

***WARREN COUNTY
BOARD OF COMMISSIONERS***

May 4, 2015

6:00 PM – Regular Meeting

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

PREPARED BY

***Angelena Kearney-Dunlap
Clerk to the Warren County
Board of Commissioners***

**Call to Order May 4, 2015
Monthly Meeting
By
Chairman or Designee**

**Agenda Item # 2
Moment of Silence**

**Agenda Item # 3
Conflict of Interest Disclaimer**

- *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
-

- In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.
- Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?
- If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

Agenda Item # 4

Citizen Comments

RULES FOR CITIZEN COMMENTS

=====

Please sign up to speak.

The maximum time allotted to each speaker will be __ (__) minutes; Clerk to the Board will keep time.

Any group of people who support or oppose the same position should designate a spokesperson.

Please address only those items which might not have been addressed by a previous speaker.

If response from Manager and/or Board is desired, please leave a copy of your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and answer session.

Warren County Board of Commissioners

Meeting Date: May 4, 2015

Agenda Item # 5

SUBJECT: Adopt 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:

**SUGGESTED AGENDA
FOR
May 4, 2015 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA**

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt May 4, 2015 Suggested Agenda
6. Consent Agenda
 - A. Approve Minutes of April Meetings:
April 6, 2015 Special Work Session and Regular Meeting
April 22, 2015 Special Meeting and Public Hearing
 - B. Interest Income Report – Finance Director Gloria Edmonds
 - C. Tax Collector’s Report – Tax Administrator Starlin Beatty
 - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Proclamation – National Day of Prayer – May 7, 2015
 - F. Resolution Requesting NC General Assembly Remove Part 35 Section 35.1 Date of Presidential Primary from House Bill 589

7. Follow-Up to April Meetings:
 - A. Ordinance Regulating Criminal Background Searches for Non-Criminal Purposes
 - B. Request for In-Kind Office Space at Law Enforcement Center for Infinite Possibilities, Domestic Violence/Sexual Assault Service Provider
 - C. Revised Warren County Armory Civic Center Facility Use Fee Exemption Policy
8. **Closed Session:** *Attorney-Client Privilege & Property Acquisition* in accordance with NCGS §143-318.11(a)(1) & (5) **City of Oxford vs City of Henderson and Warren County**
9. Finance Office – Gloria Edmonds, Finance Director
 - A. Amendment #9 to 2014-15 Warren County Budget Ordinance
 - B. Amendment #5 to the Capital Project Ordinance for Warren County Simulcast Radio Project
 - C. Amendment #10 to the Warren County Ambulance Storage Facility Project Ordinance
 - D. Capital Project Ordinance Warren County Emergency Services Headquarters
 - E. Capital Project Ordinance Warren County Recreation Complex Phase III
 - F. Approve Negotiated Sale of Middleburg Water System to City of Henderson
 - G. Davenport & Company Letter of Agreement to provide Financial Advisory Services for Public Utilities Bond Refunding
 - H. Stephen L. Cordell, Bond Counsel, Letter of Agreement for Public Utilities Bond Refunding
 - I. Robert W. Baird & Company, Inc. Letter of Agreement to provide Bond Underwriting Services for Public Utilities Bond Refunding
10. Emergency Response Items:
 - A. Authorize Soul City VFD to lease/purchase fire truck – Chief Hargrove
 - B. Declare Surplus Property and Convey to Soul City VFD 1999 Ford Explorer
 - C. Authorize EMS to lease purchase Defibrillators – Dennis Paschall, EMS Coordinator

11. Appointments/Re-appointments to Boards/Committees/Commissions
 - A. Roanoke Wildwood VFD Fire Tax Board: J.Krysa
 - B. Juvenile Crime Prevention Council: T.Wimbrow, B.Brayboy, C.Smith, D.Talley, H.Baskerville, A.Davis, A.K.Dunlap, R.Mushaw & S.R.Flood
 - C. KARTs Board – Replace Commissioner Tare Davis
12. Personnel Matters – Planning & Zoning Job Reclassification Requests – Lisa Alston, HR Manager
 - A. Administrative Assistant I to Senior Administrative Assistant - Ken Krulik, Planner
 - B. Planner/Zoning Officer to Geographical Information Systems (GIS) Technician
13. CDBG Certification Regarding Debarment, etc.
14. Schedule Public Hearings:
 - A. June 1, 2015 at 5:45 - Public Utilities Bond Refunding
 - B. June 17, 2015 at 5:45 - Home & Community Care Block Grant Funding Plan FY 2015-16
15. County Manager’s Report
 - A. Contracts Approved for March 2015
 - B. County Manager’s March 2015 Status Report
 - C. Presentation of Recommended FY 2016 Budget
16. **Closed Session:** *Personnel Matters in accordance with NCGS §143-318.11(a)(6)*
17. Adjourn May 4, 2015 Board Meeting

Meeting Date: May 4, 2015

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Four (4) sets of minutes from April 6th and April 22nd meetings have been provided to the Board of Commissioners for review and now presented for action.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Minutes of:

April 6th Special Meeting & Regular Monthly Meeting
— **&** —

April 22nd Special Meeting & Public Hearing

**have been provided via e-mail to Board Members
for review.**

Meeting Date: May 4, 2015

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Interest Income Report for the month of March 2015 is submitted
for the Board's information.

FUNDING SOURCE: Various Funds

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**COUNTY OF WARREN
FINANCE OFFICE**

**548 West Ridgeway Street
Warrenton, NC 27589**

Telephone: (252) 257-1778 Fax: (252) 257-6523

**Gloria M. Edmonds
Finance Officer**

**INTEREST INCOME REPORT
Month of March 2015**

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	311.35	1,433.59
Revaluation	7.47	30.34
E 911 Telephone System	8.49	36.55
Buck Spring Project	6.01	25.97
Ambulance Storage Facility	0.94	4.07
Simulcast System Upgrade	3.94	10.50
Regional Water Enterprise Fund	23.11	80.35
District 1 Enterprise Fund	18.47	76.53
Solid Waste	0.62	3.55
District II Enterprise Fund	24.29	93.18
District III Phase II BANS	2.83	12.19
District III Enterprise Fund	6.77	18.73
Soul City Pump Station Improvements	0.78	3.36
District III Phase III	0.04	0.55
	415.11	1,829.46

Meeting Date: May 4, 2015

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of March 2015 is presented
for the Board's information.

FUNDING SOURCE: Various Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350 Tax
Collection Report is supplied for Board's information

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month March 2015**

Current Year Collections

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
March 2015 FY15	\$16,393,156	\$210,280	\$15,567,130	\$826,026	94.96
March 2014 FY14	\$16,762,315	\$249,766	\$15,619,376	\$1,142,939	93.18

Delinquent Collections

2013	\$660,476	\$24,050	\$334,896	\$325,579	50.71
2012	256,812	5,215	72,526	\$184,286	28.24
2011	157,146	2,066	25,218	\$131,929	16.05
2010	121,232	1,584	15,332	\$105,900	12.65
2009	101,056	97	8,271	\$92,784	8.18
2008	97,949	323	8,284	\$89,665	8.46
2007	104,463	275	6,438	\$98,025	6.16
2006	106,497	699	5,360	\$101,138	5.03
2005	90,735	713	5,264	\$85,471	5.80
2004	82,296	697	2,161	\$80,135	2.63
Total Delinquent Years	\$ 1,778,662	\$35,719	\$ 483,750	\$ 1,294,912	

Other March Receipts

County Penalties
Landfill User Fees
Municipalities
Fire District Taxes
Advance Taxes

\$ 15,578	\$ 107,924
\$ 24,224	\$ 1,149,322
\$ 11,823	\$ 631,831
\$ 18,162	\$ 801,723
\$ 7,138	\$ 16,440

MARCH GRAND TOTAL

\$ 322,924	\$18,758,120
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Starlin L. Beatty, Tax Administrator 4/20/2015

Starlin L. Beatty, Tax Administrator

DATE

Meeting Date: May 4, 2015

Consent Agenda Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax releases over \$100 are presented for Board approval. Tax releases under \$100 approved by the County Manager are presented for the Board's information.

FUNDING SOURCE: General Fund

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

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Tax Releases over \$100 as presented by the Tax Administrator.

NOTES:

**Request
For Tax
Releases
Over \$100**

Over \$100

5/4/2015

Date: _____

ERROR CORRECTION RELEASES:

YOUMANS JAMES C & LINDA	2014 2445 300	J3A102	24752	\$445.83	GARAGE APT ONLY 55% ON 1/1/14
WARREN COUNTY	2007 40248 107	E5 180B	40291	\$1,237.98	SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2008 40248 108	E5 180B	42778	\$1,264.34	SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2009 40248 109	E5 180B	45447	\$321.86	SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2010 40248 110	E5 180B	48438	\$316.21	SOLD FOR LESS THAN TAXES OWED
WARREN COUNTY	2011 40248 111	E5 180B	51679	\$300.41	SOLD FOR LESS THAN TAXES OWED

SUB-TOTAL ERROR CORRECTIONS:

\$3,886.63

SUB-TOTAL CORRECTION RELEASES:

\$3,886.63

Total Releases

\$ 3,886.63

LANDFILL USER FEE RELEASES:

REID JAMES THOMAS	2014 561 300	I6 139A	15742	\$ 120.00	DWELLING VACANT FOR 2 YRS/DECEASED
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TOTAL LFUF RELEASES:

\$ 120.00

Total Releases

\$ 4,006.63

**County
Manager
approved
Requests
For Tax
Releases
Under \$100**

Under \$100

5/4/2015

Date: 2Jw
4/30/15

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
WARREN COUNTY	2006	40248 106	E5 180B	37758	\$ 97.30	SOLD FOR LESS THAN TAXES OWED

SUB-TOTAL ERROR CORRECTIONS: \$ 97.30

MOTOR VEHICLE RELEASES:

HARRIS STEPHANIE MARIE	2013	25572 113	AEM5724	58799	\$23.37	TAGS TURNED IN
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SUB-TOTAL MOTOR VEHICLE RELEASES: \$23.37

SUB-TOTAL CORRECTION RELEASES: \$97.30

Total Releases \$ 120.67

Meeting Date: May 4, 2015

CONSENT AGENDA Item # 6E

SUBJECT: Proclamation – National Day of Prayer – May 7, 2015

REQUESTED BY: Clerk to the Board

SUMMARY: Proclamation proclaiming May 7, 2015 a National Day of Prayer to be observed in Warren County.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:

State of North Carolina

County of Warren

**Proclamation
NATIONAL DAY OF PRAYER 2015**

Whereas: Civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and,

Whereas: The Declaration of Independence, our first statement as Americans of national purpose and identity, made “the Laws of Nature and Nature’s God” the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and,

Whereas: The Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the U. S. Congress themselves begin each day with prayer; and,

Whereas: In 1988, legislation setting aside the first Thursday in May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and,

Whereas: The National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and,

Whereas: It is fitting and proper to give thanks to God by observing a day of prayer in Warren County when all may acknowledge our blessings and express gratitude for them, while recognizing the needs for strengthening religious and moral values in our State and nation.

Therefore: I, Barry Richardson, Chairman on behalf of the Warren County Board of Commissioners, do hereby proclaim Thursday, May 7, 2015, to be designated as:

“A DAY OF PRAYER IN WARREN COUNTY, NC”

and encourage ALL citizens to observe the day in ways appropriate to its importance and significance.

Proclaimed this the 4TH day of May 2015.

Barry Richardson, Chairperson
Warren County Board of Commissioners

ATTEST:

Meeting Date: May 4, 2015

CONSENT AGENDA Item # 6F

SUBJECT: House Bill 589 - Requirement for Counties to Hold an Additional Presidential Preference Primary

REQUESTED BY: Board of Elections, Debbie Formyduval, Director

SUMMARY: Resolution Requesting NC General Assembly to Remove Part 35 Section 35.1
Date of Presidential Primary from House Bill 589

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

County of Warren

State of North Carolina

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

Resolution Requesting the NC General Assembly Remove Part 35, Section 35.1 Date of Presidential Primary from House Bill 589

WHEREAS, Part 35 Section 35.1 Date of Presidential Primary in House Bill 589 establishes a separate Presidential Preference Primary by party ahead of the regularly scheduled North Carolina Presidential Preference Primary; and

WHEREAS, the addition of a separate Presidential Primary by Party would require County Boards of Elections to operate and staff all polling sites; and

WHEREAS, for small, rural counties like Warren County, running an additional election without funding support from the State would cause financial hardship; and

WHEREAS, the Warren County Board of Commissioners believes an additional Presidential Preference Primary by party undermines the true spirit of the electoral process and might cause complacency among potential voters ahead of the scheduled primary election and presidential election.

BE IT RESOLVED that the Warren County Board of Commissioners respectfully requests the North Carolina State Legislature consider striking the language from Part 35 Section 35.1 of House Bill 589 that causes counties to hold an additional Presidential Preference Primary.

Adopted this the 4th day of May 2015.

ATTEST:

Barry Richardson, Chairman
Warren County Board of Commissioners

Meeting Date: May 4, 2015

Agenda Item # 7-A

SUBJECT: Follow-up to April Meetings

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: Consider adoption of Criminal History Check Ordinance, regulating criminal background searches for non-criminal purposes. A public hearing was held Wednesday, April 22nd at 5:45 pm.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Warren County Criminal History Check Ordinance and authorize the Chairman to sign same.

NOTES:

Counties: 153A-45. Adoption of ordinances.

To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners.

If the ordinance is approved by a majority of those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted.

**WARREN COUNTY
CRIMINAL HISTORY CHECK ORDINANCE**

SECTION 1: TITLE.

This Ordinance shall be known and may be cited as the “Warren County Criminal History Check Ordinance.”

SECTION 2: PURPOSE.

The purpose of this Ordinance is to provide the County with policy and procedures for conducting criminal history checks through SBI/DCI for specific statutorily-authorized purposes. This Ordinance is adopted pursuant to the authority vested in Warren County by the General Assembly of the State of North Carolina in Sections 153A-11, 153A-12, and 153A-323 of the North Carolina General Statutes.

In order to protect the public health, safety and welfare of the citizens of Warren County and their properties, the procedures herein are established to provide for fingerprinting and state-wide criminal history checks under the following circumstances:

SECTION 3: CHECKS FOR EMPLOYMENT APPLICANTS.

- a) The County Manager, or his/her designee, by and through the Warren County Sheriff, may conduct an investigation of any final candidate for a full-time or part-time position with the county government and, it shall be a precondition of employment that an applicant for such a position shall, upon request, provide fingerprints and all other necessary personal identifying information including a birth certificate, social security and driver’s license or state or federal identification card, if available. If a driver’s license or state or federal identification card is unavailable, the applicant may be required to produce a passport or military identification. Such personal identifying information shall be used by the Sheriff to make a thorough search of local and state-wide criminal records to determine if the applicant has a history of criminal convictions by use of the Division of Criminal Information Network (DCI).
- b) The Sheriff shall provide the findings from the use of the DCI to the County Manager, or his/her designee, provided that all necessary agreements with the NC State Bureau of Investigations Division of Criminal Information have been executed.
- c) Employment may be denied to those persons convicted of any crime against a person, or crimes against property where intent is an element, or any drug or gambling-related offense. In addition, employment may also be denied to those persons convicted of a DUI/DWI who has applied for any county position that would require the candidate to drive a county vehicle and/or to transport persons on behalf of the county.
- d) An evaluation of any crime for the purposes of employment will take into account the nature and the circumstances of the offense and the time frame of the offense as it relates to the essential job functions or the position applied for.
- e) Prior to denial or termination of employment based upon criminal history record information (CHRI) received by the Sheriff, the County Manager (or his/her designee) shall verify the

existence of the record by either obtaining a certified public record or by submitting a fingerprint card of the individual to the criminal information and identification section for verification that the CHRI record belongs to the individual.

SECTION 4: CHECKS FOR PAWN SHOP APPLICANTS.

- a) Upon receipt of an applicant's fully completed Warren County Petition for Pawn Broker Permit, the Sheriff shall conduct an investigation of any and all person/s applying for a pawnbroker license/permit and it shall be a precondition of a pawnbroker license/permit being issued that an applicant therefore shall, upon request, provide fingerprints and all other necessary personal identifying information including a birth certificate, social security and driver's license or state or federal identification card, if available. If a driver's license or state or federal identification card is unavailable, the applicant may be required to produce a passport or military identification. Such personal identifying information shall be used by the Sheriff to make a thorough search of local and state-wide criminal records to determine if the applicant has a history of criminal convictions by use of the Division of Criminal Information Network (DCI).
- b) The Sheriff shall provide the findings from the use of the DCI to the County Manager or designee, provided that all necessary agreements with the NC State Bureau of Investigations Division of Criminal Information have been executed.
- c) A pawnbroker license/permit may be denied to those persons convicted of any crime against a person, or crimes against property where intent is an element, or any drug or gambling related offense.
- d) An evaluation of any crime for the purposes of issuing a pawnbroker license/permit will take into account the nature and the circumstances of the offense and the time frame of the offense as it relates to the pawnbroker license.
- e) Prior to denial or termination of a pawnbroker license/permit based upon criminal history record information (CHRI) received from the Sheriff, the County Manager (or his/her designee) shall verify the existence of the record by either obtaining a certified public record or by submitting a fingerprint card of the individual to the criminal information and identification section for verification that the CHRI record belongs to the individual.

SECTION 5: MISCELLANEOUS PROVISIONS.

- a) If this Ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or other applications of the Ordinance which can be given separate effect and, to that end the provisions of this Ordinance are declared to be severable.
- b) Any Warren County Ordinance or any part of a Warren County Ordinance that is found to conflict with this Ordinance, to the extent of such conflict, is hereby repealed.
- c) This Ordinance is adopted in the interest of public health, safety, and the general welfare of the citizens and inhabitants of Warren County, North Carolina.

SECTION 6: EFFECTIVE DATE.

This Ordinance shall be effective upon adoption.

Adopted the _____ day of _____ 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

ATTEST: _____
Angelena Keamey-Dunlap, Clerk to the Board

Meeting Date: May 4, 2015

Agenda Item # 7-B

SUBJECT: Infinite Possibilities, Domestic Violence/Sexual Assault Service Provider

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: As discussed during April 22nd regular work session, request is presented to the Board for approval to provide in-kind office space at Law Enforcement Center to house staff of Infinite Possibilities, Domestic Violence/Sexual Assault (DV/SA) Service Provider as long as the agency is sanctioned and funded by the NC Council for Women as Warren County's designated DV/SA service provider.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to provide in-kind office space at Law Enforcement Center to house staff of Infinite Possibilities, Domestic Violence/Sexual Assault Service Provider as long as the agency is sanctioned and funded by the NC Council for Women as Warren County's designated domestic violence/sexual assault service provider.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager *LTW*
DATE: April 17, 2015
RE: Domestic Violence/Sexual Assault Service Provision

In January of this year I was contacted by Ms. Kanika Turrentine, CEO of Infinite Possibilities, Inc., who informed me that her agency had been selected by the NC Council for Women to receive the grant funding previously received by the Citizens Against Domestic Violence (CADV) to provide domestic violence/sexual assault (DV/SA) services for the citizens of Warren County. Ms. Turrentine and I subsequently met to discuss how we could collaborate with key stakeholders in the community to build strategic partnerships in Warren County to better serve victims of DV/SA.

In February, I convened a meeting of community stakeholders that included The Honorable Judge Carolyn Yancey, The Honorable Clerk of Court Richard Hunter and members of his staff, Magistrates William Hardy and Carla Baudoin, Sheriff Johnny Williams, representatives from DSS and the Health Department, representatives from Paradise Landing, a local non-profit, Ms. Turrentine, and me. We discussed in-depth how the Court System and Law Enforcement are currently handling DV/SA complaints and how the current system could be improved to better serve victims. Several suggestions have been made that are being discussed with the Chief District Court Judge for his input.

As part of the discussion, Ms. Turrentine asked if there was any office space near the Magistrate's Office in the County Law Enforcement Center that Warren County would consider allowing her agency to use on an in-kind basis to provide services to victims of DV/SA. The first step for victims to secure the necessary paperwork to begin the process of charging

MEMORANDUM

PAGE 2

April 17, 2015

abusers is to visit the Magistrate's Office that is located in the County Law Enforcement Center. Magistrates Hardy and Baudoin were both in agreement that victims would benefit greatly if Infinite Possibilities staff were available to guide them through completing the necessary paperwork and providing other victims' services to help them get the assistance they so desperately need to protect themselves from abusers.

I recently visited the Law Enforcement Center with Sheriff Williams and Magistrate Hardy and we have identified space right next door to the Magistrate's Office that could be converted into office space to house Infinite Possibilities staff. It is my recommendation that the Board of Commissioners consider approving the use of the office space in the Law Enforcement Center by Infinite Possibilities on an in-kind basis. The in-kind cost could be used by Infinite Possibilities to show the NC Council for Women that Warren County is supportive of their efforts to serve victims in our County and that our contribution to the cost of providing services in Warren County is to allow them to operate in dedicated office space in the County Law Enforcement Center at no charge.

I have invited Ms. Turrentine to attend the Board's Work Session on Wednesday, April 22nd to give you an overview of the services her agency plans to provide in Warren County for victims of DV/SA. We will also look forward to discussing my recommendation relative to the office space in the Law Enforcement Center and to answer any questions you may have regarding infinite Possibilities, Inc.

cc: Kanika Turrentine, CEO

Meeting Date: May 4, 2015

Agenda Item # 7-C

SUBJECT: Amory Civic Center Facility Use Fee Exemption Policy

REQUESTED BY: Com. Tare Davis on behalf of Veterans Organizations in Warren County

SUMMARY: Revised Armory Civic Center Facility Use Fee Exemption Policy is presented for the Board's consideration. Section 2 of the policy would permit certain veterans organizations located within and serving veterans in Warren County to apply for exemption from user fees to use certain meeting rooms within the Armory for once per month regular monthly business meetings for 12-month periods.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Revised Warren County Armory Civic Center Facility Use Fee Exemption Policy and authorize the Chairman to sign same.

NOTES:

**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 responsible for facility use oversight.
- 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 **presented for consideration** at the next regularly scheduled meeting of the Board of County Commissioners. **Exemptions granted for one-time usage, shall be in the form of a Resolution adopted by the Warren County Board of Commissioners. However, any exemption granted for on-going or long-term usage shall be granted with the stipulation that the County Manager shall have full oversight and determination of on-going usage based on the entity's compliance (or non-compliance) with County policy governing for such usage.**

1. Military or military-affiliated organizations located within Warren County or **serving** 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. **American Legion Posts, Veterans of Foreign Wars of the United States (VFW) Posts, and other like organizations located within Warren County that serve veterans residing in Warren County may be considered for exemption from user fees for the use of Meeting Room A or B within the Armory Civic Center, once per month for their regular monthly business meetings for a 12-month period. At the end of each 12-month period, a user fee exemption application must be submitted for consideration for an**

additional 12-month fee exempt usage period. However, such fee-exempted usage is *not* absolute. Monthly meeting dates must be requested and confirmed in advance so as not to conflict with other regular or specially scheduled events/activities in the Armory Civic Center. In addition, the County reserves the right to cancel and/or reschedule any such meeting which may interfere with County business or stifle the County's ability to create revenue. Further, although such organizations *may* be exempted from user fees, these organizations must pay a non-refundable cleaning and damage fee deposit of \$180 for each 12-month period of fee-exempted usage. The cleaning and damage fee deposit will be used, if necessary, for after meeting clean-up or to repair damages to the facility attributable to the user group. If the cleaning cost or damages to the facility are more than \$180, the organization will be charged the difference and cannot utilize the facility again until the difference is paid. Security is required for all meetings and/or events and must be arranged by the user group with the Warren County Sheriff's Department. Upon securing security for its meeting/event, the user group must notify the County Manager's Office in writing of such arrangements. In addition, if there is any charge for such security, the user group shall be solely responsible to pay such charge/s.

3. Governmental agencies located within Warren County who wish to sponsor community events open to the general public that are free of admission charges are exempted from the payment of user fees and deposits. However, these agencies are not exempted from paying cleaning and damage fees which are non-refundable.
4. For the purpose of fund raising or holding a community event: national, state, regional or local organizations associated with educational issues or causes involving the Warren County Public Schools or Vance-Granville Community College may, **once yearly**, use the Armory Civic Center for an event that is open to the public and is free of admission charges shall be exempt from user fees. These organizations are not exempt from cleaning and damage fees which are non-refundable.
5. 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.
6. 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.

Contracts. All users of the Armory Civic Center are required to submit a fully

executed the Warren County Armory Civic Center Rental Agreement prior to their use of the facility. The Rental/Use Agreement can be downloaded from Warren County's Official Website at www.warrencountync.com.

G. The Agreement includes an indemnity clause holding Warren County (and any and all of its directors, employees, staff, and /or agents) harmless from any and all liability caused by or arising out of or in the course of the user group's use of the premises--whether by the negligence of the user (and/or any of its guests and invitees) or that of the County. 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 Armory Civic Center Rental Agreement.

H. *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 requested usage. Exceptions may be granted by the County Manager or her/his designee.

I. *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/Use 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.

In the event of event cancellation or postponement due to inclement weather, or other situation(s) beyond the County's 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 new event date shall require a new Rental Agreement.

Revised and adopted this the ___ day of _____ 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

Barry Richardson, Chairman

Meeting Date: May 4, 2015

Item # 8

Closed Session

Attorney-Client Privilege & Property Acquisition
in accordance with NCGS §143-318.11(a)(1) & (5)

City of Oxford -vs- City of Henderson
& Warren County

Meeting Date: May 4, 2015

Agenda Item # 9-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 9 to the Warren County FY 2014-15 Budget Ordinance is submitted for Board's consideration and approval.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment # 9 to the Warren County FY 2014-15 Budget Ordinance as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 9**

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:

Sheriff's Office	\$	7,566
Court Facilities		11,811
Cooperative Ext. 4-H Program		6,300
Miscellaneous Appropriations		2,300
Board of Elections		4,800
Transfer to Other Funds - EMS Base Facility		100,000
Transfer to Other Funds - Ambulance Storage Facility		(100,000)
Transfer to Other Funds - Recreation Complex Phase III		136,000
Building Grounds & Maintenance - Contingency		(1,573)
Building Grounds & Maintenance - Major Building Repairs		(16,611)
		<hr/>
Total	\$	150,593

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:

Miscellaneous Revenue	\$	5,993
Sales & Services	\$	6,300
Fund Balance Appropriated		138,300
		<hr/>
Total	\$	150,593

This amendment:

- appropriates additional funds to the Sheriff's Office budget for vehicle repairs.
Source of Funding: Miscellaneous Revenue - Insurance Claims
- appropriates additional funds to the Sheriff's Office for building repairs and maintenance (i.e., evaporator fan assembly).
Source of Funding: Building, Grounds & Maintenance - Contingency
- appropriates additional funds to the Court Facilities budget for building repairs and maintenance (i.e., carpet).
Source of Funding: Building, Grounds & Maintenance - Major Bldg. Repairs

- appropriates additional funds to the Cooperative Ext. 4-H Program budget for summer programs.

Source of Funding: 4-H Activity Fees

- appropriates additional funds to the Miscellaneous Appropriations budget for a refund due North Carolina Department of Public Safety (i.e., funds received in FY14 for Juvenile Crime Prevention Council but not spent).

Source of Funding: Fund Balance Appropriated

- appropriates additional funds to the Board of Elections budget for building repairs and maintenance (i.e., covered sidewalk roof repairs).

Source of Funding: Building, Grounds & Maintenance - Major Bldg. Repairs

- reappropriate Transfer to Other Funds - General Fund from the Ambulance Storage Facility Capital Project to the EMS Base Facility Capital Project. Funds for this transfer are already appropriated in Transfer to Other Funds in the General Fund.

Source of Funding: Transfer to Other Funds - General Fund

- transfers funds to the Recreation Complex Phase III Capital Project.

Source of Funding: Fund Balance Appropriated

Respectfully Submitted 5/4/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: May 4, 2015

Agenda Item # 9-B

SUBJECT: Amendment #5 to the Warren County Simulcast System Upgrade

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment #5 to the Warren County Simulcast System Upgrade Capital Project Ordinance is submitted for Board's consideration and approval.

FUNDING SOURCE: Simulcast System Upgrade Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment #5 to the Warren County Simulcast System Upgrade Capital Project Ordinance as requested by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 5)**

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

Increase/(Decrease) Appropriations:

Engineering/General	\$12,060
Construction Contract	-14,750
Legal & Administrative	<u>2,690</u>
Total	\$ -

This amendment adjust the budget to the most recent costs estimates.

Respectfully Submitted 5/4/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: May 4, 2015

Agenda Item # 9-C

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 10 to the Warren County Ambulance Storage Facility Project Ordinance is submitted for Board's consideration and approval.

FUNDING SOURCE: Ambulance Storage Facility Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Amendment #10 to the Warren County Ambulance Storage Facility Capital Project Ordinance as requested by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
AMBULANCE STORAGE FACILITY PROJECT
(Amendment No. 10)**

Section 3 of the Warren County Budget Ordinance pertaining to the Ambulance Storage Facility funds shall be amended as follows:

Increase/(Decrease) Revenues

Investment Income	\$ 3,617
Total	\$ 3,617

Section 4 of the Warren County Budget Ordinance pertaining to the Ambulance Storage Facility funds shall be amended as follows:

Architectural Fees	\$ 4,520
Legal and Administrative	(3,116)
Survey	(1)
Furniture/Fixtures - Generator	(3,600)
Telephone System	3,929
Site Preparation	(37,676)
Construction - In House	(5,040)
Transfer to Other Funds - EMS Base Facility	45,601
Contingency	<u>(1,000)</u>
Total	\$ 3,617

This amendment adjust the budget to the final cost of the project and transfers remaining funds to the EMS Base Facility Capital Project.

Respectfully Submitted 5/4/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: May 4, 2015

Agenda Item # 9-D

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Capital Project Ordinance for Warren County Emergency Services Headquarters is submitted for Board's consideration and approval.

FUNDING SOURCE: Emergency Services Headquarters Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Capital Project Ordinance for Warren County Emergency Services Headquarters as requested by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
EMERGENCY SERVICES HEADQUARTERS**

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is the Warren County Emergency Services Headquarters.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from Other Funds - General Fund	\$ 100,000
Transfer from Other Funds - Ambulance Storage Facility	<u>45,601</u>
Total Revenues	\$ 145,601

Section 4. The following amounts are appropriated for the project:

Architectural Fees	\$ 15,000
Legal and Administrative	1,000
Survey	2,000
Land	38,000
Soil Investigation	5,000
Contingency	<u>84,601</u>
Total Appropriations	\$ 145,601

Section 5. The Finance Director is hereby directed to maintain with the Capital Project Fund, sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report monthly to the Board of County Commissioners on the financial status of each project element in Section 4.

Section 8. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Director.

Adopted this 4th day of May 2015.

Warren County Board of Commissioners

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: May 4, 2015

Agenda Item # 9-E

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Capital Project Ordinance for Warren County Recreation Complex Phase III is submitted for Board's consideration and approval.

FUNDING SOURCE: Warren County Recreation Complex Phase III Capital Project

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Capital Project Ordinance for Warren County Recreation Complex Phase III as requested by the Finance Director.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
RECREATION COMPLEX
PHASE III**

BE IT ORDAINED by the Warren County Board of Commissioners that, pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1. The project authorized is Phase III of the Warren County Recreation Complex.

Section 2. The officers of this unit are hereby directed to proceed with the project within the terms of the above statute and the budget contained within.

Section 3. The following revenues are anticipated to be available to complete the project:

Transfer from Other Funds - General Fund	\$ 136,000
Total Revenues	\$ 136,000

Section 4. The following amounts are appropriated for the project:

Legal and Administrative	1,000
Survey	2,000
Land	133,000
Total Appropriations	\$ 136,000

Section 5. The Finance Director is hereby directed to maintain with the Capital Project Fund, sufficient detailed accounting records required by federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The Finance Director is directed to report monthly to the Board of County Commissioners on the financial status of each project element in Section 4.

Section 8. Copies of this project ordinance shall be entered into the minutes of the governing board and filed with the Finance Director.

Adopted this 4th day of May 2015.

Warren County Board of Commissioners

Barry Richardson, Chairman

ATTEST:

Angelena Kearney-Dunlap, Clerk to the Board

Meeting Date: May 4, 2015

Agenda Item # 9-F

SUBJECT: Negotiated Sale of Middleburg Water System

REQUESTED BY: Linda T. Worth, Warren County Manager

SUMMARY: A negotiated sales price of \$60,000 has been agreed upon for the sale of the Middleburg Water System to the City of Henderson. Final documents to consummate the sale are being drafted by Attorneys for Warren County and the City of Henderson. Request is made to approve the sale of the Middleburg Water System to the City of Henderson at the negotiated sales price of \$60,000. Request is also made to authorize the Chairman to sign the necessary documentation to finalize the sale.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the sale of the Middleburg Water System to the City of Henderson at the negotiated sales price of \$60,000, and authorize the Chairman to sign the necessary documentation to finalize the sale.

NOTES:

Meeting Date: May 4, 2015

Agenda Item # 9-G

SUBJECT: Davenport & Company LLC Letter of Agreement

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: As discussed during April 6th special work session, Davenport & Company LLC Letter of Agreement to Provide Financial Advisory Services for Public Utilities Bond Refunding at a fee of \$85,000 plus customary direct out-of-pocket expenses and 4% charge for reimbursement of indirect costs pending the closing of the refinancing is presented for Board's review and action. Authorize County Manager to sign same.

FUNDING SOURCE: Bond Refunding Proceeds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Pending approval of the County Attorney, recommend approval of Davenport & Company LLC Letter of Agreement to provide Financial Advisory Services to Warren County for Public Utilities Bond Refunding at a fee of \$85,000 plus customary direct out-of-pocket expenses and 4% charge for reimbursement of indirect costs pending the closing of the refinancing, and authorize the County Manager to sign same. Funding Source: Bond Refunding Proceeds

NOTES:

DAVENPORT

& COMPANY LLC

EST. 1863 • MEMBER: NYSE • FINRA • SIPC

April 10, 2015

Ms. Linda T. Worth
County Manager
Warren County
602 W. Ridgeway St.
Warrenton, NC 27589

Dear Ms. Worth,

On behalf of my colleagues at Davenport & Company LLC (“Davenport”) we are pleased to respond to Warren County’s (the “County”) request that our firm submit a proposal outlining our Financial Advisory services as it relates to the County’s potential Limited Obligation Bond (“LOB”) offering. Based upon our recent discussions, we understand that the County desires to pursue a refunding transaction of various outstanding debt obligations originally issued by the County and/or the County Utility Districts.

If acceptable, this Letter Agreement will serve as a contract between the County and Davenport. I thank you in advance for your continued interest in working with Davenport & Company.

I. Scope of Services:

As the County’s Financial Advisor, Davenport would be responsible for coordinating all financial activities related to the issuance of the LOBs. These activities would include but are not necessarily limited to the following:

- Provide the County with a preliminary bond rating analysis and credit assessment so as to identify possible likely rating outcomes and credit strengths and weaknesses. This deliverable will provide the County with detailed credit information with which to determine a preferred path for the potential refunding transaction.
- Conduct a detailed refinancing analysis for all of the County’s existing tax supported and utility supported debt obligations, including:
 - Identify any debt issues eligible for refinancing and/or restructuring.
 - Provide detailed analyses outlining the opportunity and potential benefits.
- Prepare a detailed schedule for the financing such that funds are available when needed. This would include all required notices, County Board actions, public hearings, Local Government Commission actions, etc.

- Assist the County in retaining any required outside parties (i.e. Bond Counsel, Bond Underwriter(s), Underwriter's Counsel, Bond Trustee, Escrow Agent, Verification Agent, etc.) necessary to complete the proposed financing.
- Assist the County in structuring the bond underwriting syndicate (i.e. use of co-managing underwriter(s), syndicate liabilities, priority of orders, ect.)
- Coordinate due diligence and issuance process with the LGC and assist in obtaining all necessary approvals.
- Provide analysis / insight to help the County determine the preferred amortization approach (i.e. serial maturities vs. term bonds and principal amortization options).
- In cooperation with County Staff, LGC and Bond Counsel, assist in preparing the necessary Bond related documentation including:
 - The Preliminary / Final Official Statement.
 - Escrow Agreements
 - Verification Reports
 - Other related Bond documentation.
- Assist in preparing for and conducting Rating Agency and Bond Insurance reviews
 - Provide each rating agency with the required background information on the County's finances in preparation for the rating visits and presentations.
 - Schedule and coordinate all aspects of the Rating Agency visits/calls, including, but not limited to, transportation, lodging, and meals.
 - Prepare a comprehensive rating agency presentation on behalf of the County to be used as the basis for discussion with the rating agencies. This presentation will incorporate financial, economic, demographic and economic development-related information specifically coordinated to help position the County to receive favorable rating agency feedback.
 - Assist with the preparation for the rating agency visits including working to help prepare those individuals directly and indirectly involved with the ratings process to help ensure a positive interaction that maximizes the County's opportunity to benefit from the rating agency visits.
- Provide market related insights as to timing and structure for LOBs including:
 - Provide structuring assistance including maturity dates, amortization and call provisions.
 - Provide mailing and pre-sale marketing assistance

- Provide post-sale analysis including:
 - Model the bond issue and produce schedules outlining sources and uses of funds, debt service, escrow requirements, bond statistics, and other schedules necessary for bond counsel.
 - Summary of market conditions/comparable sales.
 - Summary of pricing performance.
 - Identify major investor groups.
 - Provide a series of analyses related to the investment of bond proceeds.
- Assist in Coordination of Closing
 - Prepare analysis of Settlement Costs & Funds Flow.
 - Coordinate and confirm all bond pay-off amounts for refunded bonds and confirm proper pay-off procedures and wiring instructions.
 - Facilitate documentation to Close transaction.
 - Prepare required analysis for Bond Counsel.
 - Coordinate with the working group to ensure that all Real Estate requirements are satisfied prior to closing.

II. Compensation to Davenport:

Based upon the information provided herein as well as our knowledge of the proposed project(s) and financing objectives, Davenport proposes that our compensation be structured as follows:

For these services, Davenport will charge a fee of \$85,000. Additionally, customary direct out-of-pocket expenses, including mileage at the prevailing federal rate, meals, and lodging will be billed at cost and there will be a 4% charge for reimbursement of indirect costs such as phone, computer time, printing, and binding.

These fees and the reimbursement for expenses will be paid upon the successful closing of the financing. Should the financing not close for reasons beyond the County's control, no fees or expenses would be due to Davenport.

III. Termination:

The County or Davenport may terminate this Agreement at any time upon thirty (30) days written notice without cause. If either party terminates this agreement as set forth above, it is understood and agreed

that the only amount due to Davenport will be for services provided and expenses incurred to the date of termination.

County of Warren, NC

Davenport & Company LLC

By

By

Title

Title

Date

Date

Meeting Date: May 4, 2015

Agenda Item # 9-H

SUBJECT: Stephen L. Cordell, Bond Counsel, Letter of Agreement

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: As discussed during April 6th special work session, Stephen L. Cordell, Bond Counsel, Letter of Agreement to provide legal services for Warren County Public Utilities Bond Refunding at a fixed legal fee of \$52,500 plus reimbursement for certain reasonable expenses pending the closing of the refinancing is presented for Board's review and action. Authorize the County Manager to sign same.

FUNDING SOURCE: Bond Refunding Proceeds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Pending approval of the County Attorney, recommend approval of Stephen L. Cordell, Bond Counsel, Letter of Agreement to provide legal services for Warren County Public Utilities Bond Refunding at a fixed legal fee of \$52,500 plus reimbursement for certain reasonable expenses pending the closing of the refinancing, and authorize the County manager to sign same. Funding Source: Bond Refunding Proceeds

NOTES:

April 22, 2015

Linda T. Worth
County Manager
County of Warren, North Carolina

**RE: REFUNDING OF WATER AND SEWER DISTRICT GO BONDS/EXECUTION
AND DELIVERY OF LIMITED OBLIGATION BONDS BY WARREN COUNTY**

Dear Linda:

This letter is to formalize our engagement to represent the County of Warren (the "County") and Water & Sewer Districts I, II and III (collectively, the "Districts") in connection with a refunding of certain outstanding general obligation bonds of the Districts currently held by USDA through (i) the issuance of refunding general obligation bonds by the Districts, (ii) the execution and delivery by the County of an installment financing contract under N.C.G.S. § 160A-20 and (iii) the issuance of Limited Obligation Bonds (the "LOBS") by the County (collectively, the "Refinancing").

1. **Professional Undertaking.** Our services will include representing the County and the Districts in the authorization, negotiation and preparation of (i) the refunding general obligation bonds of the Districts, (ii) the installment financing contract of the County, (iii) the LOBS and (iv) various related documents and certificates. We will also serve as counsel to a new non-profit corporation of the County that will be used to facilitate the issuance of the LOBS including, without limitation, the incorporation of such non-profit corporation. I will be primarily responsible for providing services on this engagement. Other attorneys and legal assistants within the firm may also be used to provide legal services, if needed. We will endeavor to assist you in a professional manner and to the best of our abilities.

2. **Legal Fees.** For our legal services in connection with the Refinancing, we will charge a fixed legal fee of \$50,000. For our legal services in connection with the incorporation of the new non-profit corporation, we will charge a separate fixed legal fee of \$2,500. As we discussed, our legal fees are "at risk" in this transaction; and we will only seek payment of our legal fees after the closing of the Refinancing.

3. **Expenses.** In addition to our legal fees, we will bill you for reimbursement of certain reasonable expenses associated with this engagement, such as mail and delivery services, photocopies, and filing fees. These items will be separately itemized on our statements as expenses. As we discussed, reimbursement of the expenses we advance

Charleston

Charlotte

Columbia

Greensboro

Greenville

Hilton Head

Myrtle Beach

Raleigh

to third parties in connection with the Refinancing, including but not limited to expenses related to the incorporation of the non-profit corporation, are not "at risk;" and we will seek reimbursement/payment of those expenses from the County in all events and regardless of whether the Refinancing closes.

4. Billing and Payments. We will submit our bill for our legal fees promptly after the Refinancing closes. We will submit our bill for reimbursement of expenses promptly after the Refinancing closes or is abandoned. Billings which remain unpaid for more than thirty (30) days after the date of receipt of the statement may be assessed a per diem service charge at the rate of 1.5% per month unless such bill is disputed in good faith; provided, that in no event will the service charge be greater than that permitted by applicable law. In addition, if payments are not made when due, we may discontinue providing services to you. In this event, we will notify you of such change as provided in Paragraph 6 below.

5. Conflicts of Interest. Since this firm represents many other entities, such as corporations, banks and developers, potential conflicts of interest may arise from representation on a routine basis. Both you and our firm understand this. If a conflict does arise, we reserve the right to discuss the conflict with you and the other firm client and attempt to resolve the conflict. We must also reserve the right to be allowed to continue to represent these other firm clients in other matters the subject of which is unrelated to such a conflict with the County and/or the Districts.

In no event shall we represent any party in any actual or potential litigation, arbitration, mediation or similar adversary proceeding or claim (collectively, "Litigation Matters") against the County and/or the Districts during the course of our engagement for the Refinancing. For the avoidance of doubt, in the event of any Litigation Matter, we shall not, without the County and the affected District's prior written consent, represent any party adverse to the County or such affected District, regardless of whether such Litigation Matter is related to our representation of the County and/or the Districts.

6. Termination. You will have the right to terminate our representation at any time. We will have the same right, subject to our obligation to give you reasonable notice to arrange alternative representation and, where required, to obtain permission of the judge before whom a litigation matter is pending. You shall remain responsible for all expenses incurred through the date of termination of our services, as well as those incurred in connection with our assisting with alternative arrangements or court approval after the date of termination.

Please review the foregoing and, if it meets with your approval, sign a copy of this letter and return it to me by facsimile or e-mail. If you have any questions, please feel free to contact me.

Warren County
April 22, 2015
Page 3

Again, thank you for the opportunity to assist you and we are looking forward to working with you on this important matter.

NEXSEN PRUET, PLLC

By: _____
Name: Stephen L. Cordell
Title: Member

The undersigned agrees to Nexsen Pruet, PLLC's legal representation on the terms and conditions set forth in this letter.

Linda T. Worth
County Manager

Date: April __, 2015

Meeting Date: May 4, 2015

Agenda Item # 9-I

SUBJECT: Robert W. Baird & Company, Inc., Letter of Agreement

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: As discussed during April 6th special work session, Robert W. Baird & Company, Inc. Letter of Agreement to provide Bond Underwriting Services for Public Utilities Bond Refunding at a fee/spread not to exceed \$5/\$1,000 par amount of the issue plus a structuring fee of \$30,000 pending the closing of the refinancing is presented for Board's review and action. Authorize County Manager to sign same.

FUNDING SOURCE: Bond Refunding Proceeds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Pending approval of County Attorney, recommend approval of Robert W. Baird & Company, Inc. Letter of Agreement to provide Bond Underwriting Services for Public Utilities Bond Refunding at a fee/spread not to exceed \$5/\$1,000 par amount of the issue plus a structuring fee of \$30,000 pending the closing of the refinancing, and authorize the County Manager to sign same.

NOTES:

April 14, 2015

Warren County
602 W Ridgeway Street
Attn: Linda Worth; County Manager
Warrenton, NC 27589

Dear Linda:

On behalf of Robert W. Baird & Co. Incorporated ("we" or "Baird"), we wish to thank you for the opportunity to serve as managing underwriter for Warren County ("you" or the "Issuer") on its proposed offering and issuance of Limited Obligation Bonds, Series 2015 (Water District Refinancing) (the "Securities"). This letter will confirm the terms of our engagement; however, it is anticipated that this letter will be replaced and superseded by a bond purchase agreement to be entered into by the parties (the "Purchase Agreement") if and when the Securities are priced following successful completion of the offering process. The Purchase Agreement will set forth the terms and conditions on which Baird will purchase or place the Securities and will contain provisions that are consistent with those stated in this letter.

1. Services to be Provided by Baird. Baird is hereby engaged to serve as managing underwriter of the proposed offering and issuance of the Securities, and in such capacity Baird agrees to provide the following services:

- Review and evaluate the proposed terms of the offering and the Securities
- Develop a marketing plan for the offering, including identification of potential purchasers of the Securities
- Assist in the preparation of the preliminary official statement and final official statement and other offering documents
- Contact potential purchasers of the Securities and provide them with copies of the offering materials and related information
- Respond to inquiries from potential purchasers and, if requested, coordinate their due diligence calls and meetings
- If the Securities are to be rated, assist in the preparation of information and materials to be provided to securities ratings agencies and in the development of strategies for meetings with the ratings agencies to obtain ratings for the Securities
- Inform the Issuer of the marketing and offering process
- Negotiate the pricing, including the interest rate, and other terms of the Securities
- Obtain CUSIP number(s) for the Securities and arrange for their DTC book-entry eligibility
- Submit documents and other information about the offering to the MSRB's EMMA website
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Securities
- Such other usual and customary underwriting services as may be requested by the Issuer

2. Disclosures Concerning Baird's Role as Underwriter as Required by MSRB Rules G-23 and G-17: At the Issuer's request, Baird may provide incidental financial advisory services, including advice as to the structure, timing, terms and other matters concerning the issuance of the Securities. Please note that Baird would be providing such advisory services in its capacity as underwriter and not as a municipal advisor or financial advisor to the Issuer. As underwriter, Baird's primary role is to purchase, or arrange for the placement of, the Securities in an arm's length commercial transaction between the Issuer and Baird. Baird has financial and other interests that differ from those of the Issuer. Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors. However, unlike a municipal advisor or financial advisor, Baird as an

underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. As part of its services, Baird will review the official statement applicable to the proposed offering in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the proposed offering.

As underwriter, Baird will not be required to purchase the Securities except pursuant to the terms of the Purchase Agreement, which will not be signed until successful completion of the pre-sale offering period and satisfaction of various conditions. This letter does not obligate Baird to purchase any of the Securities. If all of the conditions to its obligation to purchase any securities have been satisfied, Baird as underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price but must balance that duty with its duty to sell those securities to investors at prices that are fair and reasonable.

3. Fees and Expenses; Conflicts of Interest. Baird's proposed underwriting fee/spread will be determined by mutual agreement of the Issuer and Baird and will be reflected in the Purchase Agreement. Baird's proposed underwriting fee/spread will not exceed \$5.00/\$1,000 par amount of the issue plus a structuring fee of \$30,000 (excluding expenses outlined below) The underwriting fee/spread will represent the difference between the price that Baird pays for the Securities and the public offering price stated on the cover of the final official statement. The underwriting fee/spread will be contingent upon the closing of the proposed offering and if the bonds do not close, the County will not be billed by Baird for any services relating to the issuance. The amount of the fee/spread will be based on the principal or par amount of the Securities. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest because the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary. Other firms that provide services in connection with the proposed offering may also have fees that are contingent on the closing of the offering. We acknowledge that the proposed offering may not close in which case Baird and its Counsel will work at risk and not request reimbursement from the County for costs that have been incurred to date.

The Issuer shall be responsible for paying or reimbursing Baird for all [other] costs of issuance, including without limitation, CUSIP, DTC, IPREO (electronic book-running/sales order system), printing and mailing/distribution charges, bond counsel, disclosure counsel, underwriter's counsel and ratings agency fees and expenses, and all other expenses incident to the performance of the Issuer's obligations under the proposed offering.

Baird is a full service securities firm and as such Baird and its affiliates may from time to time provide advisory, brokerage, consulting and other services and products to municipalities, other institutions, and individuals including the Issuer, certain Issuer officials or employees, and potential purchasers of the Securities for which Baird may receive customary compensation; however, such services are not related to the proposed offering. Baird has previously served as underwriter, placement agent or financial advisor on other bond offerings and financings for the Issuer and expects to serve in such capacities in the future. Baird may also be engaged from time to time by the Issuer to manage investments for the Issuer (including the proceeds from the proposed offering) through a separate contract that sets forth the fees to be paid to Baird. Baird manages various mutual funds, and from time to time those funds may own bonds and other securities issued by the Issuer (including the Securities). Additionally, clients of Baird may from time to time purchase, hold and sell bonds and other securities issued by the Issuer (including the Securities).

In the ordinary course of fixed income trading business, Baird may purchase, sell, or hold a broad array of investments and may actively trade securities and other financial instruments, including the Securities and other municipal bonds, for its own account and for the accounts of customers, with respect to which Baird may receive a mark-up or mark-down, commission or other remuneration. Such investment and trading activities may involve or relate to the offering or other assets, securities and/or instruments of the Issuer and/or persons and entities with relationships with the Issuer. Spouses and other family members of Baird associates may be employed by the Issuer.

Baird has not identified any additional potential or actual material conflicts that require disclosure. If potential or actual conflicts arise in the future, we will provide you with supplemental disclosures about them.

4. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Securities. Notwithstanding the forgoing, either party may terminate Baird's engagement at any time without liability of penalty upon at least 30 days' prior written notice to the other party. If

Baird's engagement is terminated by the Issuer, the Issuer agrees to reimburse Baird for its out-of-pocket expenses incurred until the date of termination.

5. Indemnification; Limitation of Liability. The Issuer agrees that neither Baird nor its employees, officers, agents or affiliates shall have any liability to the Issuer for the services provided hereunder except to the extent it is judicially determined that Baird engaged in gross negligence or willful misconduct. In addition, to the extent permitted by applicable law, the Issuer shall indemnify, defend and hold Baird and its employees, officers, agents and affiliates harmless from and against any losses, claims, damages and liabilities that arise from or otherwise relate to this Agreement, actions taken or omitted in connection herewith, or the transactions and other matters contemplated hereby, except to the extent such losses, claims, damages or liabilities are judicially determined to be the result of Baird's gross negligence or willful misconduct.

6. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of North Carolina. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party. The Issuer acknowledges that Baird may, at its option and expense and after announcement of the offering, place announcements and advertisements or otherwise publicize a description of the offering and Baird's role in it on Baird's website and/or other marketing material and in such financial and other newspapers and journals as it may choose, stating that Baird has acted as underwriter for the offering. The Issuer also agrees that Baird may use the Issuer's name and logo or official seal for these purposes.

7. Disclosures of Material Financial Characteristics and Material Financial Risks.

Accompanying this letter is a disclosure document describing the material financial characteristics and material financial risks of the Securities as required by MSRB Rule G-17.

As the Issuer of the Securities, you will be a party to the Purchase Agreement and certain other legal documents to be entered into in connection with the issuance of the Securities, but the material financial risks of the Securities will be borne by the obligor, as set forth in those legal documents.

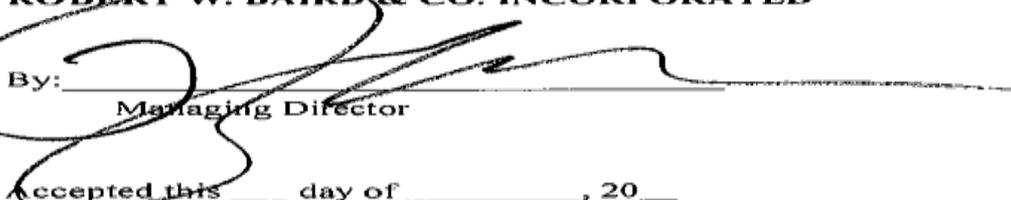
If there is any aspect of this Agreement that requires further clarification, please do not hesitate to contact us. In addition, please consult your own financial and/or municipal, legal, accounting, tax and other advisors as you deem appropriate. We understand that you have the authority to bind the Issuer by contract with us, and that you are not a party to any conflict of interest relating to the proposed offering. If our understanding is not correct, please let us know.

Please evidence your receipt and agreement to the foregoing by signing and returning this letter.

Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in us.

Very truly yours,

ROBERT W. BAIRD & CO. INCORPORATED

By:  _____
Managing Director

Accepted this _____ day of _____, 20__

Warren County, North Carolina

By: _____

Title: _____

Meeting Date: May 4, 2015

Item # 10-A

SUBJECT: Emergency Response Item – Soul City VFD

REQUESTED BY: Soul City VFD, Fire Chief Bobby Hargrove

SUMMARY: Soul City VFD after holding a required public hearing on April 7, 2015 at 6pm, requests authorization to enter into loan agreement with Vance Finance to purchase a first responder vehicle: 2001 Chevy Tahoe at \$7,200. Public hearing sign-in sheet, minutes and affidavit of publication are provided.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of request from Soul City VFD to enter into a loan agreement with Vance Finance to purchase a first responder vehicle at a cost of \$7,200.

NOTES:

Affidavit of Printer's Proof

NORTH CAROLINA
WARREN COUNTY

I, JANIE MILLER, Office Manager of
The Warren Record, a weekly
newspaper publication in the town of
Warrenton, Warren County, and state of
North Carolina, do so solemnly swear
that a legal action entitled:

Public
notice

a true copy of which is made a part of
this affidavit, did appear in the said The
Warren Record in the following
consecutive issues:

4/1

, 2015

Janie Miller

Office Manager

Sworn to and subscribed before me this

17 day of April, 20 15.

Lucille Lee Weldon

Notary Public

My commission expires: 12-6-19.

PUBLIC NOTICE

Those persons 18 years or older,
living in or owning property
in Soul City Fire District, are
invited to participate in the Fire
Service District meeting to be
held at 6:00 p.m. on Tuesday,
April 7, 2015 at the Soul City
Fire Department for the purchase
of a First Responder Vehicle.

Bobby Hargrove, Chief
Soul City RVFD



Soul City Rural Volunteer Fire Department
P.O. Box 447
Manson NC 27553
Phone (252) 456-3505 Fax (252) 456-3505

Public Hearing First Responder Truck
Sign in Sheet

1. Barbara Newell
2. Kelly Wynn
3. Neloris Henderson
4. Alberte Henderson
5. in agency
6. Charles Jeff
7. Terrell Taylor
8. Devon Dyma
9. Junior
10. James Waller
11. Bob & Eugene
12. _____
13. _____
14. _____
15. _____

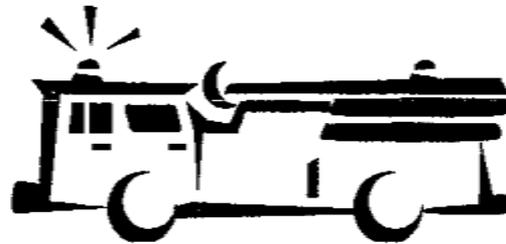
**Soul City Rural Volunteer Fire Department
P.O. Box 447
Manson NC 27553
Phone (252) 456-3505 Fax (252) 456-3505**



**Public Hearing Agenda
Tuesday, April 7, 2015
6:00 pm**

- 1. Call to order**
- 2. Proposed purchase a First responder Truck**
- 3. Other**
- 4. Comments**
- 5. Adjourn**

Soul City Rural Volunteer Fire Department
P.O. Box 447
Manson NC 27553
Phone (252) 456-3505 Fax (252) 456-3505



Public hearing minutes for First Responder truck

04/07/15

Meeting was called to order at 6:00

No one from the community showed up however some of the members attended. Meeting was adjourned at 6:15.

Soul City Rural Volunteer Fire Department
P.O. Box 447
Manson NC 27553
Phone (252) 456-3505 Fax (252) 456-3505



April 24, 2015

Linda T. Worth
County Manager

PO Box 619
Warrenton, NC 27589

Mrs. Worth, County Manger

We would like for all of Warren County Commissioners, community members and yourself to give your blessings for the Soul City fire Department to purchase a first responder Vehicle so that we may come up to the County Standards for our fire department. The truck will cost \$7200.00.

Thanks in advance for you cooperation;

Bobby Hargrove, Fire Chief

Meeting Date: May 4, 2015

Item # 10-B

SUBJECT: Emergency Response Item – Soul City VFD

REQUESTED BY: Clerk to the Board

SUMMARY: Resolution Declaring 1999 Ford Explorer formerly used by Emergency Services as surplus property and authorizing conveyance to Soul City VFD for \$1.00 is presented for Board’s consideration. Authorize Chairman of the Board to sign same. Emergency response items have been conveyed to various fire departments in the past.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution declaring 1999 Ford Explorer surplus property and authorize its conveyance to Soul City VFD for \$1, with the requirement that the property will be put to public use, and authorize Chairman to sign the Resolution.

NOTES:



**1999 Ford Explorer formerly used by
Emergency Services
216,000 miles**



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

STATE OF NORTH CAROLINA COUNTY OF WARREN

Resolution Conveying Personal Property By Private Sale

WHEREAS, the County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

WHEREAS, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any entity which carries out a public purpose, and;

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient entity, and;

WHEREAS, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT: The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, the following property as designated to Soul City Volunteer Fire Department for \$1.00: **1999 Ford Explorer Vehicle (ID 4207)**.

Said property shall be used by the non-profit agency for public purposes, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

Adopted this 4th day of May 2015.

Warren County Board of Commissioners

ATTEST:

BY: _____
Barry Richardson, CHAIRMAN

Angelena Kearney-Dunlap, Clerk

SEAL

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

Meeting Date: May 4, 2015

Item # 10-C

SUBJECT: Emergency Response Item – Emergency Medical Services

REQUESTED BY: Dennis Paschall, EMS Coordinator
Doug Young, Director Emergency Services

SUMMARY: EMS requests authorization to enter into lease/purchase of six (6) Lifepak 15 Monitor/Defibrillators & accessories through Physio Control at list price of \$267,578.04, with a \$28,000 discount for trade-ins, and a \$57,698.93 cash discount. Total amount financed: \$184,808.12. Contract also includes training, software and 3 year comprehensive coverage. Authorize County Manager to sign documentation. It is recommended to finance this purchase for 60 months at \$3,452.76 per month.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to enter into a lease/purchase agreement through Physio Control to purchase six Lifepak 15 Monitor/Defibrillators & accessories at a financed cost of \$184,808.12, and authorize the County Manager to sign the necessary documentation.

NOTES:

4/10/2015

Dennis Paschall
Warren County EMS
540 W Ridgeway
Warrenton, NC 27589
252-456-2756
dmpaschall@nc.rr.com

**PHYSIO
CONTROL**

Dear Dennis,

Thank you for allowing Physio-Control, Inc. to provide your company with lease financing for your business equipment needs. Below are options you may choose from in making your equipment leasing decisions. If you have any questions, please email physio-control@usbank.com or call me at 503-603-2826.

Lease Purchase (\$1.00 Purchase Option)

- 100% Financing - Lease Purchase structures generally provide 100% financing including installation and freight as compared to conventional bank financing.
- Guaranteed Purchase Structure - The option to purchase at end of term is fixed.
- Ownership - Equipment is capitalized on your balance sheet.
- Interest & Depreciation - Interest and depreciation may be expensed.
- Preserve Bank Lines - Utilize Bank Lines of credit for the operation of your business.

Description: 6 - LP15 as listed on Quote #1-271793246 and Defib Mounts/Install
Amount: \$184,808.12

Purchase Option	36	60
Lease Purchase	\$5,449.77	\$3,452.76

The above pricing matrix represents indicative pricing only and is based on current market conditions. You must add any applicable tax and \$350.00 documentation fee. All transactions and pricing are subject to a formal credit request, review and approval. Please consult your accountant to ensure your balance sheet and tax treatment. If this proposal is acceptable to you, please acknowledge by completing the credit application and return to us along with your choice of Lease and Term. Please call if you have any questions.

Sincerely,
Don Crosby
Finance Specialist

CC: Suzette Halle , Account Executive

PHYSIO CONTROL

To: Dennis Paschall
EMS Coordinator
Warren County Ems
540 W. Ridgeway
P.O. Box 185
Warrenton, NC 27589
Phone: (252) 456-2756
dmpaschall@nc.rr.com

Physio-Control, Inc.
11811 Willows Road NE
P.O. Box 97023
Redmond, WA 98073-9723 U.S.A.
www.physio-control.com
tel 800.442.1142
fax 800.732.0956

Quote#: **1-271793246**

Rev#: 1
Quote Date: 04/10/2015
Sales Consultant: Suzette Haile
800-442-1142 x 72014
FOB: Redmond, WA

Terms: All quotes subject to credit approval and the following terms & conditions

Contract: None

Exp Date: **05/23/2015**

Line	Catalog # / Description	Qty	Price	Unit Disc	Trade-In	Unit Price	Ext Total
1	99577-001957 - LP15 v4 MONITOR/DEFIB, CPR, Pace, to 360J, SPO2/CO, 12L GL, NIBP, CO2, Trend, BT THE LIFEPAK 15 IS AN ADAPTIV BIPHASIC FULLY ESCALATING (TO 360 JOULES) MULTI-PARAMETER MONITOR/DEFIBRILLATOR . 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091. TEST LOAD - 21330-U01365, IN-SERVICE DVD - 21330-001455, SERVICE MANUAL CD- 26500-003612 (one per order) and SHIP KIT (RC Cable) 41577-000288 INCLUDED. HARD PADDLES, BATTERIES, CARRY CASE NOT INCLUDED.	6	\$33,295.00	\$7,491.38	\$4,666.66	\$21,136.97	\$126,821.79
2	21330-001176 - LI-ION BATTERY 5.7 AMP HOUR CAPACITY RECHARGEABLE LITHIUM-ION, WITH FUEL GAUGE	18	\$432.00	\$97.20	\$0.00	\$334.80	\$6,026.40
3	11140-000072 - LP15 AC Power Supply	6	\$1,553.00	\$349.43	\$0.00	\$1,203.58	\$7,221.45
4	11140-000080 - CABLE-EXTERNAL POWER, EXTENSION CABLE-EXTERNAL POWER, EXTENSION	6	\$279.00	\$62.78	\$0.00	\$216.23	\$1,297.35
5	11140-000015 - AC POWER CORD	6	\$74.00	\$16.65	\$0.00	\$57.35	\$344.10
6	11996-000091 - ELECTRODE ASSY-ADULT,QC STD,WORLWIDE ACCESSORY 11996-000091OEM ELCTD 14 LANG	25	\$37.00	\$8.33	\$0.00	\$28.68	\$716.88
7	11171-000049 - RAINBOW DCI ADT REUSABLE SENSOR, REF 2696 RAINBOW DCI ADT REUSABLE SENSOR, REF 2696	6	\$637.00	\$143.33	\$0.00	\$493.68	\$2,962.05
8	11160-000003 - NIBP CUFF- REUSEABLE,CHILD	6	\$24.00	\$5.40	\$0.00	\$18.60	\$111.60
9	11160-000007 - NIBP CUFF- REUSEABLE,LARGE ADULT	6	\$33.00	\$7.43	\$0.00	\$25.58	\$153.45
10	11996-000369 - ROHS LP12-LP15 TO PC USB CABLE,RETAIL PACKAGED ROHS LP12-LP15 TO PC USB CABLE,RETAIL PACKAGED	6	\$271.00	\$60.96	\$0.00	\$210.03	\$1,260.15

Quote#: 1-271793246
 Rev#: 1
 Quote Date: 04/10/2015

Quote Products (continued)

Line	Catalog # / Description	Qty	Price	Unit Disc	Trade-In	Unit Price	Ext Total
11	11577-000002 - LIFEPAK 15 Basic Carry Case w/ right & left pouches Includes shoulder strap 11577-000001	6	\$289.00	\$65.03	\$0.00	\$223.98	\$1,343.85
12	11220-000028 - Top Pouch Storage for sensors and electrodes. Insert in place of standard paddles.	6	\$51.00	\$11.48	\$0.00	\$39.53	\$237.15
13	11260-000039 - LP15 Rear Pouch for carrying case	6	\$74.00	\$16.65	\$0.00	\$57.35	\$344.10
14	21996-000073 - TITAN II WIRELESS GATEWAY	6	\$925.00	\$208.13	\$0.00	\$716.88	\$4,301.25
15	11600-000022 - CODE-STAT 10 Data Review Seat Includes 1 CODE-STAT Data Review Software Version 10.0 and implementation support.	1	\$2,500.00	\$375.00	\$0.00	\$2,125.00	\$2,125.00
16	LP15-OSCOMP-3 - LIFEPAK 15 Service Contract - 3 YEAR. On-site Comprehensive Coverage. Price per unit.	6	\$5,040.00	\$756.00	\$0.00	\$4,284.00	\$25,704.00
17	50999-000118 - ZONE TRAVEL CHARGE: ZONE 2	3	\$75.00	\$0.00	\$0.00	\$75.00	\$225.00
18	99428-000248 - LIFE NET ASSET - 3YR, PER DEVICE LIFE NET ASSET - 3YR, PER DEVICE	6	\$147.00	\$33.08	\$0.00	\$113.93	\$683.55

SUB TOTAL	\$181,879.12
ESTIMATED TAX	\$12,276.84
ESTIMATED SHIPPING & HANDLING	\$185.00
GRAND TOTAL	\$194,340.96

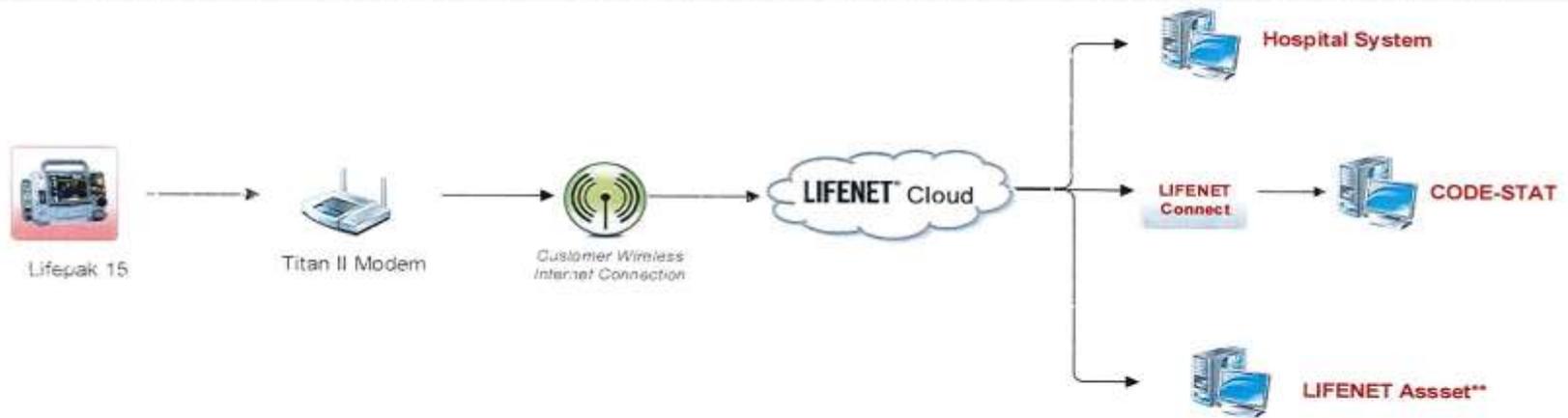
Trade-In Detail

Product	Qty	Unit Value	Total Value
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Pricing Summary Totals

List Price:	\$267,578.04
Trade-ins:	- \$28,000.00
Cash Discounts:	- \$57,698.93
Tax + S&H:	+ \$12,461.84

GRAND TOTAL FOR THIS QUOTE \$194,340.96



Warren County	Estimated Duration	Responsible Party
Planning Phase		
Introduction email with supporting documentation	1 Hour	Physio Control Project Manager (PCPM)
Project kick-off call	30 minutes	PCPM, Warren County Project Manager, IT (discuss software download in-house transmitting)
Setup, Configuration & Testing		
LIFENET system administrator training	2 Hours	PCPM, Warren County Project Manager, IT
LIFEPAK Configuration		
CODESTAT installation and configuration		
CODESTAT transmission test		
Training		
CodeStat 10 end-user training (additional training available upon request)	30 minutes	PCPM and CodeStat end-user
Project closeout	30 minutes	PCPM

Meeting Date: May 4, 2015

Item # 11-A

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Pete Deschenes, Chairman Roanoke Wildwood VFD
Fire Tax Board

SUMMARY: It is presented to appoint John Krysa to the Roanoke Wildwood VFD Fire tax Board for a three year term effective May 1, 2015 through April 30, 2018.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

April 6, 2015

Letter of Recommendation, Roanoke Wildwood Fire Department Fire Tax Board

The Board has experienced an opening due to one of our members relocating away from Warren County. The Board reviewed a number of name options at its recent annual. With 4 of the 5 voting members present, we all agreed that John Krysa would be the candidate who we recommend.

As Chair of the Fire Tax Board, I respectfully recommend John Krysa to be added to the Board.

Pete Deschenes, Chair, RWFTB

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Roanoke Wildwood Fire Tax Board
2. _____
3. _____
4. _____

Your full name John C. Krysa

Date of Birth 16 Aug 1953 Sex M Race C

Mailing Address 117 Beech Ct

City and Zip Code Littleton, NC 27850

Street Address _____

City and Zip Code _____

Home Phone 252-586-7560 Work Phone 252-673-6081 (cell)

Job Title Principal Consultant

Company or Agency Millican & Associates

Email Address Krysaj@verizon.net

Do you live in the county? Yes No

Please list your County Commissioner District T. Davis

(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Lane Tech HS, 2501 W Addison St, Chicago IL

Name and Address of College Attended Univ of Illinois, Chicago, Univ of Wisconsin Stevens Pt, etc.

Degree Received BS in Mgt at UICC, MA in Communications at UWSP, MMAS in Opns Planning at US Army CGSC, CAGS in Adult Learning & HRD at Virginia Tech

Please list any military experience US Army 1975-1996, Retired as Lt Colonel

If you are presently serving as an elected or appointed official, please explain: No current public office.
Currently elected to 2 yr term on Board of Regents, Institute of Certified Records Managers.

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience US Army Officer 1975-1996. Mgt Consultant at Booz Allen Hamilton and then EDS Govt Consulting Service 1996-1999. Division Chief for Information Mgt at Joint Chiefs of Staff, Pentagon 2001-2004. Division Chief for DoD Directives & Records, Pentagon 2004-2006. FBI Senior Executive for Electronic Records, WashDC 2006-2012. Principal Consultant (part time) Millican & Associates 2012-present. HCC Communications Instructor, 1999-2000.

Volunteer Experience Cub Scout and Boy Scout leadership & committee chairs in KS, Germany and VA 1983-1996. President Wildwood Point Homeowners Assn (Lake Gaston) 1999-2001. Member, Board of Directors ARMA NOVA Chapt, 2012-2014. Member, Board of Directors AIIM National Capitol Chapt, 2012-2013. Elected, national Board of Regents, ICRM, 2013-present.

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

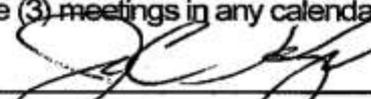
Newspaper Current Warren County Volunteer Other

If other, please explain: Request from RWFTB President Pete Deschenes.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Date


28 March, 2015

Please feel free to attach a resume if so desired.

Meeting Date: May 4, 2015

Item # 11-B

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: William A. Kearney, Chairman, Juvenile Crime
Prevention Council (JCPC)

SUMMARY: It is presented to appoint (re-appoint) the individuals in the attached list to the Juvenile Crime Prevention Council for two-year terms as indicated.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

<u>Name</u>	<u>Designation/Representing</u>	<u>Terms Expire 2017</u>
Teresa Wimbrow	Girl Scouts	January 1 st - 5 th Term
Crystal Smith	Director - Cooperative Extension	April 30 th - 1 st Term
Barbara Brayboy	Board of Education	April 30 th - 1 st Term

The following individuals serve in mandated slots:

		<u>Term of Employment</u>
Dianna Talley	Department of Social Services	
Hilda Baskerville	Health Department	“ “ “
Anthony Davis	Sheriff's Office	“ “ “

These individuals serve as alternates to mandated members and have voting rights:

		<u>Term of Employment</u>
Rhonda Mushaw	Alternate - Health Department	
Shirley Robinson-Flood	Alternate - Area Mental Health	“ “ “
Angelena Kearney-Dunlap	Alternate - Co. Manager's Office	“ “ “



Warren County Juvenile Crime Prevention Council

P.O. Box 619
Warrenton, NC 27589

Tel: 252-257-3115

Warren County Commissioners
PO Box 619
Warrenton, NC 27589

April 16, 2015

Dear Commissioners:

The Warren County Juvenile Crime Prevention Council meets monthly to discuss the services being provided to help reduce/prevent juvenile crime in our community. The council is comprised of a diverse group of individuals from the community.

Each appointed member serves a two year term. We have two members whose terms have expired. We would like to request that William Kearney of Parks and Recreation Department and Teresa Wimbrow of Girl Scouts be reappointed to the council. Their terms would run from January 2015 through January 2017. We also have two people who were accepted as new members at the April 13, 2015 meeting. They are Barbara Brayboy, Board of Education member, and Crystal Smith, Cooperative Extension representative. We would like to request that they be appointed to the council. Their terms would run from April 2015 through April 2017.

Please appoint the following people as representatives of their respective departments. Their appointments will not have time limits, because their positions are mandated.

Dianna Talley – DSS
Hilda Baskerville – Health Department
Anthony Davis – Warren County Sheriff's Office

Also please accept the following people as alternates for their departments. They will attend when the official representative can't and will have voting power in the official representative's absence.

Angelena Dunlap – County Managers Office
Rhonda Mushaw – Health Department
Shirley Flood – Mental Health

On behalf of the Juvenile Crime Prevention Council, I would like to say thank your for your consideration of this request.

Sincerely,


William Kearney
JCPC Chairman

STATEMENT OF INTEREST TO SERVE

MAR - 6 2015

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

WARREN COUNTY MANAGER'S OFFICE

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Juvenile Crime Prevention Council
2. Senior Citizen Advisory Council
3. Memorial Library - Warren County
4. _____

Your full name Barbara Brayboy
Date of Birth 3/15/1944 Sex F Race Am. Indian
Mailing Address 1259 Richardson Rd.
City and Zip Code Warrenton, NC 27589
Street Address _____
City and Zip Code _____
Home Phone (252) 257-2484 Work Phone _____
Job Title Retired
Company or Agency _____
Email Address bbrayboy@warrenk12nc.org

Do you live in the county? Yes No

Please list your County Commissioner District Barry Richardson
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Haliwa High School Haliester, NC
Name and Address of College Attended UNC-Pembroke Pembroke, NC
Degree Received B.S. Elem. Ed
Masters Elem. Ed
Educational Leadership Certification
Please list any military experience N/A

If you are presently serving as an elected or appointed official, please explain:

Warren County Board of Education

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

1975 - 2008
Work Experience Teacher, Curriculum Specialist,
Assistant Principal
Halifax County Schools

Volunteer Experience Warren County DSS Board
- Volunteer for yearly EOG testing in
Warren County Schools
- Work with youth in my church
Volunteer to help senior citizens, sick, elderly

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper

Current Warren County Volunteer

Other

If other, please explain: County Managers Office

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature

Barbara Brayboy

Date

2/11/15

Please feel free to attach a resume if so desired.

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Ms. Smith's 4
paged resume
is available
upon request

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. JCPC
2. _____
3. _____
4. _____

Your full name Crystal Monique Smith

Date of Birth 07-07-1968 Sex F Race B

Mailing Address 158 Rakers Lane

City and Zip Code Warrenton, NC 27589

Street Address SAME AS ABOVE

City and Zip Code " " "

Home Phone 919-495-1777 Work Phone 252-257-3640

Job Title County Extension Director (4-H)

Company or Agency NC Cooperative Extension - Warren County

Email Address Crystal-smith@ncsu.edu

Do you live in the county? Yes No

Please list your County Commissioner District _____
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Louisburg High School

Name and Address of College Attended St. Augustine's University

Degree Received BS - Business Education

Please list any military experience N/A

Ms. Smith's 4
paged resume
is available
upon request

If you are presently serving as an elected or appointed official, please explain: N/A

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience County Extension (See Attachment)

Volunteer Experience See Attachment

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Crystal M. Smith

Date 3/11/15

Please feel free to attach a resume if so desired.

Meeting Date: May 4, 2015

Item # II-C

SUBJECT: Appointment to Boards/Committees/Commissions

REQUESTED BY: Commissioner Tare Davis

SUMMARY: Commissioner Davis has discovered a conflict of interest in serving on the Kerr Area Rural Transportation (KARTs) Board. Therefore, he requests reconsideration of appointment to same. It is presented for Board's action per request. Term expires December 31, 2016.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

Commissioner Davis Serves on:

Board/Committee/Commission Meeting Schedule

- KARTS ----- 2nd Tuesday every other month
Franklin Vance Warren Opportunity Inc. Board
- Finance Committee ----- as needed
- Historic Preservation Commission ----- 4th Thursday mthly
- Kerr-Tar HUB “Triangle North” Board of Directors (at-large)----- as needed
- Kerr-Tar Rural Transportation Planning Committee (RPO)----- Feb, May, Aug.
- Lake Gaston Weed Control Council ----- as needed

Commissioner Hunt

Employee Benefits
Economic Development Commission (EDC)
Franklin Vance Warren Opportunity, Inc. Board of Directors
Kerr-Lake Regional Water System Advisory Board
Senior Center Advisory Board
Warren County DOT Planning Committee
Water Committee

Commissioner Baker

Emergency Medical Services (EMS) Peer Review Advisory Board
Five County Mental Health Community Oversight Council
Board of Health
Home & Community Care Advisory
Kerr-Tar Rural Transportation Planning Committee (RPO) (Alternate)
Local Emergency Planning Committee (LEPC)
Vance Granville (VGCC) Board of Trustees

Commissioner Richardson

Board of Equalization & Review (E&R)
E-911 Commission
Warren County Finance Committee
Fire Commission
Kerr-Tar HUB Triangle North Board of Directors
Personnel Committee
Resource Conservation & Development Council (RC&D)

Commissioner Jordan

Juvenile Crime Prevention Council (JCPC)
Personnel Committee
Recreation Commission
Social Services Board

Meeting Date: May 4, 2015

Agenda Item # 12-A

SUBJECT: Personnel Matters – Job Reclassification

REQUESTED BY: Lisa Alston, Human Resources Manager
Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is submitted to consider reclassifying Administrative Assistant I position in Planning & Zoning Department to Senior Administrative Assistant (see attached) and increase the current Administrative Assistant’s salary by \$5,000 to compensate for additional duties/responsibilities required by the position reclassification.

FUNDING SOURCE: Lapsed Salary/Benefits in the Planning & Zoning Departmental Budget

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

- 1) Recommend approval to reclassify Administrative Assistant I position in Planning & Zoning Department to a Senior Administrative Assistant position effective 5/1/15.
- 2) Recommend a \$5,000 salary increase for Shawn Burton, current Administrative Assistant I, effective 5/1/15 to compensate for additional duties/responsibilities required by the reclassification of the position to Senior Administrative Assistant. Funding Source: Lapsed Salary/Benefits in the Planning & Zoning Department

NOTES:

Current Position

Recommendation

Administrative Assistant I
Grade 14
Min. \$23,349
Max. \$37,358

Senior Administrative Assistant
Grade 16
Min. \$25,742
Max. \$41,187

Current Employee Salary: \$26,166
Requested Salary increase of \$5,000
for proposed new salary: \$31,166



Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

WARREN COUNTY HUMAN RESOURCES DEPARTMENT

P.O. Box 619
Warrenton, NC 27589

Lisa Alston

Human Resources Manager
lisaalston@co.warren.nc.us

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Lisa Alston *L.A.*
Human Resources Manager

DATE: April 24, 2015

RE: Planning & Zoning Department Job Reclassification Request

After a thorough evaluation of current job duties, departmental needs, in addition to the needs of the County, Mr. Ken Krulik, Planning & Zoning Administrator has requested reclassification of its Administrative Assistant I position. This position is currently assigned to Salary Grade 14 which establishes a minimum salary of \$23,349 and a maximum of \$37,358. The proposed increase in job duties and responsibilities necessitates a higher level title and salary grade. The current Job Classification Schedule includes a position of Senior Administrative Assistant. That position falls within Salary Grade 16. The salary grade's minimum salary is \$25,742, and its maximum is \$41,187.

In order to adequately compensate the employee currently holding the Administrative Assistant I position, Mr. Krulik is requesting a salary increase of \$5,000 annually. The salary increase can be justified by an increase in the level of customer service efficiency.

Based on the potential overall benefit to Warren County citizens and to departmental employees, it is my recommendation that the requested reclassification be approved.

Thank you

GENERAL DEFINITION OF WORK:

Performs difficult technical and administrative work assisting with a variety of office assistance and complex administrative tasks; does related work as required. Work is performed under the general supervision of the Planning and Zoning Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Evaluating permit and land use applications; understanding and interpreting zoning regulations; issuing zoning permits; preparing and maintaining correspondence, reports, and other important documents.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- > Reviews and evaluates development/zoning permit applications and subdivision plats.
- > Researches, analyzes, and interprets land use data project materials, permits, and plans; determines effects of constraints and regulations on development opportunities.
- > Explains and interprets zoning regulations/permitted land uses for the public and developers.
- > Evaluates permits and plats for accuracy, completeness, and compliance with regulations.
- > Issues zoning permits when application is complete.
- > Discusses results of evaluations of complex zoning permit applications, special use applications, and conditional use applications with the Director/Administrator.
- > Serves as liaison between department directors, consultants, and state and county agencies.
- > Establishes office procedures; sets up and maintains filing system.
- > Receives, processes, and enters a variety of permit information into computer system.
- > Reviews permit data for accuracy, completeness, and conformance with established standards and procedures.
- > Serves as clerk to appropriate board(s).
- > Maintains files and records; maintains database.
- > Types correspondence, complex reports, and other materials.
- > Answers questions and responds to inquiries and concerns or complaints.
- > Assists citizens/customers with the completion of forms.
- > Prepares and maintains important documents and records; checks for accuracy.
- > Checks incident and arrest reports for completeness and enters data into computer.
- > Orders and stocks office supplies.
- > Processes incoming mail; stamps, sorts, and delivers mail.
- > Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of standard office practices, procedures, equipment and secretarial techniques; comprehensive knowledge of accounting and bookkeeping practices and techniques; comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep records and to prepare accurate reports from sources; ability to perform and organize work independently; ability to prepare effective correspondence on technical matters and to perform routine office management details without referral to supervisor; ability to establish and maintain effective working relationships with associates and the general public and to deal with public relations problems courteously and tactfully; skill in the operation of standard office and data entry equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school; Associate's degree is preferred, including course work in land use planning, geography, architecture, engineering, or related fields of study; courses offered through the UNC School of Government are acceptable supplemental courses; or any combination of education and experience equivalent to graduation from high school and moderate experience in office operations.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions; however, the worker will be subject to inside and outside environmental conditions,

noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Certified Zoning Official (CZO) in the state of North Carolina.

Meeting Date: May 4, 2015

Agenda Item # 12-B

SUBJECT: Personnel Matters – Job Reclassification

REQUESTED BY: Lisa Alston, Human Resources Manager
Ken Krulik, Planner/Zoning Administrator

SUMMARY: It is submitted to consider reclassifying the vacant Planner/Zoning Officer position in Planning & Zoning Department to Geographical Information Systems (GIS) Technician (see attached). The requested reclassified position would be at the same Grade in the Job Classification Schedule as the current position which is Grade 24.

FUNDING SOURCE: Planning & Zoning Departmental Budget

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval effective 5/1/15 to reclassify vacant Planner/Zoning Officer position in Planning & Zoning Department to Geographical Information System (GIS) Technician at Grade 24 in the Warren County Job Classification Schedule.

NOTES:

Current Position

Recommendation

Planner/Zoning Officer
Grade 24
Min. \$38,032

Geographical Information Systems (GIS) Technician
Grade 24
Min. \$38,032



WARREN COUNTY HUMAN RESOURCES DEPARTMENT

P.O. Box 619
Warrenton, NC 27589

Lisa Alston
Human Resources Manager
lisaalston@co.warren.nc.us

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Lisa Alston *L.A.*
Human Resources Manager

DATE: April 24, 2015

RE: Planning & Zoning Department Job Reclassification Request

Mr. Ken Krulik, Planning & Zoning Administrator, has requested reclassification of the vacant Planner/Zoning Officer position. The proposed title is Geographical Information Systems (GIS) Technician. This request is a result of a review of the current job duties and responsibilities in conjunction with the growing needs within the department and within the county. The Planner/Zoning Officer position is assigned to Salary Grade 24 which has a minimum salary of \$38,032. The proposed Salary Grade for the GIS Technician will remain the same, so there will be no additional costs associated with reclassification.

Mr. Krulik has identified duties assigned to this position that will enhance the services currently provided by other county Departments, such as the Sheriff's Office and the Tax Office, as well as enhanced services provided to county residents.

Based on the current needs of the department and the customer centered benefits that will be derived from creation of this position, it is my recommendation that the requested reclassification be approved.

Thank you

Telephone:
252-257-7132

Fax:
252-257-5971

www.warrencountync.com

GENERAL DEFINITION OF WORK:

Performs intermediate technical and analytical work in the operation and maintenance of the County's Geographical Information Systems; does related work as required. Work is performed under the general supervision of the Planning and Zoning Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Designing and producing land maps using ESRI ArcGis software; implementing changes in tax maps following property transactions (to assist Tax Office staff); creating, updating, and maintaining the County's E-911 address database and coordinating data transfers with the Sheriff's Office (E-911 operations); entering data to update the tax map database in the GIS system; developing new map products; assisting the public with locating information and maps; retrieving deeds and plats from the Register of Deeds Office; taking information from surveys and deeds and translating it into the County's tax maps; exercising independent judgment and initiative to establish system structure and standards; practicing tact and courtesy when dealing with the public; entering data with accuracy and attention to detail.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Y Extracts, manipulates, and maintains land records information using ESRI ArcGis software and other software.
- Y Updates property ownership records by the recording of legal documents.
- Y Utilizes coordinate geometry to make changes and additions.
- Y Enters coding for parcels, tracts, and new subdivisions and other real property from deed descriptions.
- Y Assigns number schemes (pin parcels) to match tax information and files system changes for quick reference.
- Y Assists public with new address designations and address corrections.
- Y Maintains the County's E-911 database for transfer into the E-911 Operations Center database.
- Y Designs and creates maps; creates layers of information based on USGS quad sheets; searches information as requested by property owners.
- Y Assists customers, including property owners, contractors, builders, attorneys, and the general public in locating land information and maps, and in interpreting tax maps and other records; receives and sends faxes.
- Y Assists the Tax Office in tax appraisals, listing and collections as needed.
- Y Compiles and assesses comments and communicates item to applicant.
- Y Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of standard practices, techniques, materials, and equipment used in tax mapping; considerable knowledge of state and county coordinate and coding systems and methods for assigning PIN numbers; ability to use ESRI ArcGis software to create and maintain the county parcel database; ability to use ESRI ArcGis software to review, query, retrieve, and print property map information; ability to read, compare, and interpret property maps, surveys, aerial photographs, and records accurately; ability to maintain data layers, to be creative in producing special map products and reports; ability to deal tactfully and courteously with the public while handling requests for maps, map overlays, etc.; ability to establish and maintain effective working relationships with peers, supervisors, employees in other County departments, and the general public.

EDUCATION AND EXPERIENCE:

Associate's degree in GIS, computer aided drafting, or related field along with 1 to 2 years of GIS mapping experience; or an equivalent combination of education and experience. Experience using ArcGis Geodatabase with SDE is preferred.

PHYSICAL REQUIREMENTS:

Must be able to physically perform the basic life operational functions of pushing, pulling, fingering, grasping, talking, hearing, and repetitive motions; must be able to perform sedentary work and exert up to 10 pounds of force occasionally to move objects; must possess the visual acuity to operate a computer terminal, to use measuring devices to inspect small parts, to prepare and analyze data and figures, and to determine neatness, accuracy and thoroughness of completed work.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Meeting Date: May 4, 2015

Agenda Item # 13

SUBJECT: CDBG Certification Regarding Debarment, etc.

REQUESTED BY: Clerk to the Board of Commissioners

SUMMARY: Adoption of Certification Regarding Debarment, etc. as required by NC Department of Community Assistance in relation to CDBG grants received by Warren County is presented for Board's action.

10-C-2227 Infrastructure Hook-Up (closed) and
11-C-2328 Scattered Sites Housing Projects (closed)

FUNDING SOURCE: CDBG Grants

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions as required by the NC Department of Community Assistance and authorize the Chairman to sign same.

NOTES:



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name County of Warren, North Carolina

Date May 4, 2015

By Barry Richardson, Chairman Board of County Commissioners
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Meeting Date: May 4, 2015

Agenda Item # 14-A

SUBJECT: Schedule Public Hearing – Public Utilities Bond Refunding

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding Public Utilities Bond Refunding for Monday, June 1, 2015 at 5:45 pm, Warren County Armory Civic Center.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: May 4, 2015

Agenda Item # 14-B

SUBJECT: Schedule Public Hearing – Home & Community Care Block Grant

REQUESTED BY: Alicia Giddiens, Senior Center Director

SUMMARY: It is submitted to schedule a public hearing to hear citizen comments regarding FY 2016 Home & Community Care Block Grant Funding Plan for Wednesday, June 17, 2015 at 5:45 pm. This hearing would precede the scheduled Budget Public Hearing.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Meeting Date: May 4, 2015

Agenda Item # 15-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.

FUNDING SOURCE: Various

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:

Entire 21
paged
document
has been
provided in
a separate
e-mail.

RE: Notice of Contracts Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of April 2015 on behalf of Warren County:

Economic Development

Working Landscapes
Gabriel Cumming, Associate Director
108-C South Main St.
Warrenton, NC 27589

I have approved the First Extension to Economic Development Commission Contractor Service Agreement with Working Landscapes for economic development consulting services. Funds are budgeted the Economic Development Departmental budget to cover the cost of this consulting agreement.

Telecommunications

CenturyLink Sales Solutions, Inc.
665 Lexington Avenue
Mansfield, OH 44907

Products and Services Agreement with CenturyLink has been approved for the E-911 Center annual moducom radio maintenance through Granville Communications. E-911 funds in the amount of \$12,216.77 will be used to pay the cost of this agreement.

Entire 21
paged
document
has been
provided in
a separate
e-mail.

MEMORANDUM
PAGE 2
April 28, 2015

Public Utilities

GeoTechnologies, Inc.
3200 Wellington Ct., Suite 108
Raleigh, NC 27615

I have approved GeoTechnologies, Inc.'s proposal for Subsurface Investigation to perform a bore location near Airport Road, Warrenton. Funds in the Public Utilities budget will be used to pay the \$2,455 cost of this service.

Department of Social Services

MAXIMUS Consulting Services, Inc.
2400 Corporate Exchange Drive, Suite 240
Columbus, OH 43231

I have approved the Professional Consulting Agreement for the TEC and QUIC Systems in DSS. Funds are budgeted in the DSS departmental budget to cover the \$1,875 annual fee for this service agreement.

Meeting Date: May 4, 2015

Agenda Item # 15-B

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's April 2015 Monthly Status Report is submitted for the Board's information and approval.

FUNDING SOURCE: N/A

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

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the County Manager's April 2015 Monthly Status Report.

NOTES:

RE: April 2015 Status Report

Following is a recap of my work activities for the month of April 2015:

Administration

- Mtg. with Animal Control Director to discuss animal control matters (4/2/15)
- Good Friday Holiday (4/3/15)
- Prepared for and attended Board of Commissioners Special Work Session and Regular Meeting (4/6/15)
- Mtg. with Dr. R. Spain to discuss Warren County Schools FY 16 Budget Request (4/7/15)
- Mtg. with Finance Director and Tax Administrator to discuss VFD assessed valuations (4/7/15)
- Attended monthly Recreation Commission Meeting (4/7/15)
- Mtg. with Emergency Services Director and EMS Coordinator to discuss EMS matters (4/8/15)
- Mtg. with Finance Director (4/10/15)
- Mtg. with Finance Director, Public Utilities Director and T. Cole, bond refunding Financial Advisor (4/10/15)
- Mtg. with EDC Director and EDC Consultant to discuss Peck Project (4/14/15)
- Prepared for and facilitated Domestic Violence Stakeholders' Meeting (4/16/15)
- Attended Customer Service Committee Meeting (4/16/15)
- Conference call with Finance Director and Bond Counsel (4/17/15)
- Attended Economic Development Commission meeting (4/20/15)
- Mtg. with Recreation Director (4/21/15)
- Prepared for and attended Board of Commissioners Special Meeting and Work Session (4/22/15)
- Annual Leave (4/23-24/15)
- Prepared for and conducted Noise Control Board Meeting (4/27/15)
- Mtg. with Finance Director to discuss bond refunding (4/28/15)
- Participated in conference call to discuss bond refunding schedule with Finance Director and others (4/28/15)
- Attended and participated in KLRWS Law Suit Mediation with Chairman and Attorney (4/29/15)
- Prepared for and conducted monthly Department Heads Meeting (4/30/15)

Other Activities

- Attended and participated in DSS Prevent Child Abuse Program at the Warren County Recreation Complex (4/1/15)
- Attended County Celebration in Conjunction with Annual Health Fair (4/7/15)
- Attended Kerr-Tar COG sponsored Luncheon with Chris Chung (4/8/15)
- Attended Meet & Greet with Department of Cultural Resources Secretary Klutz along with the Town of Warrenton Officials (4/9/15)
- Attended Ribbon Cutting Ceremony for Fred's Boats at Lake Gaston (4/10/15)
- Attended NCACC District Meeting in Durham, NC (4/15/15)
- Attended Senior Games at John Graham Gym (4/16/15)
- Attended Nurse L. John's Retirement Reception at the Health Department (4/22/15)
- Attended Earth Day Celebration: Hour Without Power on Courthouse Square (4/22/15)
- Participated in Prevent Child Abuse Program in Vance County (4/29/15)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

At their 4/6/15 meeting, the Board of Commissioners approved the TSS Partners proposal to provide consulting services for the Phase II Simulcast Radio system Upgrade Project. Services to be rendered by TSS for Phase II will consist of providing oversight for the SHP Manson Radio Tower upgrades to make the tower structurally capable of supporting Warren County's Phase II radio system equipment and to provide project management services for the Phase II Simulcast upgrade. We are currently waiting to hear back from the SHP relative to the Council of State's approval of the lease agreement to place our equipment on the Manson and Hosley Forest Towers. The decision should be made in May. The structural drawings for the Manson Tower upgrade are being prepared by Tower Engineering Professionals.

Buck Spring Project

We are currently preparing the RFQ for the selection of an Architect/Engineering Firm to provide project management for the Phase I Buck Spring Project. Once an Architect or Engineering Firm is selected, we will be in a position to move Phase I of this project forward.

MEMORANDUM

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April 28, 2015

Golden LEAF Community-Based Grantsmaking Initiative

The Timmons Group has conducted a property condition assessment of the buildings situated on the Peck property. We have requested additional assessments on the property as it relates to up-fitting portions of the buildings. We have also received the preliminary business plan and facility utilization report from Matson Consulting for the Cave Project. Both of these agreements for professional services for the CAVE Project are funded by the \$50,000 Golden LEAF Planning grant.

May 4, 2015

FY 2016 Budget Presentation

By

County Manager

Linda T. Worth

May 4, 2015

Closed Session:

*Personnel Matters in accordance with
NCGS §143-318.11(a)(6)*

Adjourn

May 4, 2015
Regular Meeting