Debris Tipping Fee of \$20 per ton for all inert debris, yard waste and land clearing debris brought to the County's Landfill.

SECTION 9. EXPENDITURES. The following amount is hereby appropriated in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Regional Water System	\$ 1,018,777
Debt Service	2,481
TOTAL	\$ 1,021,258

SECTION 10. REVENUES. Regional Water System Enterprise Fund

The following table lists the water rates for Fiscal Year beginning July 1, 2020 and ending June 30, 2021. The rates have not changed.

Security Deposit – Water	\$125
Security Deposit – Water/Sewer	\$150
Activation Fee	\$25
Flat Rate – Water	\$25
Per Thousand – Water/Sewer	\$5
Flat Rate – Sewer	\$13
Late Fee	\$25
NSF Fee	\$25
Tampering Fee	\$100
Tap (3/4")	\$950
Tap (1")	\$1,100
Availability Fee	\$12
Service Fee (during regular hours)	\$25
Service Fee (after hours)	\$50
Reconnect fee for NSF	\$25
Hydrant Permit \$5 per thousand	\$50
Pool Permit \$5 per thousand	\$50

It is estimated that the following revenues will be available in the Regional Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	\$ 300
Sales & Services	964,450
Investment Earnings	16,000
Misc. Revenue	40,508
TOTAL	\$ 1,021,258

SECTION 11. EXPENDITURES. The following amount is hereby appropriated in the District I Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

District I Water System	\$ 661,410
Debt Service	2,481
Transfer to Other Funds – General Fund	81,975
TOTAL	\$ 745,866

SECTION 12. REVENUES. It is estimated that the following revenues will be available in the District I Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	\$ 1,450
Sales & Services	705,050
Investment Earnings	31,000
Misc. Revenue	8,366
TOTAL	\$ 745,866

SECTION 13. EXPENDITURES. The following amount is hereby appropriated in the District II Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

District II Water System	\$ 659,915
Debt Service	2,481
Transfer to Other Funds – General Fund	142,175
TOTAL	\$ 804,571

SECTION 14. REVENUES. It is estimated that the following revenues will be available in the District II Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	\$ 1,150
Sales & Services	759,377
Investment Earnings	25,000
Misc. Revenue	19,044
TOTAL	\$ 804,571

SECTION 15. EXPENDITURES. The following amount is hereby appropriated in the District III Water System Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

District III Water System	\$ 685,778
Debt Service	2,481
Transfer to Other Funds – General Fund	452,763
TOTAL	\$ 1,141,022

SECTION 16. REVENUES. It is estimated that the following revenues will be available in the District III Water Enterprise Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Permits & Fees	\$ 1,300
Sales & Services	994,747
Investment Earnings	14,000
Miscellaneous Revenue	7,650
Fund Balance Appropriated	123,325
TOTAL	\$ 1,141,022

SECTION 17. EXPENDITURES. The following amounts are hereby appropriated for the Enhanced 911 System Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Emergency 911	\$ 187,800
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SECTION 18. REVENUES. It is estimated that the following revenues will be available for the Enhanced 911 Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Other Taxes & Licenses (E911 Surcharge)	\$ 146,540
Investment Earnings	4,500
Fund Balance Appropriated	36,760
TOTAL	\$ 187,800

SECTION 19. EXPENDITURES. The following amounts are hereby appropriated for the Octennial Revaluation Fund for the operation of the County revaluation process for fiscal year beginning July 1, 2020 and ending June 30, 2021:

TOTAL	\$ 50,500
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SECTION 20. REVENUES. It is estimated that the following revenues will be available in the Octennial Revaluation Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Investment Earnings	\$ 500
Transfers from Other Funds	50,000
TOTAL	\$ 50,500

SECTION 21. There is hereby levied on each marriage license issued during the fiscal year 2020-2021, a tax of \$60.00. The proceeds of such tax shall be deposited in the General Fund.

SECTION 22.

A. Funds belonging to Warren County and deposited to the credit of the Warren County Operating Account and the Warren County Payroll Account may be withdrawn on signatures of Katherine Brafford, Warren County Finance Director; Tare "T" Davis, Chairman, Warren County Board of Commissioners; and Angelena Kearney-Dunlap, Clerk to the Board of Commissioners. Warren County Manager Vincent Jones has signatory authorization for contracts or agreements up to \$50,000. All contracts for purchases or agreements with amounts over \$50,000 are to be approved by the Warren County Board of Commissioners.

B. All funds belonging to Warren County and deposited to the credit of the Warren County Department of Social Services (DSS) Trust Fund Accounts shall be withdrawn only by checks signed by the Warren County Director of Social Services and the Warren County Finance Director or the Warren County Manager and counter-signed by the Warren County Finance Director. Ryan Whitson is authorized to sign such checks as Director of the Department of Social Services and Emma Perry is authorized to sign such checks as Assistant Director of the Department of Social Services; Vincent Jones is authorized to sign such checks as the Warren County Manager and Katherine Brafford is authorized to counter-sign such checks as the Finance Director.

C. All funds belonging to Warren County deposited to the Public School Building Capital Fund Disbursing Account may be withdrawn on signature of Katherine Brafford, Finance Director and Vincent Jones, Warren County Manager.

D. All funds belonging to Warren County deposited to the Flexible Spending Account (FSA) may be withdrawn on signature of Tare "T" Davis, Chairman, Warren County Board of Commissioners; Katherine Brafford, Finance Director and Vincent Jones, Warren County Manager.

SECTION 23. There is hereby levied for the fiscal year 2020-2021, a license fee of \$2.00 on each dog of the age of six months or older. The proceeds of such taxes shall be deposited in the General Fund.

SECTION 24. Copies of this ordinance shall be furnished to the Budget Officer and the Finance Director for direction in carrying out their duties.

This budget is prepared on a departmental basis, and need not be amended unless expenditures exceed departmental appropriations.

Adopted this the 23rd day of June 2020.



Angelena Kearney-Dunlap, Clerk

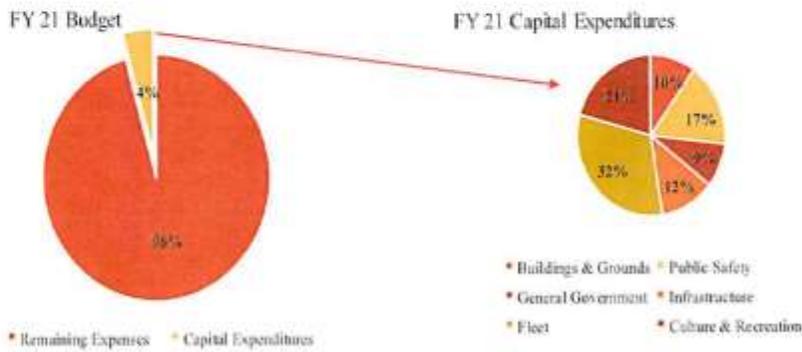
On motion of Commissioner Baker, which was seconded by Commissioner Powell and duly carried by unanimous vote, FY 2021-2026 Warren County Capital Improvement Plan (CIP) was adopted.

**Warren County Capital Improvement Project Budget
FY 2020-2021**

The Warren County FY 2020-2021 Capital Budget reflects Warren County's major capital needs in the upcoming fiscal year. The projects and appropriations reflected in this capital budget are a part of Warren County's overall budget. The capital assets reflected in this budget will help provide goods & services in more than one fiscal year. The FY 2020-2021 Capital Budget reflects major capital assets, which for the purposes of this budget are assets costing over \$5,000. The FY 21 Capital Budget does not reflect capital expense requests from Warren County Schools.

FY 21 SUMMARY BY PROJECT CATEGORY

Category	Amount
Buildings & Grounds	\$ 148,500
Public Safety	\$ 250,000
General Government	\$ 132,000
Infrastructure	\$ 175,000
Fleet	\$453,771
Culture & Recreation	\$ 305,040
Environmental Services	\$ 0
TOTAL	\$1,464,311
<i>Percentage of FY 21 Budget</i>	<i>4.43%</i>



*Percentages are rounded to the nearest whole number; sum total may be 100 +/- 1.

Project Category	Department	Project Type	Project Title	Project Elements	Funding Source	Total Cost	FY 21
Buildings & Grounds	Board of Elections	Maintenance	Sidewalk improvements	Construction	General Fund	\$8,500	\$8,500
	Courthouse/Tax	Maintenance; capital improvement	Courthouse/Tax envelope issues & upgrades	Construction	General Fund	\$50,000	\$50,000
	County Manager	Strategic Growth; Maintenance; capital improvement	Facilities Study/Farmer EMS building repairs	Construction	General Fund	\$40,000	\$40,000
	Health Department	Capital improvement	AC replacement	Equipment	General Fund	\$10,000	\$10,000
	Social Services	Capital improvement; Maintenance	DSS heat pumps	Equipment	General Fund	\$40,000	\$40,000
	SUBTOTAL						\$148,500
Public Safety	EHS	Capital improvement; Public protection	Patient care medical equipment	Equipment	General Fund	\$75,000	\$75,000
	Fire Protection	Capital improvement; Public protection	VIPER tower improvements (repeaters)	Equipment	General Fund	\$175,000	\$175,000
SUBTOTAL						\$250,000	\$250,000
General Government	IT	Capital improvement	County phone system	Equipment	General Fund	\$52,000	\$52,000
	Tax Assessor	Maintenance	CAMA Software	Equipment	General Fund	\$45,000	\$45,000
	Tax Assessor	Maintenance	CAMA Software maintenance	Equipment	General Fund	\$17,500	\$17,500
	Tax Collection	Maintenance	Billing/Collection software maintenance	Equipment	General Fund	\$17,500	\$17,500
SUBTOTAL						\$132,000	\$132,000
Infrastructure	County Manager	Capital improvement; Strategic growth	Broadband initiative	Construction, design, equipment	General Fund	\$875,000	\$175,000
SUBTOTAL						\$875,000	\$175,000
Fleet	Buildings & Grounds	Capital improvement	Vehicle replacement	Vehicle	General Fund	\$30,000	\$30,000
	Code Enforcement	Capital improvement	Vehicle replacement	Vehicle	General Fund	\$29,775	\$29,775
	Cooperative Extension	Capital improvement	Truck	Vehicle	General Fund	\$37,000	\$37,000
	Emergency Services	Capital improvement; Public protection	Truck	Vehicle	General Fund	\$32,650	\$32,650
	EHS	Capital improvement; Public protection	Ambulance	Vehicle	General Fund	\$220,000	\$220,000
	Public Utilities	Capital improvement	Truck	Vehicle	Enterprise Funds	\$22,950	\$22,950
	Sheriff's Office	Capital improvement; Public protection	Vehicle	Vehicle	General Fund	\$81,396	\$81,396
SUBTOTAL						\$453,771	\$453,771
Culture & Recreation	Recreation	Capital improvement; Maintenance	MERP improvements	Construction	General fund	\$297,540	\$297,540
	Recreation	Capital improvement	Storage building & concrete pad	Construction	General fund	\$7,500	\$7,500
SUBTOTAL						\$305,040	\$305,040
Environmental Services						\$0	\$0
SUBTOTAL						\$0	\$0
TOTAL CAPITAL COSTS FY 21						\$1,464,311	

On motion of Commissioner Hunt, which was seconded by Commissioner Powell and duly carried by unanimous vote, RESOLUTION REORGANIZING THE WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION and revised Economic Development Commission (EDC) Bylaws were adopted.

**RESOLUTION REORGANIZING THE WARREN COUNTY
ECONOMIC DEVELOPMENT COMMISSION**



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

Tare Davis, Chairman
Victor Hunt, Vice Chairman
Bertadean Baker
Jennifer Pierce
Walter Powell

Vincent Jones
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

**COUNTY OF WARREN
STATE OF NORTH CAROLINA**

**RESOLUTION REORGANIZING THE WARREN COUNTY
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, in 1964 the County created an Economic Development Commission (hereinafter, "EDC"), pursuant to the authority given it in NCGS 158-8;

WHEREAS, the Commission voted to amend its bylaws to better outline its purposes and relationship to the County in May of 2015;

WHEREAS, the Warren County Board of Commissioners seek to abolish the EDC in its current form and its current bylaws and reorganize the EDC;

WHEREAS, this reorganization is done in order to further outline the EDC's purposes and relationship to the County;

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT:

1. The Warren County Board of Commissioners hereby abolishes the Warren County EDC in its current form along with its current bylaws; and
2. The Warren County Board of Commissioners hereby reorganizes the Warren County EDC and adopts the attached Bylaws with the purposes, objectives, goals, and operations as stated.
3. The EDC members serving prior to this reorganization are reappointed to the reorganized EDC with the same terms that match their terms existing prior to this reorganization.

ADOPTED this the 23RD day of June, 2020.

WARREN COUNTY BOARD OF COMMISSIONERS


Tare "T" Davis, Chairperson



ATTEST:


Angelena Kearney-Dunlap, Clerk

Revised Economic Development Commission (EDC) Bylaw

BYLAWS OF THE

WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION

ARTICLE ONE: ORGANIZATION

Section 1. The WARREN COUNTY ECONOMIC DEVELOPMENT COMMISSION (hereinafter "EDC") was created by the Warren County Board of Commissioners (hereinafter, the "BOC") pursuant to N.C.G.S. §§158-8 thru 158-15. As such these amended Bylaws are being enacted, pursuant to the BOC's approved Resolution reorganizing the EDC of 2020.

Section 2. The County of Warren, North Carolina shall constitute the Warren County EDC's jurisdiction.

Section 3. The location of the principal office of this Commission shall be 501 US Highway 158 Business East, Warrenton, North Carolina. The Commission may designate another location for the principal office, or may establish additional offices as it deems appropriate with the consent of the BOC.

Section 4. The fiscal year of the Commission shall commence on the first day of July and shall terminate on the thirtieth day of June in the following calendar year.

Section 5. The Commission shall *not* be considered a Public Authority as under Chapter 159 of the North Carolina General Statutes. Therefore, all funding received into and/or flowing out of the Commission shall be managed pursuant to the Commission's budgetary confines as determined and approved by the BOC each fiscal year.

ARTICLE TWO: PURPOSES AND OBJECTIVES

The purpose of the Commission is to promote economic development within Warren County, and to establish a framework to be utilized in coordinating local, state, and federal efforts toward this end. Major emphasis shall be placed on providing basic facilities essential for attracting and encouraging sound economic growth in the County. Specific objectives of the Commission include, but are not limited to, the following:

Section 1. Formulating projects intended to carry out economic development programs and initiatives by attracting new industries, encouraging the expansion of existing industries, encouraging agricultural development, encouraging the formation of new business and industrial ventures by local as well as foreign capital, and all other activities of similar nature.

Section 2. Conducting industrial surveys, advertising in periodicals or other communications media, providing advice and assistance to businesses and industrial concerns interested in locating in the area, providing advice and assistance to existing businesses and industries, providing advice and assistance to persons seeking to establish new businesses or industries, and engaging in related activities.

Section 3. Encouraging the formation of private business development corporations, associations and/or partnerships which serve to carry out projects such as securing and preparing sites for industrial development, constructing industrial buildings, rendering financial and managerial assistance to businesses and industries, or providing advice and assistance to such corporations and associations.

Section 4. Making recommendations to the BOC, the Warren County Planning Board, and other organizations or boards having members appointed by the BOC concerning infrastructure planning and development, land use planning, as it applies to business and industrial concerns, and other areas or indirectly impacting upon the County's growth and development.

Section 5. The Commission shall itself seek funding and shall be involved in the application for and administration of various state and federal grant funds intended to be utilized to assist the County in implementing growth strategies, and shall further coordinate with other county departments as is necessary and appropriate to insure the legal and orderly implementation of same, in accordance with the County's Grant Policy.

Section 6. Encouraging the enrichment of curriculum in order to achieve appropriate occupational and technical training within various school systems serving the area, and; Assisting in the procurement of training programs for industry, business and other related entities.

Section 7. The Commission shall seek out and encourage the development of programs designed to improve tourism, transportation facilities, housing, recreation programs and facilities, and related needs that promote the general economic well-being of Warren County.

Section 8. Carrying on such other activities as the Commission (and/or the BOC) deems necessary and appropriate to promote economic growth and prosperity in Warren County.

ARTICLE THREE: MEMBERSHIP

Section 1. The Commission shall consist of nine (9) members appointed by the BOC. To be eligible to serve on the Commission, a person must be of the age of eighteen (18) or older, and must either reside in or have a place of business in Warren County.

Section 2. The Commission shall make recommendations to the BOC to fill vacant seats on the Commission. Such recommendations shall be made in written form no less than ten (10) days before appointments are to be acted upon by the BOC.

Section 3. The Chairman of the Commission shall notify the appointing authority in writing of the expiration date of the terms of Commission members at least thirty (30) days prior to the expiration date, so that replacement appointments (or reappointments) may be made in a timely manner without lapse. Recommendation for appointment or reappointment shall be included with the notice. Recommendation shall be obtained by vote of the Commission members. Final determination rests with the BOC.

Section 4. Upon receiving appropriate recommendations, appointments to the Commission shall be made by the BOC for staggered three-year terms and may be appointed to serve a second and third term. After three terms, a member must be off the board for at least one (1) year before being eligible for re-appointment.

Section 5. The Commission will attempt to recruit a membership that is diverse and representative of the County, with respect to differing communities including socioeconomic, geographic, age, race, ethnicity and gender.

ARTICLE FOUR: OPERATION OF THE COMMISSION

Section 1. The government, business and property of the Commission shall be managed by the Commission members. Each member shall serve for the term appointed or until death, resignation, retirement, removal, replacement, disqualification, or until a successor is appointed or qualified.

Section 2. The Commission shall elect a Chairman, Vice-Chairman, and Secretary at the first meeting after July 1 of each year. These officers (individually or collectively) shall be referred to as the executive officers.

Section 3. Notwithstanding the particular Commission member's term, the term of service as an executive officer shall be for one (1) year. They shall assume office upon election. Officers may be elected to succeed themselves or be elected to any other office.

Section 4. Vacancies in any office, arising from any cause, may be filled by the membership at any regular or special meeting. Interim offices filled by the membership shall be for the unexpired term of the office creating the vacancy.

Section 5. In addition to the Commission officers, an Executive Director shall be employed to conduct the business activities of the Commission. The Executive Director will be hired on recommendation of the County Manager with approval by the Board of Commissioners. Although the Commission shall give direction to the Executive Director in his/her duties to be carried out on behalf of the Commission, he/she shall be an employee of the County, report to the County Manager, and be eligible to receive benefits offered by Warren County, and be obligated to follow the policies and procedures of the County.

Section 6. The Commission may elect to contract with consultants, the State of North Carolina, the federal government, or any other agency or department thereof for such services as may be required. All contracts must be executed by either: a) the Warren County Manager (if contract amount is within her/his signing authority), or; b) the Chair of the BOC, after receiving approval by the BOC, on behalf of the Commission. Copies of every fully-executed contract shall be filed in the offices of the Commission, the Warren County Finance Office, and the Warren County Manager's office. The Executive Director shall have administrative responsibility for seeing to the provisions of this section being carried out.

Section 7. The Commission may lease, rent, purchase, or otherwise obtain suitable quarters and office space for its staff and may lease, rent or purchase necessary fixtures, furniture, automobiles and other equipment. As required in Section 6 of this Article above, any and all leases to be entered into by the Commission must be executed by the County Manager or the BOC Chair, after receiving approval by the BOC. Copies of all leases shall be filed in the offices of the Commission, the Warren County Finance Office, and the Warren County Manager's Office.

ARTICLE FIVE: DUTIES OF OFFICERS

Section 1. Chairman. The general duties of the Chairman of the Commission are:

- a. The Chairman shall preside at all regular, special and emergency meetings of the Commission.
- b. The Chairman shall have the authority to delegate his duties to the Vice-Chairman in the rare occasion he is unavailable to attend a meeting or oversee any emergent situation.
- c. The Chairman, may appoint such committees as the work of the Commission may require.
- d. The Chairman shall guide and direct the efforts of the staff and any special committees in their efforts. The Chairman may solicit advice and assistance in these endeavors.
- e. The Chairman shall promulgate and publish such orders and directives as may be necessary to promote the purpose of the Commission.
- f. The Chairman shall authorize the disbursement of funds in accordance with established policies of the Commission, in compliance with the general and special terms and conditions of appropriated funds, and in compliance with any local, state, or federal grant regulations or conditions.
- g. The Chairman shall perform such other duties as will promote the purpose of the Commission or which are required by the office. The Chairman may solicit advice or assistance in these endeavors.

Section 2. Vice-Chairman. The Vice-Chairman of the Commission shall perform the duties of the Chairman in his absence.

Section 3. Secretary. The general duties of the Secretary are:

- a. The Secretary shall record and maintain accurate minutes of all proceedings and actions of the Commission during any and all meetings of the Commission whether regular or emergent, face-to-face or otherwise. The Secretary shall verify and authenticate all the records of the Commission, presenting such minutes to the Commission at its next regularly-scheduled meeting, for approval by the Commission.
- b. The minutes of such meetings shall be typed, bound and kept in such a place as the Chairman may designate.
- c. The Secretary shall perform such other duties assigned by the Commission.

- h. The Executive Director shall coordinate projects and marketing strategies by working with County staff, scheduling and coordinating meetings, preparing and submitting reports and presentations, and developing solutions and strategy analysis.
- i. The Executive Director may be assigned other duties, or duties may be eliminated by the County Manager upon approval by the BOC.

ARTICLE SIX: COMMISSION PANELS AND TASK FORCE

The Chairman may, from time to time, appoint qualified individuals to serve on bodies created to achieve specific objectives and purposes of the Commission. The creation of appropriate panels and task forces as operating entities is hereby authorized.

ARTICLE SEVEN: MEETINGS

Section 1. The Commission shall meet regularly, at least once every two months. The Chairman may call additional meetings as necessary provided proper notice is given to the public. All meetings shall be conducted and notice properly given (through the clerk to the BOC) as directed by NC General Statute Chapter 143 Article 33C: Meetings of Public Bodies. Meetings of the Commission shall be held in the principal office or in other locations as designated by the Chairman.

Section 2. The Chairman, acting by and through his agent, shall give notice of the meeting by sending an email to each member. It will be the responsibility of each member to keep a current mailing address, email address, and telephone numbers on file with the Chairman and the Commission office.

Section 3. Special or emergency meetings may be called by the Chairman, the Executive Director, or by any three Commission members at any time or place by giving as much prior notice as is reasonably possible. Notification of special and emergency meetings may be accomplished by telephone allowing a minimum of 48 hours public notification for special meetings.

Section 4. A quorum for the Commission shall consist of five (5) members. If no quorum is present, there shall be no official meeting.

Section 5. At Commission meetings, each member present shall have one vote. All Commission actions shall require a majority vote of the members present.

Section 6. Any member who fails to attend four (4) consecutive meetings, except that his absence be due to events beyond the member's reasonable control, shall have his/her appointment to the Commission terminated and shall be replaced by the BOC at the request of the Chairman and in accordance with the law authorizing the Commission.

Section 7. Questions of parliamentary procedure shall be decided according to Robert's Rules of Order.

ARTICLE EIGHT: BUDGET

Section 1. All expenditures by the Commission shall be made pursuant to a budget submitted to the Warren County Manager and approved by the BOC in accordance with the Local Government Budget and Fiscal Control Act.

Section 2. The Commission shall prepare an annual budget for presentation to the Warren County Manager in accordance with the Warren County budget preparation schedule.

Section 3. The annual budget shall show proposed expenditures for all operating expenses, capital equipment and improvements. A breakdown of the source of funds shall indicate the amount to be requested of the governing body and the amount to be obtained from other sources including state and federal grants. The budget shall be a line item budget.

Section 4. The Executive Director is hereby empowered to make expenditures from the budget in accordance with established County Policy up to \$1500.00, provided that such expenditures do not exceed the amount remaining in the appropriate line item of the budget. Any expenditure exceeding said amount shall require prior approval by a quorum of the full Commission before the expense may be incurred.

Section 5. All invoices for goods or services received shall be submitted to the Commission's offices and shall be approved by the Executive Director or his designee before being forwarded to the County Manager or Finance Director, as is appropriate.

Section 6. The Commission shall have the right and duty to transfer funds from one line item to another within the departmental budget, in accordance with County policy, provided the total budgeted expenditures do not exceed the amount appropriated to the Commission by the BOC.

Section 7. The Commission shall require the Executive Director to maintain adequate and accurate fiscal records in the Commission's office. Such records shall be kept up-to-date and will be available to the Commission for its review at all times. The Commission may require of the Executive Director such reports as it deems necessary under the circumstances.

ARTICLE NINE: RECORDS

Section 1. The Secretary of the Commission shall keep a record of all business conducted by the Commission in regular or called meetings as outlined in Article Five, Section 3 (b) above.

Section 2. The Commission staff shall maintain a file of all studies, plans, reports and recommendations made by the Commission in the discharge of its duties and responsibilities.

Section 3. The Executive Director or his/her designee shall maintain a copy of all grant proposals, supporting documentation and approvals, along with all documentation necessary to be kept in the fulfillment of all grant requirements for each grantee. Such records shall be maintained in order and with the utmost care in a designated space such that the Commission

may, at any time, respond to an inquiry received about any such grant and in accordance with the Warren County Grants Policy.

Section 4. Public records relating to the proposed expansion or location of specific businesses or industrial projects may be withheld from public inspection according to the provisions of N.C.G.S. 132-6(d).

Section 5. All public records requests for Commission records shall be directed to the Executive Director as "keeper of the records." After gathering the records requested, the Executive Director shall consult with the County Manager and County Attorney to confirm what is and what is not a public record according to North Carolina law in effect at the time of the request.

Section 6. The Commission shall make a report to the BOC at least annually.

ARTICLE TEN: AMENDMENTS OR CHANGES TO BYLAWS

By a majority affirmative vote of the entire Commission, these Bylaws may be altered, amended, added to or repealed at any regular or special meeting of the Commission. However, before such vote may be taken by the Commission, all members of the Commission shall have received a minimum of seven (7) days prior written notice of the suggested/desired amendments or changes to be considered. Notice shall not be sufficient or valid unless the actual verbiage of the suggested/desired amendments and/or changes is specifically stated therein. Such alteration, amendment, addition, or repeal must be approved by the BOC. Requests for alteration, amendment, addition, or repeal of these bylaws may be initiated by the BOC; however, when such amendment is initiated by the BOC, it may, at its discretion, submit the proposed amendment to the Commission for review and comment.

ARTICLE ELEVEN: DISSOLUTION AND LIQUIDATION

The authority for the Commission may be repealed in the same manner as it was originally authorized resulting in the dissolution of the Commission. Said notification of resolution of repeal shall be subject to any notice requirements set out in the General Statutes of North Carolina.

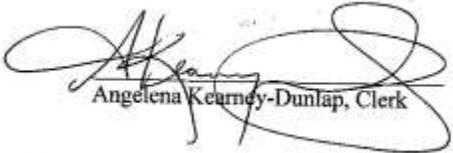
Upon the BOC's final dissolution of the Commission, the Commission shall, after paying or making provisions for the payment of all of the liabilities, debts and obligations of the Commission, dispose and distribute all of the assets of the Commission pursuant to the directives of the BOC, subject to any applicable law.

Carl Lynch, EDC Chairman

Tare "T." Davis, Chairman
Warren County Board of Commissioners

Jane Ball-Groom, EDC Secretary
 6/23/2020
Angelena Kearney-Dunlap,
Clerk to the Board

On motion of Commissioner Hunt, which was seconded by Commissioner Powell and duly carried, the June 23, 2020 Budget Special Meeting was adjourned at 7:45 pm.


Angelena Kearney-Dunlap, Clerk