

*WARREN COUNTY  
BOARD OF COMMISSIONERS*

*February 18, 2015*

*6:00 PM*

*Board Work Session*

*WARREN COUNTY  
ARMORY CIVIC CENTER  
COMMISSIONERS' MEETING ROOM  
WARRENTON, NC*

*February 18, 2015*  
*Work Session Agenda*

- 1 - Moment of Silence**
- 2 - Department Head Reports to the Board:**  
**Marshall Brothers, Public Works**  
**Johnny Williams, Sheriff/Detention/Telecommunications**
- 3 – NC Association of County Commissioners Update Video**
- 4 – Request from Town of Warrenton to receive a share of ABC Store Profit Distribution –**  
**Robert Davie, Town Administrator**
- 5 – Request to Reassign Highway Investigator from the Interstate to Office Position –**  
**Sheriff Williams**
- 6 - Request for Board approval of Health Department’s Tobacco Free Grounds Policy –**  
**Andy Smith, Health Director**
- 7 – Environmental Action Team (EAT) presentation – William A. Kearney**
- 8 – Update on 2017 Revaluation – Starlin Beatty, Tax Administrator**
- 9 – Follow-up to Budget Goals Setting Work Session – Information Secured from Vance**  
**County on Aycock Aquatics Center – County Manager Worth**
- 10 - Revised Warren County Salary Administration Policy; Proposed Salary Progression Policy**  
**and Proposed Longevity Pay Policy – Lisa Alston, HR Manager**
- 11 – Request to Allow Veterans to Use Armory Civic Center for Meetings at No Charge –**  
**Commissioner “T” Davis**
- 12 – Proposed Revisions to ‘Rule 32. Appointments’ of the Rules of Procedure for the Warren**  
**County Board of Commissioners**
- 13 - Adjourn Work Session**

*February 18, 2015*  
*Work Session Agenda*

**Item # 1**

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Moment of Silence

*February 18, 2015*  
*Work Session Agenda*

**Item # 2**

**Department Head Reports (5 minutes):**

- ▶ **Marshall Brothers  
Public Works**
  
- ▶ **Johnny Williams  
Sheriff/Detention/Telecommunications**

# WARREN COUNTY PUBLIC WORKS

712 US Highway 158 Business West  
Warrenton, North Carolina 27589



Marshall Brothers, Director

TELEPHONE: (252) 257-1948

FACSIMILE: (252) 257-3979

**TO:** Warren County Board of Commissioners and County Manager  
**FROM:** Marshall Brothers - Public Works Director/Fleet Manager  
**DATE:** February 18, 2018  
**SUBJECT:** Departmental Update for Public Works

Warren County Public Works Program, operated by a Public Works Director and a staff of four, disposed of approximately 7,657 tons of solid waste during FY 13-14.

The Solid Waste Management Plan covers Warren County and the municipalities of Warrenton, Norlina and Macon. The majority of Warren County's residents live in unincorporated predominately rural areas.

Warren County's long-range vision is to provide disposal capacity, waste collection services, and a waste reduction program to all members of the County at an equitable price. The elimination of improper disposal of waste and expanded waste reduction opportunities are included in the vision. To achieve this vision, the following long-range goals are listed:

- To manage all aspects of solid waste disposal in a manner that will protect the public's health and maintain a clean and attractive environment.
- To provide everyone in the County with waste disposal capacity and waste reduction opportunities.
- To increase the efficiency and cost-effectiveness of the waste disposal program.
- To decrease improper waste disposal and promote recycling.

### Capital Improvements

There have been no Capital Improvements since my last report. Future improvements may consist of the Transfer Station scale being removed and concrete slab replaced. We are having an issue with the center pier sagging, non-adjustable error. Pier needs to be replaced.

### The Majority of the Public Works Services are Contract Driven

#### Services - Contractor/Company

- Waste Disposal/Waste Collection at Convenience Centers - Waste Industries
- Scrap Tire Disposal - Central Carolina Tire
- White Goods Disposal - C. J. Auto Used Parts, LLC
- Underground Water Sampling - Resolve Environmental
- Electronics Recycling - Metech Recycling, Inc.
- Truck Scale Service Agreement - AAA Scale Company
- Closed MSW Gas Monitoring - Smith & Gardner Engineering, Inc.

### Current Fees

- Household User Fee is \$120 per annum for all households or businesses not subject to municipal taxation.
- The Transfer Station Tipping Fee is \$67 per ton on all solid waste disposed of at Warren County's Transfer Station.
- The land clearing, Inert Debris Tipping Fee is \$20 per ton on all inert debris, yard waste and land-clearing debris.
- The disposal cost per ton with Waste Industries is \$63.67 per ton because of the increase at the Brunswick County, Virginia Landfill.

FY 2013-14 / 2014-15 Site Tonnage Comparison

	July		August		September		October		November		December		January	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2014	2015
Site 1 - Eaton's Ferry	143.11	123.05	100.5	98.03	67.1	81.05	46.69	53.27	46.34	44.63	50.51	59.29	45.65	35.68
Site 2 - Ridgeway	151.26	138.91	126.43	144.63	108.19	117.75	98.66	115.75	98.09	97.52	121.54	123.76	107.97	108.62
Site 3 - Afton	31.82	17.74	32.69	20.85	24.29	37.81	25.98	28.71	17.84	28.47	31.66	38.11	23.06	28.75
Site 4 - Arcola	27.98	34.33	28.97	27.42	25.57	25.54	35.19	42.31	22.59	20.43	25.45	36.35	25.46	19.15
Site 5 - Five Forks	51.75	29.89	33.82	39.39	24.00	31.22	25.71	27.9	14.72	21.44	27.18	20.2	18.84	22.08
Site 6 - Macon/Vaughan	14.39	11.57	18.77	11.26	9.95	21.02	13.75	23.59	22.35	10.35	13.16	15.62	8.29	17.16
Site 7 - Inez	11.91	15.46	23.7	9.98	12.16	17.66	21.28	15.78	12.33	8.33	14.24	6.99	12.13	22.03
Site 8 - Wise	42.23	37.42	39.29	38.92	32.11	34.22	36.26	19.7	32.4	26.18	25.63	36.53	24.85	29.94
Town of Macon	4.84	4.31	3.47	3.59	3.23	3.61	3.26	3.78	3.5	2.80	3.81	3.2	3.28	2.86
Town of Norlina	42.87	0.61	0.82	0	0	0	0.86	0	0	0	0	0	0	0
Town of Warrenton	32.79	24.28	24.42	28.08	22.39	29.5	25.37	25.35	20.05	24.01	25.58	27.13	22.45	21.10
<b>Monthly Totals</b>	<b>554.95</b>	<b>437.57</b>	<b>432.88</b>	<b>422.15</b>	<b>328.99</b>	<b>399.38</b>	<b>333.01</b>	<b>356.14</b>	<b>290.21</b>	<b>284.16</b>	<b>338.76</b>	<b>367.18</b>	<b>291.98</b>	<b>307.37</b>

**FY 2013-14 / 2014-15 Transfer Station Tonnage**

	July		August		September		October		November		December		January	
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2014	2015
<b>Tons Shipped</b>	797.19	672.32	636.88	646.49	548.55	650.31	578.9	617.58	460.05	480.34	599.13	635.82	482.57	499.15

**FY 2014-15 Recycling Tons**

	First Quarter	Second Quarter	Total
	Jul-Sep 2014	Oct-Dec 2014	
0Tons of Tires Shipped out of County	150.64	124.16	274.8
Tons of Commingled Recyclables	116.25	78.8	195.05
Hauls of Commingled Recyclables	68	54	122
Tons of Discarded Electronic Equip.	3.85	0	3.85
Gallons of Cooking Oil Collected	109	145	254
Gallons of Used Motor Oil Collected	836	559	1395
Gallons of Used Oil Filters Recycled	300	350	650

**Factors Affecting Disposal Rates and Operation Cost**

- Regional Landfill Disposal Rates (where our waste is disposed of)
- Fuel surcharge on fuel cost
- Consumer Price Index (CPI)

**Key Points**

- We are in the second year of a three-year contract with Waste Industries for waste collection and disposal. Our current agreement had no cost increase for the initial three-year term and will increase by 3% per year for each extension term. We envision going back to the table at that time to again re-negotiate the contract. The cost per gallon of fuel surcharge was raised from \$4.00 to \$4.20 per gallon, no surcharges have been applied.
- Smith & Gardner, Inc., engineering firm, is in the process of installing four gas monitoring wells at the Closed MSW Landfill as required by the state.
- Over the past several years, the Facility Compliance Inspection Reports conducted by DNER on the Transfer Station and Closed MSW Landfill has indicated no Notice of Violations (NOVs) noted on any inspection forms.
- We have upgraded lighting at a couple Convenience Centers.

*February 18, 2015*  
*Work Session Agenda*

**Item # 3**

**N.C. Association of County  
Commissioners  
Video Presentation**

Play from the web YouTube:

<http://youtu.be/whdUPEDlpf8>

Download to play locally - Google Drive:

<https://drive.google.com/file/d/0Bx6fC1oKngQOMy1fd0tSZkV3eVU/view?usp=sharing>

*February 18, 2015*  
*Work Session Agenda*

**Item # 4**

**Request from Town of Warrenton to  
receive a share of ABC Store Profit  
Distribution**

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**Robert Davie**  
**Warrenton Administrator**

Walter M. Gardner, Jr.  
Mayor

Robert F. Davie  
Town Administrator

## TOWN OF WARRENTON

*"Historically Great - Progressively Strong"*

P. O. Box 281  
Warrenton, NC 27589-0281  
PHONE (252) 257-3315 FAX (252) 257-9219

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Warren County Board of Commissioners  
Budget Goals Setting Work Session  
January 21, 2015  
11:30 am Agenda Item  
Distribution of ABC Store Profits  
Presented by Commissioner Mary Hunter

Good morning.

On behalf of the Board of Commissioners of the Town of Warrenton, I want to thank you for the opportunity to be here this morning. I would also like to thank you for the continuing working partnership that was established long ago between our two boards. This partnership has proven over the years to work to the advantage of both entities as well as to each citizen of Warren County, both in town and out.

We are here this morning to discuss distribution of ABC store profits and what it means to Warrenton. For close to 70 years, the county has been sharing profits with the Town of Warrenton as set forth in G.S. 18B-805(e). In each of the last three fiscal years the Warrenton ABC store sales amounted to 25% of the gross ABC sales for the county.

In August of 2014, the ABC Board completed a new store and closed the Warrenton location. Now, since the new store was opened out on the 158 by-pass, the Town of Warrenton's portion of the ABC profit distribution has ceased.

Based on our previous arrangement, the Town of Warrenton has been receiving 15% of the net profit each year. Distribution amounts for the past three years (FYs 2014, 2013, and 2012) were \$9,649, \$20,445 and \$15,595, respectively, or approximately 1% to 2% of the Town's overall revenues for each of those three years. Using the distribution average for the three years mentioned, \$15,230, and calculating it out, it would take a \$.02 tax increase to make up this loss in revenue, should the Town Board decide to go that route. In contrast, these ABC distribution

payments by the County to the Town constituted only .03% to .07% of the County's total revenues in those same fiscal years.

Warrenton proudly serves as the county seat, housing some 15 County-owned buildings. While this ABC distribution over the years may seem small in the grand scheme of things, its discontinuation hits the Town at the same time as the NC Legislature's decisions to cap privilege license fees for municipalities and to no longer award historic tax credits to those wishing to rehab historically significant buildings for private use. The latter had served as an incentive to attract folks to historic towns such as ours for purposes of restoring old buildings for commercial use (which would increase the property tax base both for the Town and County), while the former was a sizeable source of direct revenue for the Town. All of these "revocations" add up to a significant negative impact on the Town's revenues.

We would like to request that you continue honoring our working partnership by crafting a new distribution agreement with the Town of Warrenton that will award a portion of the profits of the County's ABC revenues to Warrenton.

Thank you for your time this morning and for your careful consideration of this request.

Board of Commissioners, Town of Warrenton

Mary Hunter, 252 257-2321

Kimberly Harding, 252 213-3006

Woody King, 252 432-6879

Al Fleming, 252 257-3229

Tom Hardy, 252 432-0604

Margaret Britt, 252 257-3228

John Mooring, 252 425-1701

Walter Gardner, Mayor, 252 213-3034

**§ 18B-805. Distribution of revenue.**

(a) Gross Receipts. - As used in this section, "gross receipts" means all revenue of a local board, including proceeds from the sale of alcoholic beverages, investments, interest on deposits, and any other source.

(b) Primary Distribution. - Before making any other distribution, a local board shall first pay the following from its gross receipts:

- (1) The board shall pay the expenses, including salaries, of operating the local ABC system.
- (2) Each month the local board shall pay to the Department of Revenue the taxes due the Department. In addition to the taxes levied under Chapter 105 of the General Statutes, the local board shall pay to the Department one-half of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9).
- (3) Each month the local board shall pay to the Department of Health and Human Services five percent (5%) of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9). The Department of Health and Human Services shall spend those funds for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse.
- (4) Each month the local board shall pay to the county commissioners of the county where the charge is collected the proceeds from the bottle charge required by G.S. 18B-804(b)(6), to be spent by the county commissioners for the purposes stated in subsection (h) of this section.

(c) Other Statutory Distributions. - After making the distributions required by subsection (b), a local board shall make the following quarterly distributions from the remaining gross receipts:

- (1) Before making any other distribution under this subsection, the local board shall set aside the clear proceeds of the three and one-half percent (3 1/2%) markup provided for in G.S. 18B-804(b)(5) and the bottle charge provided for in G.S. 18B-804(b)(6b), to be distributed as part of the remaining gross receipts under subsection (e) of this section.
- (2) The local board shall spend for law enforcement an amount set by the board which shall be at least five percent (5%) of the gross receipts remaining after the distribution required by subdivision (1). The local board may contract with the ALE Section to provide the law enforcement required by this subdivision. Notwithstanding the provisions of any local act, this provision shall apply to all local boards.
- (3) The local board shall spend, or pay to the county commissioners to spend, for the purposes stated in subsection (h), an amount set by the board which shall be at least seven percent (7%) of the gross receipts remaining after the distribution required by subdivision (1). This provision shall not be applicable to a local board which is subject to a local act setting a different distribution.

(d) Working Capital. - After making the distributions provided for in subsections (b) and (c), the local board may set aside a portion of the remaining gross receipts, within the limits set by the rules of the Commission, as cash to operate the ABC system. With the approval of the appointing authority for the board, the local board may also set aside a portion of the remaining gross receipts as a fund for specific capital improvements.

(e) Other Distributions. - After making the distributions provided in subsections (b), (c), and (d), the local board shall pay each quarter the remaining gross receipts to the general fund of the city or county for which the board is established, unless some other distribution or some other schedule is provided for by law. If the governing body of each city and county receiving revenue from an ABC system agrees, those governing bodies may alter at any time the distribution to be made under this subsection or under any local act. Copies of the governing body resolutions agreeing to a new

distribution formula and a copy of the approved new distribution formula shall be submitted to the Commission for review and audit purposes. If any one of the governing bodies later withdraws its consent to the change in distribution, profits shall be distributed according to the original formula, beginning with the next quarter.

(f) Surcharge Profit Shared. - When, pursuant to G.S. 18B-603(d1), spirituous liquor is bought at a city ABC store by a mixed beverages permittee for premises located outside the city, the local board operating the store at which the sale is made shall retain seventy-five percent (75%) of the local share of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9) and the remaining twenty-five percent (25%) shall be divided equally among the local ABC boards for all other cities in the county that have authorized the sale of mixed beverages.

When, pursuant to G.S. 18B-603(e), spirituous liquor is bought at a city ABC store by a mixed beverages permittee for premises located at an airport outside the city, the local share of both the mixed beverages surcharge required by G.S. 18B-804(b)(8) and the guest room cabinet surcharge required by G.S. 18B-804(b)(9) shall be divided equally among the local ABC boards for all cities in the county that have authorized the sale of mixed beverages.

(g) Quarterly Distributions. - When this section requires a distribution to be made quarterly, at least ninety percent (90%) of the estimated distribution shall be paid to the recipient by the local board within 30 days of the end of that quarter. Adjustments in the amount to be distributed resulting from the closing of the books and from audit shall be made with the next quarterly payment.

(h) Expenditure of Alcoholism Funds. - Funds distributed under subdivisions (b)(4) and (c)(3) of this section shall be spent for the treatment of alcoholism or substance abuse, or for research or education on alcohol or substance abuse. The minutes of the board of county commissioners or local board spending funds allocated under this subsection shall describe the activity for which the funds are to be spent. Any agency or person receiving funds from the county commissioners or local board under this subsection shall submit an annual report to the board of county commissioners or local board from which funds were received, describing how the funds were spent.

(i) Calculation of Statutory Distributions When Liquor Sold at Less Than Uniform Price. - If a local board sells liquor at less than the uniform State price, distributions required by subsections (b) and (c) shall be calculated as though the liquor was sold at the uniform price. (1981, c. 412, s. 2; c. 747, s. 52; 1983, c. 713, ss. 102-104; 1985 (Reg. Sess., 1986), c. 1014, s. 116; 1991, c. 459, s. 3; c. 689, s. 306; 1991 (Reg. Sess., 1992), c. 920, s. 4; 1993, c. 415, s. 27; 1997-443, s. 11A.118(a); 1999-462, s. 8; 2011-145, s. 19.1(q).)

*February 18, 2015*  
*Work Session Agenda*

**Item # 5**

**Request to Reassign Highway  
Investigator from the Interstate to  
Office Position**

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**Sheriff Johnny Williams**

JOHNNY M. WILLIAMS

*Sheriff of Warren County*

P.O. BOX 678  
WARRENTON, N.C. 27589  
TELEPHONE 252-287-3364

To: Linda Worth

From: Sheriff J.M. Williams

Date: February 10, 2015

Re: Work Session Agenda Request

As Sheriff of Warren County I am thankful to the Board of Commissioners for the mutually supportive relationship we share.

I am forwarding this letter in an attempt to continue our collaborative efforts of providing for the safety and security of our citizens, and to get your informed consensus on a position reassignment.

The evidence computer crashed and all the data contained within it was lost. This loss requires the reentry of thousands of items into the new evidence computer system. To address this present need and to have a person available to complete this task requires the reassignment of a current position, therefore for the efficiency of the operation, I would reassign the highway Investigator from the interstate to an office position. Based on current needs this move would remedy our manpower shortage and alleviate the need to do any additional hiring. Your awareness and consensus with regard to this matter is appreciated.

Working together we will continue to keep Warren County a safe community in which we live and work.

*February 18, 2015*  
*Work Session Agenda*

*Item # 6*

**Request for Board approval of Health  
Department's Tobacco Free Grounds  
Policy**

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**Andy Smith**  
**Health Director**



## WARREN COUNTY HEALTH DEPARTMENT

544 WEST RIDGEWAY STREET  
WARRENTON, NC 27589

TELEPHONE: 257-1185  
FAX #: (252) 257-2897

Date: January 28, 2015

To: Warren County Commissioners

Cc: Warren County Board of Health Members  
Warren County Manger

From: Andy Smith, REHS, MPA  
Health Director  
Warren County Health Department

Re: Health Department Tobacco – Free Policy

I am sending this memo on behalf of Warren County Health Department seeking your approval of Warren County Health Department's Tobacco – Free policy. The policy was developed on July 15, 2011 and subsequently approved by Warren County Board of Health as part of the Health Department Initial Accreditation process in 2011. Subsequently, in October of 2014 the North Carolina Accreditation Board changed documentation requirements whereby County Commissioners must review and consider the policy for approval. With this in mind, I respectfully submit Warren County Health Department's Tobacco – Free policy for your consideration as our agency continues work towards obtaining re-accreditation status.

Sincerely,

Andy Smith

WARREN COUNTY HEALTH DEPARTMENT  
Policy

**TITLE:** Tobacco-Free Grounds Policy  
**DEVELOPED:** July 15, 2011  
**DATES REVISED:**  
**DATES REVIEWED:** 7/6/2012; 7/3/2013, May 5, 2014, January 2, 2015

**Purpose**

To provide a tobacco-free environment and promote the health and well being of all who utilize the services of Warren County Health Department.

**Policy**

Warren County Health Department will prohibit smoking and other tobacco usage up to 50 feet of the building.

**Definitions**

Smoking- The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

Other Tobacco products- snuff, snus, spit tobacco; spit less tobacco, chewing tobacco, and smokeless tobacco

**Responsibilities**

All staff shares in the responsibility for compliance.

**Procedure**

- 1) Copies of this policy will be distributed upon employee hire and when revised.
- 2) Appropriate signage will be posted at all building entrances and on the grounds.
- 3) The Warren County Health Department provides support to employees who want to quit the use of tobacco products. These employees are encouraged to talk to their health care provider about quitting; ask about appropriate pharmacotherapy available through the employee's insurer and use the free quitting support services of the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW, available from 8AM-12 midnight 7 days per week. Employees are permitted to take breaks to use the Quitline services during work time.

- 4) The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of all staff. All staff are asked to help with compliance when it comes to clients, contractors, vendors, and visitors by politely informing them of the policy and asking that they refrain from smoking or using tobacco on the grounds. The 1-800-QUIT-NOW free telephone tobacco use cessation support number is posted in appropriate locations of the buildings.
- 5) Any problems with enforcement or adherence to this policy should be brought to the attention of the appropriate supervisor and handled through the normal chain-of-command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other Warren County government policies.

**Reference Plans and Policies**

North Carolina Tobacco Control and Prevention Branch  
North Carolina General Statute 143-599

February 2011

*February 18, 2015*  
*Work Session Agenda*

*Item # 7*

**Environmental Action Team  
(EAT) presentation**

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**William A. Kearney, Community  
Researcher & EAT Coordinator**

## Warren Environmental Action Team

### WARREN CO NATURAL RESOURCES APPRECIATION - *Pollinators*:

#### Working Draft

#### Goals:

1. **To education the citizens of Warren County on the important role pollinators play...**
  - A. **Saturday, April 14<sup>th</sup> Workshop**, Warren County Memorial Library – Warren County Environmental Action Team , Toxic Free NC and other partners
  - B. **April-September** – Ongoing learning opportunities for children and adults.  
*Example: Fieldtrips, trainings/workshops, and hands on experiences, library display of pollinator materials and books, newspaper and radio articles*
  
2. **To engage the citizens of Warren County in activities that support and protect pollinators...**
  - A. **April-September** -Planting pollinator friendly plants
  - B. **April-September** - Using natural resources to control pest
  - C. Other Activities - \_\_\_\_\_
  
3. **To help the citizens of Warren County identify, respect and appreciate pollinators...**
  - A. **April-September** - Storytelling, books and videos, music and poems, pollinator arts and crafts.
  
4. **To celebration Warren County's Natural Resources pollinators (insects, mammals, birds, and reptiles)**
  - A. **September Celebration** – Pollinator display with information and hands on activities at September African American History festival.

**Potential Partners** - Warren County Environmental Action Team, Toxic Free NC, Inc., Warren Co Economic Development, Warren Co Extension Office, Warren Co Schools, FoodCorp, UNC-CH Botanical Gardens, Local Government, Coley Springs Missionary Baptist Church, bee keepers and others to be announced.

Partners are asked to support the pollinator project by attending and participating in the April workshop which will include the viewing of a short video and a discussion panel. Also partners are asked to commit to facilitating and participate in the suggested April – September activities to follow.

**Bill Kearney, Warren Co Environmental Action Team (EAT)**, Coordinator & UNC-CH Community Researcher – Phone # (252) 257-1491, Email Address: [handsincorporated@earthlink.net](mailto:handsincorporated@earthlink.net)

## **The Warren County Environmental Justice Documentation Project**

My request is that Warren County Government would partner with Warren County Environmental Action Team (EAT) and other partners in the Warren County Environmental Justice Documentation Project.

The Warren County Environmental Action Team is partnering with the Warren County Memorial Library in an application to the UNC Gillings School of Global Public Health, Department of Health Behavior Capstone Program to get 4-6 grad students to assist with documenting and archiving Warren County Environmental Justice materials. The Capstone Program is a group-based, mentored, service-learning experience that serves as the Master's thesis substitute for Master of Public Health students in Department of Public Health at the UNC Gillings School of Global Public Health.

Over the course of 2 semesters (8 months), teams of 4-6 students complete various activities that culminate in a set of tangible products, or "*deliverables*," for a local agency, organization, or other group working on public health-related issues. In our application we are requesting grad students to help prepare a report/documentary to record activities surrounding the September 15, 2012 - 30<sup>th</sup> anniversary celebration of the PCB landfill protests and the activities that have followed:

- a) Identify, collect, and archive relevant materials;
- b) Archive materials in a way and location that preserves the integrity of the materials;
- c) Format materials, copies, documents for future research;
- d) Identify appropriate ways to store and secure special documents;
- e) Secure permission to include quotes, photos and other documents as needed;
- f) Identify a central repository for the materials and secure a curator;
- g) Identify how the product will be updated as new materials are received and activities occur;
- h) Describe who/how credited as stories, interviews and other depictions appear in print.

**Preceptors/Mentors:** Persons working with the students 3-4 hours per week on-site in Warren County and Chapel Hill, Rev. Kearney, Cheryl Reddish (Warren Co Library) , UNC-CH staff and faculty.

**Projected timeline:** The application due February 16, 2015; selection of projects April 2015; work plan developed/project work/capstone deliverable completed April to August 2016.

**Partners Responsibilities:** The project partners are asked to provide meeting space for the students when they are on site in Warren County - the students are expected to be on-site 3-4 hours per week during an 8 week period (*late 2015 into early 2016*). Warren County Memorial Library will be the primary meeting place but we anticipate meeting and working at other locations (*UNC-CH and other places in Warren Co*) during the course of the project.

Bill Kearney, Warren Co Environmental Action Team Coordinator & UNC-CH Community Researcher  
(252) 257-1491, Email Address: [handsincorporated@earthlink.net](mailto:handsincorporated@earthlink.net)

*February 18, 2015*  
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*Item # 8*

**Update on 2017 Revaluation**

**== =**

**Starlin Beatty**  
**Tax Administrator**

*February 18, 2015*  
*Work Session Agenda*

*Item # 9*

**Follow-up to Budget Goals Setting Work  
Session - Information secured from Vance  
County on Aycock Aquatics Center**

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**Linda T. Worth**  
**Warren County Manager**

## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** February 12, 2015  
**RE:** Budget Goals Setting Work Session Follow-Up:  
Proposed Aquatics Center

As a follow-up to the discussion at the Budget Goals Setting Work Session regarding constructing an Aquatics Center in Warren County, we contacted staff at the Vance County Aycock Aquatics Center to secure some information on their facility.

We were advised the Aycock Aquatics Center was constructed in 2002 at a cost of approximately \$4.5 million. We do not have a breakdown of what was included in this cost. The Center and parking lot are situated on a 10-acre parcel of land. According to the attached Vance County FY 14-15 Budget for the Aycock Aquatics Center, the approved annual operating budget for the current year is \$348,000. Over the past four fiscal years, the Aquatics Center operating budget has ranged from a high of \$615,570 in FY 12, to a low of \$322,956 in FY 13. We were also advised that annual revenue generated by the Center is approximately \$66,000.

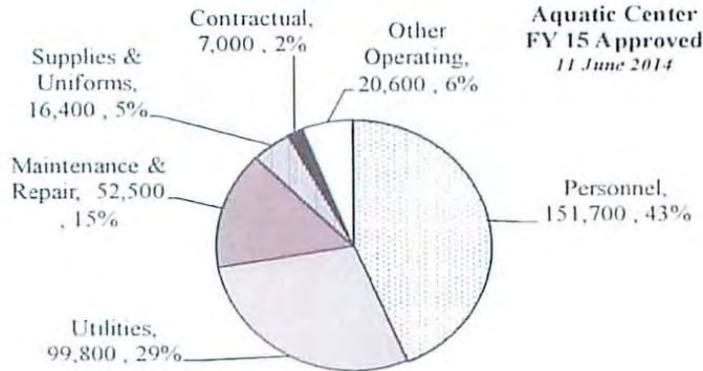
Also attached is a map of the Warren County Recreation Complex located off of US Hwy. 158-Bypass, Warrenton. There is insufficient acreage available for the construction of an Aquatics Center at the Complex as the site has been substantially built-out with current amenities. If the Board wishes to pursue the possible construction of an Aquatics Center, we would need to consider acquiring additional land.

For a capital project the magnitude of an Aquatics Center, I would recommend the Board consider tasking county staff and the Recreation Commission with doing the due diligence to determine how this potential project may fit into the overall Warren County Recreation Master Plan, surveying citizens to determine their desire to support an Aquatics Center, researching potential grants to assist with construction costs, and identifying possible sites that would accommodate the facility.

We will look forward to discussing this matter at the Work Session on February 18<sup>th</sup> to get clarification on how the Board wishes staff to proceed.

FY 14-15 BUDGET  
 GOVERNMENTAL FUNDS  
 10-623: GENERAL FUND AYCOCK AQUATICS CENTER SUMMARY

10-623: AYCOCK AQUATICS DEPARTMENT SUMMARY							
	Actual 11-12	Actual 12-13	Budget 13-14	Estimated 30-Jun-14	Requested 14-15	Recommended 14-15	Approved 14-15
Personnel Services	\$ 142,114	\$ 142,432	\$ 152,000	\$ 147,733	\$ 210,000	\$ 151,700	\$ 151,700
Operating	137,036	168,524	193,060	192,380	217,300	193,800	193,800
Debt Service	336,420	-	-	-	-	-	-
Capital Outlay	-	12,000	1,400	1,400	78,800	2,500	2,500
<b>Total Expenditures</b>	<b>\$ 615,570</b>	<b>\$ 322,956</b>	<b>\$ 346,460</b>	<b>\$ 341,513</b>	<b>\$ 506,100</b>	<b>\$ 348,000</b>	<b>\$ 348,000</b>



AUTHORIZED POSITIONS							
FY 13-14	FY 14-15	CLASSIFICATION	GRADE	MINIMUM	MAXIMUM		
		<i>Full Time</i>					
1	1	Center Director	9	\$30,500	\$45,765		
1	1	Aquatics Director	9	\$30,500	\$45,765		
		<i>Part Time</i>					
1	1	Head Lifeguard					
1	1	Instructor					
14	14	Facility Supervisor					
14	14	Lifeguard					
2 FT-30 PT	2 FT-30 PT						
HISTORY OF POSITIONS							
	FY 10-11	FY 11-12	FY 12-13	FY 13-14	Requested FY 14-15	Recommended FY 14-15	Approved FY 14-15
Authorized Positions	2 FT-10 PT	2 FT-10 PT	2 FT-8PT	2 FT-30 PT	2 FT-30 PT	2 FT-30 PT	2 FT-30 PT
New Requests	0	0	0	0	0	0	0
Total Funded Positions	2 FT-10 PT	2 FT-10 PT	2 FT-8PT	2 FT-30 PT	2 FT-30 PT	2 FT-30 PT	2 FT-30 PT

**The Aquatic Center and parking lot sit on 10 acres of land.  
 In 2002, the cost to construct the Aquatic Center was \$4.5 million.  
 Annual Revenue for the Aquatic Center is \$66,000.00.**



Disclaimer— NO WARRANTY for the availability or accuracy is provided.

Printed: Jan 22, 2015

*February 18, 2015*  
*Work Session Agenda*

**Item # 10**

**Revised Warren County Salary  
Administration Policy;  
Proposed Salary Progression Policy;  
and  
Proposed Longevity Pay Policy**

**===**

**Lisa Alston**  
**Human Resources Manager**

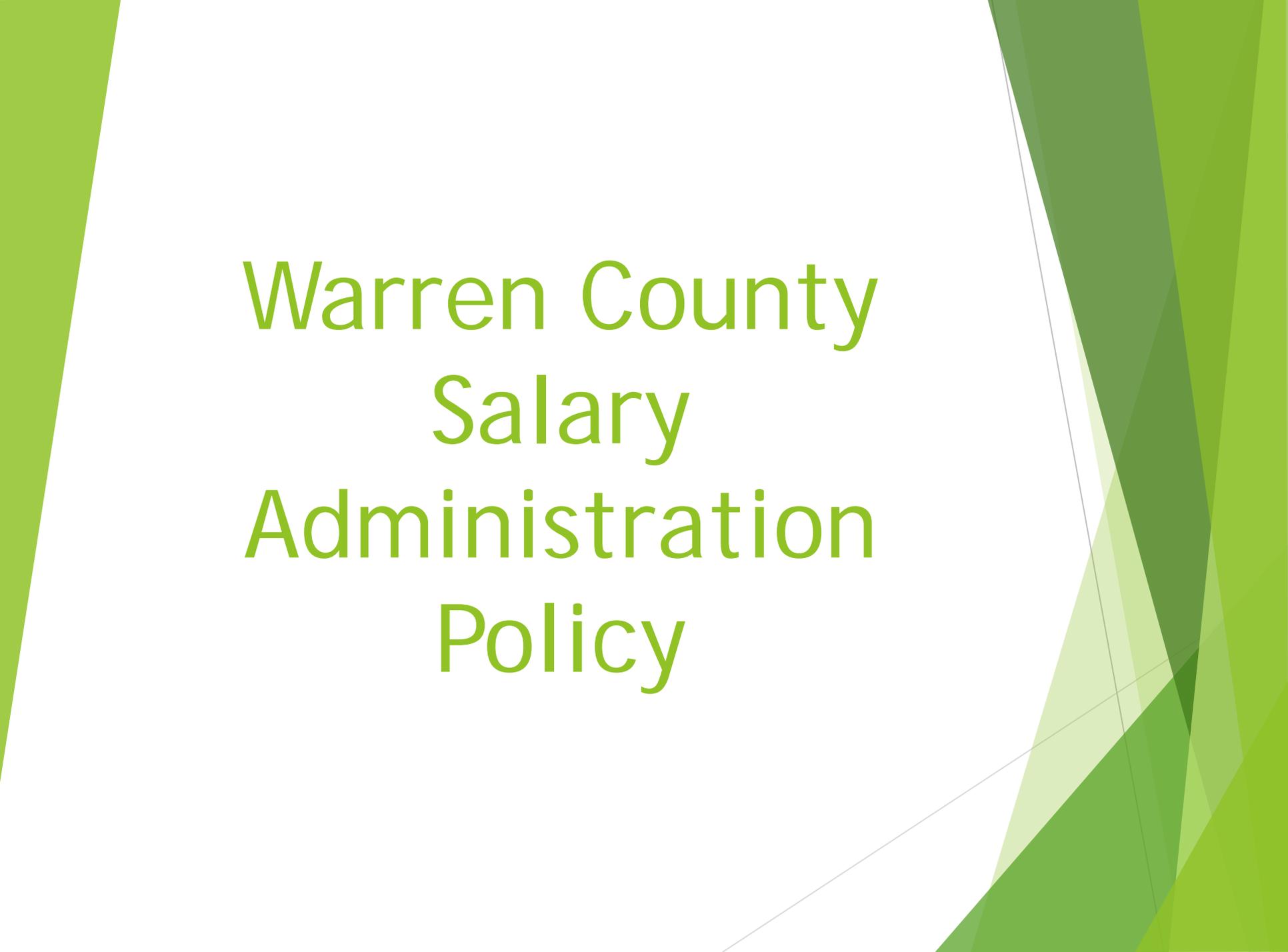
**Total Projected Cost to Implement Salary Progression  
Fiscal Year '15-'16**

Full-time	95,509
Part-time	<u>5,662</u>
	<b>101,171</b>

**Total Projected Cost to Implement Longevity Pay  
Fiscal Year '15-'16**

Full-time	93,100
Part-time	<u>10,900</u>
	<b>104,000</b>

\*Note - These figures are salary only. Fringes are not included.

The slide features a white background with abstract green geometric shapes on the left and right sides. The text is centered and reads: Warren County  
Salary  
Administration  
Policy.

Warren County  
Salary  
Administration  
Policy

## Warren County Salary Administration Policy

**Policy** Warren County's policy is to promote and ensure competitive and equitable salaries for all employees.

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

### GUIDELINES

**Objectives** The objectives of the Salary Administration Policy are as follows:

- To maintain fair and competitive salaries and ranges, consistent with the general labor market and the County's ability to pay.
- To maintain a salary schedule that will attract, retain, reward, and motivate the high quality employees needed by the County to achieve its goals and objectives.
- To ensure internal equity and consistency within and between departments.
- To provide the opportunity for salary increases for employees through cost-of-living adjustments (COLA's), increases resulting from salary progression increases, and longevity pay, or a combination of the three, dependent upon approval of funds in the annual budget by the Warren County Board of Commissioners.

**Definitions**  
**Demotion** – Involuntary downward movement into a lower salary grade.

**Down-bid** – Voluntary downward movement into a lower salary grade.

**Lateral Transfer** – Move from one job to another in the same salary grade.

**Promotion** – Advancement from one salary grade job into a higher salary grade position.

**Cost-of-Living Adjustment (COLA)** – Annual adjustment in base salary granted to all employees covered by this policy.

**Salary Progression Pay** – Adjustment in base salary granted in order to advance eligible permanent employees through their respective salary grades.

**Longevity Pay** – Incremental lump sum payment based upon years-of-service granted in order to encourage continued service of quality employees and motivate and reward those employees who achieve performance objectives.

**Salary Structure Adjustment** – Adjustment to the Job Classification Schedule Salary Range Structure (Minimum, Midpoint, and Maximum) which must be approved by the Warren County Board of Commissioners.

**New Jobs** Before a new job may be filled, a job description must be written and assigned to a salary grade. The Warren County Board of Commissioners must approve both the job description and salary grade.

**New Hires** New hires must be paid a base salary at least equal to the established salary grade minimum but should normally not exceed the first quartile (25%) of the salary grade. To avoid internal inequities, the salaries of other employees in the same job will be reviewed.

**Special Note:** Employees who are subject to the State Human Resources Act and are hired in a Trainee status will be paid twelve dollars (\$12) less annually than the salary grade minimum. Employees hired in a work against status shall be appointed to the salary grade which coincides with their job classification and level of qualification as determined by the Office of State Human Resources.

**Salary Increases** During the annual budget process, the Warren County Board of Commissioners will determine which type of salary increase, if any, will be utilized. The Board will consider COLA's, salary progression increases, longevity pay, or a combination of the three types.

Employees who are at or above the salary grade maximum for their job classification are not eligible for any increase in salary.

**Cost-of-Living Adjustment (COLA)** – All employees covered by this policy are eligible for a COLA increase based on the percentage or amount approved by the Warren County Board of Commissioners and funded in the annual budget.

Employees who are serving in a probationary period are eligible for any COLA increase granted by the Warren County Board of Commissioners.

**Salary Progression Increase** – All permanent employees covered by this policy are eligible for a salary increase based on individual job performance, continued service with Warren County, and the pool of money approved for salary progression increases by the Warren County Board of Commissioners and funded in the budget. Employees will be considered for salary progression increases beginning on the second anniversary of employment with Warren County and every other year thereafter. Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for a salary progression increase.

## Promotions

The amount of the promotional increase should be based upon and computed as follows:

- The number of grade levels promoted.
- The relationship of the employee's new salary to others in the same job with similar amounts of skill and experience in the performance of the assigned duties.
- The percentage increase for promotions is determined by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule (currently 5%) times the number of grades promoted.
- If, after the initial percentage increase per grade calculation, the incumbent's rate is below the new grade minimum, the new rate of pay will be the grade minimum.
- The percentage difference between the grades in the approved Warren County Job Classification Schedule to compute promotional increases is a maximum and

smaller amounts should be used to avoid creating internal inequities.

**Job Reclassification** When a substantial change in current job duties within a job category merits reclassification, in consultation with the Human Resources Manager, the job description may be revised and the job category assigned to the proper pay grade.

If, as a result of reclassification, a job is changed to a **higher** salary grade, incumbents who are below the new salary grade minimum will be moved to the minimum. If an incumbent's salary falls within the new pay grade, no salary treatment will be initiated.

If, as a result of reclassification, a job is changed to a **lower** salary grade, incumbents who are at or above the new salary maximum will receive no salary increase.

All requests for Job Reclassification must be approved by the Warren County Board of Commissioners.

**Lateral Transfer** If an employee moves from one job to another in the same salary grade, no salary treatment will be initiated. The previous supervisor must collaborate with the new supervisor concerning the employee's performance when performance appraisals are completed.

**Down-bid** Salary reductions for employees who down-bid will be computed by multiplying the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades down-bid. The resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who down-bid are eligible to receive the full portion of any salary increase, regardless of the timing of the down-bid, provided that the increase does not exceed the salary range maximum.

**Demotion** Employees who are demoted will receive a salary reduction equal to the percentage difference between the grades in the approved Warren County Job Classification Schedule times the number of grades demoted. This resulting decreased salary should not exceed the range maximum, in which case the salary will be reduced to the range maximum.

Employees who are demoted are eligible to receive the full portion of any salary increase, regardless of the timing of the demotion, provided that the increase does not exceed the salary range maximum.

**Exceptions**

Exceptions to the guidelines of this policy are discouraged. All exception requests must be submitted in writing to the Human Resources Department. The Human Resources Manager will make a recommendation to the County Manager. If the County Manager recommends approval of an exception request, the request will be submitted to the Warren County Board of Commissioners for final approval.

Exceptions to this policy must be approved prior to any salary information being communicated to the employee.

This revised Warren County Salary Administration Policy is adopted the \_\_\_\_ day of \_\_\_\_\_ 2015.

**WARREN COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Barry Richardson, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Angelena Kearney-Dunlap, Clerk to the Board**

# Current

## Warren County Salary Administration Policy

**Policy** Warren County's policy is to ensure competitive and equitable salaries for all employees.

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

### GUIDELINES

**Objectives** The objectives of the Salary Administration Policy are as follows:

- To maintain fair and competitive salaries and ranges, consistent with the general labor market and the County's ability to pay.
- To maintain a salary schedule that will attract, retain, reward, and motivate the high quality employees needed by the County to achieve its goals and objectives.
- To ensure internal equity and consistency within and between departments.
- To provide the opportunity for recognition and reward through pay for performance based on differences in individual performance.

**Definitions** Demotion – Involuntary downward movement into a lower salary grade.

Downbid – Voluntary downward movement into a lower salary grade.

Lateral Transfer – Move from one job to another in the same salary grade.

Promotion – Advancement from one salary grade job into a higher salary grade job.

Pay for Performance – Adjustment in base salary granted for continued demonstration of job proficiency or improved job performance.

Compa-ratio – A numerical description of an employee’s position within the salary range. Calculated by dividing current salary by the job’s salary range midpoint.

New Jobs

Before a new job may be filled, a job description must be written and assigned to a salary grade. The Warren County Board of Commissioners must approve both the job description and salary grade.

New Hires

New hires must be paid a base salary at least equal to the established salary range minimum but should normally not exceed the first quartile (25%) of the salary range. To avoid internal inequities, the salaries of other employees in the same job will be reviewed.

Special Note: Employees who are subject to the State Personnel Act and are hired in a Trainee status will be paid twelve dollars (\$12) less annually than the salary range minimum.

Salary Increases

At the beginning of the fiscal year, employees will be considered for salary increases based on their level of performance for the previous fiscal year and their compa-ratio (numerical description of an employee’s position within the salary range).

Employees who do not achieve an overall performance appraisal score of 3.00 or higher are not eligible for a pay for performance increase.

Employees who are at or above the salary range maximum for their job classification are not eligible for a pay for performance increase.

New Hires

- Employees who are serving in a probationary period are not eligible for salary increases based on performance.
- Employees who have completed their probationary period will be eligible for a prorated salary increase based on performance. For example, an employee who has worked eight (8) months of the fiscal year will be eligible for eight-twelfths (8/12<sup>ths</sup>) of the salary increase for their level of performance.

## Promotions

The amount of the promotional increase should be based upon and computed as follows:

- The number of grade levels promoted.
- The relationship of the employee's new salary to others in the same job with similar amounts of skill and experience in the performance of the assigned duties.
- Up to 4% per grade promoted (maximum 3 grades or 12%).
- If, after the initial 4% per grade calculation, the incumbent's rate is below the range minimum, the new rate of pay will be the range minimum.
- The 4% per grade is a maximum and smaller amounts should be used to avoid creating internal inequities.

**Job Reclassification** When a substantial change in current job duties merits a job reclassification, the job description is revised and the job is assigned to the proper pay grade.

If, as a result of reclassification, a job is changed to a **higher** salary grade, incumbents who are below the new salary range minimum will be moved to the minimum. If an incumbent's salary falls within the new pay range, no salary treatment will be initiated.

If, as a result of reclassification, a job is changed to a **lower** salary grade, incumbents who are within the new salary maximum will receive no pay treatment. If an incumbent's salary exceeds the range maximum of the new salary range, their salary will be "red circled." An employee with a "red circled" salary is not eligible to receive pay for performance increases.

Periodically, the Human Resources Department will formally review all job classifications to ensure both internal equity and external competitiveness.

## Lateral Transfer

If an employee moves from one job to another in the same salary grade, no salary treatment will be initiated. The two supervisors must collaborate about the employee's performance when performance appraisals are done.

Downbid

Employees who downbid will receive a salary reduction of 4% per grade. This decrease should not exceed 16% unless the resultant salary is over the range maximum, in which case the salary will be reduced to the range maximum.

Employees who downbid are eligible to receive the full portion of the pay for performance increase, regardless of the timing of the downbid.

Demotion

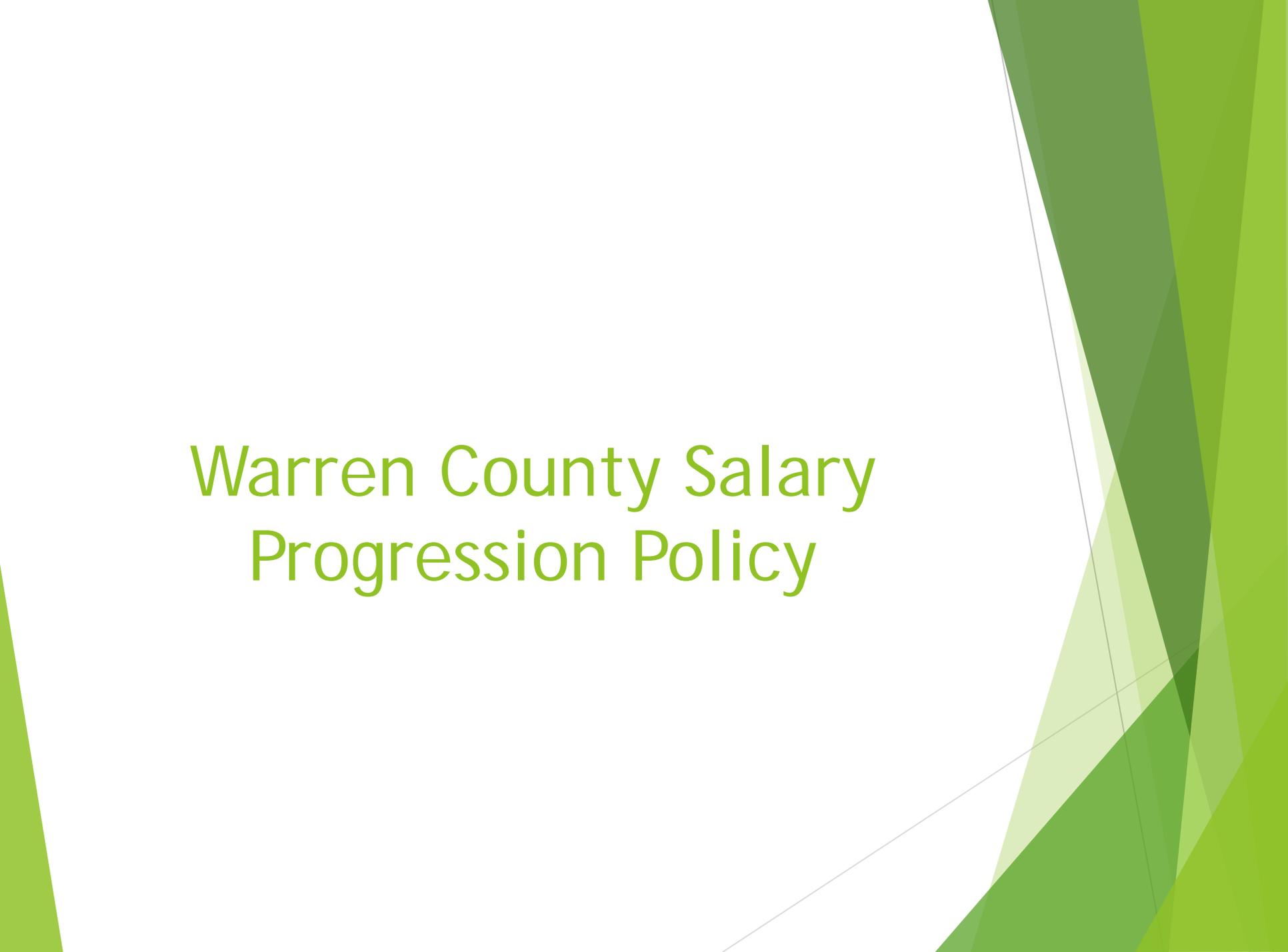
Employees who are demoted will receive a salary reduction of 4% per grade. This decrease should not exceed 16% unless the resultant salary is over the range maximum, in which case the salary will be reduced to the range maximum.

Employees who are demoted are eligible to receive the full portion of the pay for performance increase, regardless of the timing of the demotion.

Exceptions

Exceptions to the guidelines of this policy are discouraged. All exception requests must be submitted in writing to the Human Resources Department. The Human Resources Manager will make a recommendation to the County Manager. If the Human Resources Manager and the County Manager approve an exception request, the request will be submitted to the Board of County Commissioners for final approval.

Exceptions must be approved prior to any salary information being communicated to the employee.



# Warren County Salary Progression Policy

Draft

## Warren County Salary Progression Policy

- Purpose:** It is the intent of this policy to provide career employees an opportunity for salary progression within the designated salary grades dependent upon the completion of County service.
- Scope:** All full-time employees and permanent part-time employees.
- Objectives:** The objectives of the Salary Progression Policy are as follows:
- To maintain fair and competitive salaries consistent with the general labor market.
  - To provide a mechanism to move career employees from the minimum hiring salary through the salary range.
  - To motivate and reward employees who achieve performance objectives.
  - To encourage the continued service of quality employees with Warren County.
- Definition:** Service – Employment with Warren County.
- Eligibility:** Permanent employees who have successfully completed a minimum of two (2) consecutive years of service with Warren County shall be eligible for consideration to receive an initial salary progression increase. The increase shall be granted on the anniversary date during the fiscal year within which the anniversary falls. Permanent employees will be eligible for salary progression every other year thereafter within the fiscal year during which the anniversary falls. Fiscal year is defined as July 1<sup>st</sup> through June 30<sup>th</sup>.
- Employees must have achieved a minimum overall performance appraisal score of 3.0 on the previous annual performance evaluation in order to be eligible for salary progression during the initial consideration period or during any subsequent consideration period. Employees whose salaries are at or above the salary grade maximum for their job classifications are not eligible for a salary progression increase.

## Draft

**Guidelines:**

All permanent employees covered by this policy are eligible for a salary increase in an amount up to 2.5% of the base salary dependent upon individual job performance, continued service with Warren County, and the pool of funds approved for salary progression by the Warren County Board of Commissioners and funded in the annual budget.

Permanent employees who have completed two (2) to four (4) years of service will receive an increase up to one percent (1%). Employees who have completed five (5) to seven (7) years of service will receive an increase up to one and a half percent (1.5%). Permanent employees who have completed eight (8) to ten (10) years of service will receive an increase up to two and a half percent (2.5%). Employees who have completed more than ten (10) years of service will receive an annual increase up to two percent (2%) per year for the duration of employment with the County.

**Policy Adoption:**

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Attest:

Warren County Board of Commissioners

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk to the Board

\_\_\_\_\_  
Barry Richardson, Chairman



# Warren County Longevity Pay Policy

## Warren County, NC Longevity Pay Policy

**Purpose:** Longevity pay is intended to reward employees whose service with Warren County is enhanced through the experience they have gained as a local government employee.

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

**Objectives:** The objectives of the Longevity Pay Policy are:

- To encourage the continued service of quality employees with Warren County.
- To motivate and reward employees who achieve performance objectives.

**Definitions:**

Service – Employment with Warren County.

Continuous – Without a break in service.

Break in service – Not being employed with Warren County for a period of at least thirty one (31) consecutive calendar days. Periods of leave with or without pay within an overall period of employment do not constitute a break in service. Periods of less than thirty one (31) days do not constitute a break in service.

Anniversary date – Date of hire.

**Eligibility:** All full-time and permanent part-time employees who have successfully completed two (2) years of continuous employment with Warren County shall be eligible to receive longevity pay.

**Guidelines:**

1. Eligibility for longevity pay is contingent upon the employee earning a standard rating of 3.0 or higher on the previous year's annual job performance evaluation.
2. Longevity pay will be disbursed to an employee during the pay period following the anniversary date.

**Draft**

3. Longevity pay will not be processed under any circumstances unless the Supervisor/Department Head has completed an annual employee evaluation form and submitted it to the Human Resources Department in a timely manner.
4. Service with other local government or state agencies cannot be applied to service with Warren County for the purpose of increasing longevity.
5. Disbursal of longevity pay shall be contingent upon the Warren County Board of Commissioners' approval of funds in the annual budget.
6. Longevity pay shall be granted in the following increments:

<b>Years of Service</b>	<b>Amount Received</b>
2 to 5 years	\$200
6 to 10 years	\$300
11 to 15 years	\$400
16 to 20 years	\$500
21 years plus	\$600

**Policy Adoption:**

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**Attest:**

**Warren County Board of Commissioners**

\_\_\_\_\_  
Angelena Kearney-Dunlap, Clerk to the Board

\_\_\_\_\_  
Barry Richardson, Chairman

*February 18, 2015*  
*Work Session Agenda*

*Item # 11*

**Request to Allow Veterans to Use  
Armory Civic Center for Meetings at  
No Charge**

**== =**

**Commissioner Tare Davis**

**Board Adopted Policies Governing the Rental and Use of the  
Armory Civic Center**

- 1. Warren County Armory Civic Center Facility Use Fee Exemption Policy**
- 2. Warren County Armory Civic Center Rental Agreement**

## WARREN COUNTY ARMORY CIVIC CENTER FACILITY USE FEE EXEMPTION POLICY

- A. *Purpose.* To establish a uniform facility use fee exemption policy for the Warren County Armory Civic Center to the benefit of the County, its citizens and the staff with oversight responsibility for rentals.
- B. *Basic policy.* The Warren County Board of Commissioners desires to maintain standard policies and procedures designed to accommodate fair consideration of all requests for facility use fee exemptions from the organizations, agencies and groups identified in this Policy.
- C. *Non-discrimination policy.* The Armory Civic Center is available for the use and enjoyment by all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.
- D. *User fees.* User fees are established by the Warren County Board of Commissioners and are included in the Warren County Armory Civic Center Rental Agreement.
- E. *User fee exemptions.* The following organizations *may* be exempted from the payment of user fees upon approval of a Facility Use Fee Waiver Application by the Warren County Board of Commissioners.

Requests for exemption must be submitted to the Warren County Board of Commissioners through the Warren County Manager or her/his designee. Exemption requests shall be considered at the next regularly scheduled meeting of the Board of County Commissioners. Exemptions granted shall be in the form of a resolution adopted by the Warren County Board of Commissioners.

1. Military or military-affiliated organizations located within Warren County or serve the citizens of Warren County that provide in-kind services to Warren County Government *may* be considered for exemption from user fees **once yearly**. Those organizations granted exemption from user fees are not exempt from cleaning and damage fees which are non-refundable.
2. Governmental agencies located within Warren County who wish to sponsor community events open to the general public that are free of admission are exempted from the payment of user fees and deposits. Cleaning and damage fees are not exempt and are non-refundable.
3. National, state, regional or local organizations associated with educational issues or causes involving the Warren County Public Schools or Vance-Granville Community College may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.

4. Non-profit organizations defined by the Internal Revenue Code as 501(c) (3) and Internal Revenue Code 501 (c) (8) located within Warren County or serve the citizens of Warren County that are associated with health and/or human services issues or causes may use the Armory Civic Center for an event open to the public and free of admission **once yearly** for the purpose of fund raising or holding a community event shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
5. Fee exemptions **will not** be granted for events scheduled on dates on or around County recognized holidays. A list of County recognized holidays can be secured from the Office of the Clerk to the Board of County Commissioners.

F. *Contracts.* All users of the Armory Civic Center are required to execute the Warren County Armory Civic Center Rental Agreement prior to their use of the facility. The Rental Agreement can be downloaded from Warren County's Official Website at [www.warrencountync.com](http://www.warrencountync.com). The agreement includes an indemnity holding Warren County harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined by staff on a case-by-case basis, or as required by the Rental Agreement.

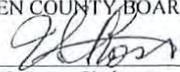
G. *Reservations.* All users are required to reserve the use of the Armory Civic Center through the Warren County Manager's Office. Reservations are to be approved by the Warren County Manager or her/his designated representative. Reservations for events exempted from user fees must be requested a minimum of eight (8) weeks in advance of the required usage. Exceptions may be granted by the County Manager or her/his designee.

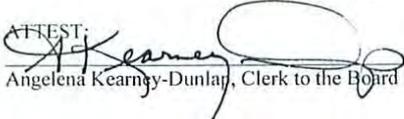
H. *Cancellation & Revocation.* The Warren County Board of Commissioners and the Warren County Manager reserve the right to cancel an approved request or revoke the right of the use of the Armory Civic Center to any organization, agency or group when:

1. Said organization, agency or group has shown sufficient disregard for the Rules and Regulations set forth in the Rental Agreement.
2. It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the general public.
3. It is in the best interest of the Armory Civic Center.
4. In the event of event cancellation or postponement due to inclement weather, or other situation(s) beyond our control, the Warren County Manager's Office will work with the applicant to secure the next available date for use of the facility. However, each event requires a new Rental Agreement.

Adopted this the 9<sup>th</sup> day of July, 2012.

WARREN COUNTY BOARD OF COMMISSIONERS

  
Ulysses S. Ross, Chairman

ATTEST:  
  
Angelena Kearney-Dunlap, Clerk to the Board



# WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

Warren County Manager's Office  
P.O. Box 619  
Warrenton, NC 27589  
252-257-3115 (P) 252-257-5971 (F)

Name of Applicant(s): \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is the Organization Non-Profit? \_\_\_\_\_

Non-Profit Organizations must include proof of Non-Profit status to receive the Group II Rate. Only Non-Profit Organizations will be allowed to charge admission or sell tickets to an event held at Warren County Armory Civic Center.

**Type of Event:** Give a brief description of the event, including whether or not you will charge admission or require attendees to purchase a ticket in advance. Please note that only Non-Profit Organizations are allowed to charge admission or require the purchase of tickets to an event held at the Warren County Armory Civic Center. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_ Room Selection: \_\_\_\_\_

If using Room C, will you be using the stage? \_\_\_\_\_ If so, will you need access to the Wheelchair Lift? \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Arrival Time: (For set-up/decorating) \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: \_\_\_\_\_ Building must be cleaned and vacated no later than 1:00a.m.

Will you be serving alcohol free of charge to attendees? \_\_\_\_\_

If serving alcohol, will attendance include individuals under the age of 21? \_\_\_\_\_

Will you be selling alcohol? \_\_\_\_\_

(Events including alcohol may require a North Carolina Alcoholic Beverage Control Commission temporary permit. Please see the "Alcohol" section of this agreement to determine if a permit is necessary for your event. If a permit is necessary, a copy must be on file in the Warren County Manager's office no less than 48 hours prior to the event. Only non-profit organizations will be allowed to sell alcoholic beverages. **Brown bagging is prohibited.** All organizations and individuals serving/selling alcohol must provide proof of liability insurance coverage.)

NOTICE: A Criminal Background Check will be conducted on each person wishing to rent the Warren County Armory Civic Center. The outcome of the Criminal Background Check could determine your ability to rent the facility.

### **Groups Permitted to Use the Warren County Armory**

**Group I** – This group is defined as Warren County Government sponsored events. There is no charge for this group.

**Group II** – This group includes other Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the facility for the purpose of representing their organization. All rules and regulations apply. A recognized organization or company official must sign the rental agreement. Rental fees must be paid with organization or company funds by organization or company check. Proof of non-profit status is required at the time this agreement is signed.

**Group III** – Any person, organization, or association not covered in Group I or Group II. All rules and regulations apply to these users.

## Rental Fees & Cleaning/Damage Deposit Schedule

ROOM SELECTED	Group II	GROUP III
Room A: 308 Sq. Ft.		
Capacity:		
Tables & Chairs 20		
Chairs 28		
Standing 44		
<b>RENTAL FEE</b>	\$150.00	\$225.00
<b>CLEANING/DAMAGE FEE</b>	\$50.00	\$50.00
<b>REFUNDABLE AMOUNT OF C/D FEE</b>	\$35.00	\$35.00
Room B: 1200 Sq. Ft.		
Capacity:		
Tables & Chairs 80		
Chairs 110		
Standing 170		
<b>RENTAL FEE</b>	\$250.00	\$325.00
<b>CLEANING/DAMAGE FEE</b>	\$100.00	\$100.00
<b>REFUNDABLE AMOUNT OF C/D FEE</b>	\$70.00	\$70.00
Room C: 5300 Sq. Ft.		
Capacity:		
Tables & Chairs 350		
Chairs 480		
Standing 750		
<b>RENTAL FEE</b>	\$600.00	\$800.00
<b>CLEANING/DAMAGE FEE</b>	\$300.00	\$300.00
<b>REFUNDABLE AMOUNT OF C/D FEE</b>	\$200.00	\$200.00
Rooms A, B, and C		
<b>RENTAL FEE</b>	\$1,000.00	\$1,350.00
<b>CLEANING/DAMAGE FEE</b>	\$300.00	\$300.00
<b>REFUNDABLE AMOUNT OF C/D FEE</b>	\$200.00	\$200.00

**NOTE:** All rental prices are for rental of the selected space(s) for six (6) hours or less. An additional charge of \$25.00 per hour will be assessed for events lasting more than six (6) hours.

*February 18, 2015*  
*Work Session Agenda*

**Item # 12**

**Proposed Revisions to ‘Rule 32.  
Appointments’ of the Rules of Procedure  
for the Warren County Board of  
Commissioners**

===

**Linda T. Worth**  
**Warren County Manager**

## ORDINANCE

### Rules of Procedure

for the

Warren County Board of Commissioners

#### Proposed revisions to Rule 32. Appointments.

The board shall use the following procedures to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment:

##### Appointments to fill Vacancies in the Board of Commissioners

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

##### Appointments to fill Vacancies in Other Boards and Public Offices

Nominations of individuals to fill vacancies in other boards and public offices over which the board has power of appointment will be received by the Clerk to the Board and presented to the board for consideration of appointment.

The chair shall open the floor to consider nominations, whereupon the members shall put forward and debate names of recommended appointees. More than one recommended appointee being considered for the same board or other public office having like terms of appointment may be considered in the same motion. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Each vote to fill vacancies in the board itself or in other boards and public offices shall be decided by a majority vote. It is the duty of each commissioner present to vote for as many appointees as there are appointments to be made.

Current

hearings required by law.

**Rule 31. Minutes.** Minutes shall be kept of all board meetings.

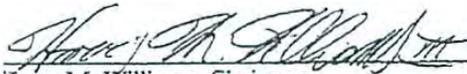
**Rule 32. Appointments.** The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment.

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

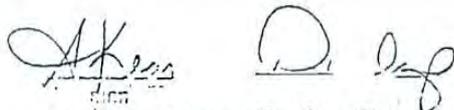
Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that members ballot.

**Rule 33. Reference to Robert's Rules of Order.** To the extent not provided for in, and not conflicting with the spirit of, these rules, the chair shall refer to Robert's Rules of Order to resolve procedural questions.

Adopted this the 3<sup>rd</sup> day April, 2000.

  
James M. Williams, Chairman

, Chairman

  
Angstenk Kearney/Dunlap, Clerk

*February 18, 2015*  
*Work Session Agenda*

*Item # 13*

**Adjourn Work Session**