

***SUGGESTED AGENDA
FOR
JANUARY 8, 2008 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
WARREN COUNTY COURTHOUSE
WARRENTON, NORTH CAROLINA***

***9:30 am - Public Hearing - Warren County Historic Preservation Commission
Ordinance and By-Laws***

9:45 am – Rezoning Request from Consolidated Sales & Service

1. Call to Order Regular Monthly Meeting – Chairman
2. Moment of Silence
3. Citizen Comments
4. Adopt January 8, 2008 Suggested Agenda
5. Consent Agenda
 - a. Approve Minutes from December 3, 2007 meetings:
 - Annual Organizational Meeting
 - Regular Board Meeting
 - b. Interest Income Report – Finance Director Barry Mayo
 - c. Tax Collector’s Report – Tax Administrator Robert Mitchum
 - d. Tax Release Requests (Over \$100) – Tax Administrator Robert Mitchum
Tax Release Requests (Under \$100) - “ “ “ “
 - e. Renew Employee Performance Bond for Barry Mayo, Finance Director
6. Finance Office – Barry Mayo
 - a. Amendment # 5 to the FY 2007-08 Warren County Budget Ordinance
 - b. Amendment # 3 to the Capital Project Ordinance for the Warren County Water & Sewer District Phase II Project
 - c. Amendment # 5 to the Capital Project Ordinance Warren County Recreation Complex Phase II
 - d. Award Installment Purchase Financing Bid for 9 Warren County Vehicles
 - e. Adopt Resolution Awarding Installment Purchase Financing to RBC Centura for vehicles
7. Follow-up to Public Hearings:
 - a. Warren County Historic Preservation Commission Ordinance and By-Laws
 - b. Rezoning Request from Consolidated Sales & Service
8. Appointment/Re-Appointment Michael Palmer to Kerr Tar COG Workforce Development
9. Request from Wise Training School Alumni for Letter of Support to Apply for Grant Funding from Lowe’s Charitable & Educational Foundation Preservation Fund

10. Public Utilities Request New Administrative Assistant position – L.Evans & E.Lane
11. Request for Permission to Grant Individual Extensions of Time for the Listing of Real and Personal Property - Robert Mitchum, Tax Administrator
12. Approve Change Order for Paving of Rafters Lane Project – Charles Ayscue
13. Declare Vehicle ID # 8296 Surplus Property – Baron Williams, Code Enforcement
14. Schedule Dixie M. Conner Rezoning Public Hearing for Monday, February 4th at 9:45 am – Ken Krulik
15. County Manager’s Report
16. Adjourn

**Closed Session in accordance with NC GS 143-318.11(3)
for
Discussion of Attorney/Client Privileged Information
(Mickelsen –v- Warren County)
&
Personnel Matters**

***WARREN COUNTY
BOARD OF COMMISSIONERS***

***JANUARY 8, 2008
REGULAR MONTHLY MEETING***

***WARREN COUNTY COURTHOUSE
WARRENTON, NORTH CAROLINA***

Prepared by

***Angelena Kearney-Dunlap
Clerk to the Board***

January 8, 2008

*9:30 am
Public Hearing*

*Warren County
Historic Preservation Commission
Ordinance and By-Laws*

January 8, 2008

*9:45 am
Public Hearing*

*Rezoning Request from
Consolidated Sales & Service*

Call to Order January 8, 2008
Regular Monthly Meeting
By
Chairman or Designee

Moment of Silence

Citizen Comments

Meeting Date: January 8, 2008

Agenda Item # 4

SUBJECT: Adopt January 8, 2008 Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

CONSENT AGENDA Item # 5A

SUBJECT: Approve minutes:

December 3, 2007 – Annual Organizational Meeting
December 3, 2007 - Regular Meeting

REQUESTED BY: Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

CONSENT AGENDA Item # 5B

SUBJECT: Approve Interest Income Report

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

CONSENT AGENDA Item # 5C

SUBJECT: Approve Tax Collector's Report dated November 2007

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: None

FUNDING SOURCE: N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105 350 tax
Collection reports, Interest Income Report supplied for Board's information**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

CONSENT AGENDA Item # 5D

SUBJECT: Request for Tax Releases dated December 21, 2007

REQUESTED BY: Robert E. Mitchum, Tax Administrator

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE STATUTE: NCGS 105-381. **TAXPAYER'S REMEDIES**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

CONSENT AGENDA Item # 5E

SUBJECT: Employee Performance Bond Renewal

REQUESTED BY:

SUMMARY: Annual renewal of Performance Bond for Barry Mayo, Finance Director: Policy # 14939441, Amount - \$100, Period – January 24, 2008 to January 24, 2009

Submitted for Board’s approval.

FUNDING SOURCE: N/A

APPLICABLE STATUTE: NCGS 105-381.

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 6-A

SUBJECT: Amendment #5 to the 2007-2008 Warren County
Budget Ordinance

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Submitted for Board's consideration & action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 6-B

SUBJECT: Amendment # 3 to the Capital Project Ordinance for the Warren County
Water & Sewer District Phase II Project

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Submitted for Board's consideration & action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 6-C

SUBJECT: Amendment #5 to the Capital Project Ordinance Warren County Recreation Complex Phase II

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Submitted for Board's consideration & action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 6-D

SUBJECT: Award Installment Purchase Financing Bid for 9 Warren County Vehicles

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: Submitted for Board's consideration & action.

Warren County solicited bids from five financial institutions for the financing of the Warren County vehicles in the amount of \$180,680 for a term of 3 years.

The following bids were received:

Financial Interest		Total Interest		
Institution	Rate	Interest Paid	Fees	Total Interest Plus Fees
BB&T	No Bid Submitted			
Bank of America	No Bid Submitted			
First Citizens	3.48% No Amortization Schedule \$200.00			
RBC Centura	3.1%	\$11,316.13	\$100.00	\$191,996.00
Wachovia	4.22%	\$ 15,466.39	\$ 0.00	\$196,146.39

RBC Centura offered the lowest interest rate. Therefore, it is my recommendation that we accept the lowest bid (interest + costs) as submitted by RBC Centura.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Approval recommended for acceptance of RBC Centura's bid.

NOTES:

Meeting Date: January 8, 2008

Item # 6-E

SUBJECT: Resolution Awarding Installment Purchase Financing Bid for 9 vehicles to RBC Centura.

REQUESTED BY: Barry Mayo, Finance Director

SUMMARY: As recommended, Resolution awarding Bid to RBC Centura at 3.1% interest for three (3) year term is submitted for Board's action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___Approval recommended _____

NOTES:

Meeting Date: January 8, 2008

Item # 7-A

SUBJECT: Adopt Ordinance Creating Warren County Historic Preservation Commission & By-Laws

REQUESTED BY: Ken Krulik, Planner / Zoning Administrator

SUMMARY: Having held two (2) public hearings to hear citizen comments regarding above referenced, it is now submitted for Board's adoption.

- 1st Public Hearing - Monday, October 2, 2007 at 7:30 pm to hear citizen comments regarding creation of above referenced Commission, and
- 2nd Public Hearing - Tuesday, January 8, 2008 at 9:30 am to Adopt Ordinance creating Commission and setting forth By-Laws of same

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Approve Ordinance as presented_____

NOTES:

Meeting Date: January 8, 2008

Item # 7-B

SUBJECT: Consider Rezoning Request from Consolidated Sales & Service

REQUESTED BY: Ken Krulik, Planner / Zoning Administrator

SUMMARY: Having held a required public hearing on Tuesday, January 8, 2008 at 9:45 am to hear citizen comments regarding above referenced, the following is now submitted for Board's action.

Request from Consolidated Sales & Service to rezone a 6.06 +/- acre tract of land located at tax Map K4B-61 on Highway 903 (Eaton's Ferry Road) from Residential (R) to Neighborhood Business (NB) in the Roanoke Township.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 8

SUBJECT: Appointment / Re-appointment to Warren County Board or Commission

REQUESTED BY: Vincent Gilreath, Kerr Tar COG
Workforce Development Director

SUMMARY: It is presented to reappoint Michael L. Palmer, President of MLP Transport, Inc. to the Workforce Development Board for a two (2) year term. Submitted for Board's consideration & action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 9

SUBJECT: Request for Letter of Support for Grant Application to Lowe's Charitable & Education Foundation Preservation Fund

REQUESTED BY: Thomas Harris, Project Coordinator
Warren County Training School – North Warren High School
Alumni
Association and Friends, Inc.

SUMMARY: Submitted for Board's support by letter, to obtain funds to rehabilitate
and restore a Rosenwald school.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: January 8, 2008

Item # 10

SUBJECT: Public Utilities Request New Administrative Assistant Position

REQUESTED BY: Linda Evans, Public Utilities Office Coordinator &
Elgin Lane, Human Resources Manager

SUMMARY: Request Board approve a new permanent full-time Administrative Assistant II position at an annual salary of \$23,408 plus benefits.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

 Recommend approval

NOTES:

Meeting Date: January 8, 2008

Item # 11

SUBJECT: Request for Permission to Grant Individual Extensions of Time for the Listing of Real and Personal Property

REQUESTED BY: Eddie Mitchum, Tax Administrator

SUMMARY: Mr. Mitchum, proposes that in accordance with attached (see paragraph c) ... The Board may delegate the authority to grant extensions to the Assessor, not to extend beyond April 15th. Tax Administrator request Board grant him said authority. Note: authority may be retracted at anytime by Board action.

FUNDING SOURCE:N/A

APPLICABLE STATUTE: **NCGS 105-307. Length of listing period; extension; preliminary work, extensions granted under this statute shall not extend beyond April 15.**

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

 Recommend approval of request for perpetual authorization to the Tax Administrator.

NOTES:

Meeting Date: January 8, 2008

Item # 12

SUBJECT: Change Order for Paving of Rafters Lane Project

REQUESTED BY: Charles Ayscue, Maintenance Supervisor

SUMMARY: Submitted for Board's approval.

December 6, 2007

64 CY of uncompactable soil documented by TerraTech Engineers by proofroll. Areas marked and diagrammed by technician totaling 64 CY to be removed.

64 CY removal	@ \$ 18.00 per CY	=	\$ 1,152.00
64 CY replaced fill	@ \$ 18.00 per CY	=	\$ 1,152.00
85 TN ABC stone	@ \$ 9.25 per CY	=	<u>\$ 786.25</u>
TOTAL ADD TO CONTRACT			\$ 3,090.25

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___ Recommend approval of change order. _____

NOTES:

Meeting Date: January 8, 2008

Item # 13

SUBJECT: Declare Code Enforcement Vehicle # 8296 Surplus Property

REQUESTED BY: Baron Williams, Code Enforcement Officer

SUMMARY: Per attached memo, vehicle has been determined to be unsafe.
Request:

- 1) Board Declare Vehicle Surplus
- 2) Authorize Sale by Online Auction

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

___ Recommend approval _____

NOTES:

Meeting Date: January 8, 2008

Item # 14

SUBJECT: Schedule Rezoning Public Hearing

REQUESTED BY: Ken Krulik, Planner / Zoning Administrator

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding Dixie M. Conner Rezoning Request for Monday, February 4, 2008 at 9:45 am.

FUNDING SOURCE:N/A

APPLICABLE STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

January 8, 2008

Item # 15

County Manager's Report

**Closed Session in accordance with NC GS 143-318.11
for
Discussion of Attorney/Client Privileged Information
(Mickelsen –v- Warren County)
&
Personnel Matters**