

WARREN COUNTY  
BOARD OF COMMISSIONERS

*April 4, 2016*

*5:45 PM – Public Hearing  
&*

*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*

WARREN COUNTY  
BOARD OF COMMISSIONERS

*April 4, 2016*

*5:45 PM – Public Hearing*

*Warren County Simulcast System  
Upgrade Project – Phase II*



*April 4, 2016*  
*5:45 PM – Public Hearing*  
*Agenda*

*Warren County Simulcast System  
Upgrade Project – Phase II*

- 1 – Chairman or designee call Public Hearing to order*
- 2 – Clerk read notice of Public Hearing*
- 3 – Comments on Phase II Project by County Manager*
- 4 – Public Hearing Procedures (read by the Clerk to the Board)*
- 5 – Citizen Comments*
- 6 – Comments from Board of Commissioners*
- 7 – Adjourn Public Hearing*

*Warren County Simulcast System  
Upgrade Project – Phase II*

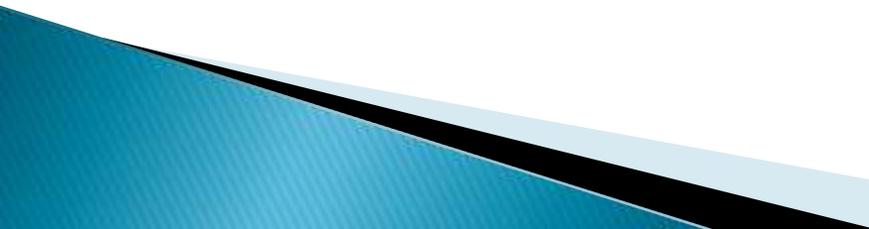
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*5:45 pm*

*Chairman or designee call  
Public Hearing to order*

*Item # 2*

*Clerk read notice of Public Hearing*



## **Notice of Public Hearing**

Notice is hereby served that the Warren County Board of Commissioners will hold a public hearing on Monday, April 4, 2016 at 5:45 PM in the Warren County Armory Civic Center, Commissioner's Meeting Room, 501 US Hwy 158 Business, East, Warrenton, NC 27589. The purpose of this hearing is to receive citizen's comments regarding proposed financing of Warren County Simulcast System Upgrade Project – Phase II.

For additional information contact Linda T. Worth, Warren County Manager at (252) 257-3115, by email at [lindaworth@warrencountync.gov](mailto:lindaworth@warrencountync.gov) or 602 West Ridgeway Street Warrenton, NC 27589.

All interested citizens are encouraged to attend this public hearing.

Barry Richardson, Chairman  
Warren County Board of Commissioners

*Warren County Simulcast System  
Upgrade Project – Phase II*

- - -

**Item # 3**

*Comments on Phase II Project by  
Warren County Manager  
Linda T. Worth*

**PROJECT DESCRIPTION**

**Project Objective:**

The Warren County Radio System - Phase I coverage improvement program was completed in FY 2014 at a cost of \$186,542. The objective of the Phase II program is to address the remaining VHF radio communication coverage gaps in the County.

**Project Description:**

Warren County currently provides public safety communications using a conventional two (2) channel Analog VHF Radio network. The radio network serves the Sheriff, Fire and Emergency Medical Services (EMS). The Sheriff has one (1) VHF channel while the Fire Department and EMS share the second channel.

The Phase I Radio System upgrades improved coverage in the central region of the County. However there are remaining dead spots in the County that require immediate attention.

The following is a summary of the remaining dead spots in Warren County:

- Southeast Quadrant
- Eastern County Line
- Southwest Corner

Pager and portable coverage throughout the entire Southeast quadrant of the County has large coverage gaps remaining from Phase I. There are also coverage gaps along the Eastern County line. Inez and Arcola are two areas in the Southeast where there is no coverage and both locations are a priority for improvement.

Pager and portable coverage in the Southwest corner also has a number of coverage gaps. In particular, Afton has very limited coverage, and this location is a priority for improvement.

Pager and portable coverage gaps are a major issue since both are used extensively by Fire and EMS departments. Volunteer firefighters are located throughout the County with some in neighboring counties. In addition, coverage beyond the County line in the Southwest and Southeast quadrants is necessary to support mutual aid.

Mobile talk-in and talk-out coverage was extended to the County line and slightly beyond by the Phase I program.

### **Phase II Network Configuration:**

To address the remaining coverage gaps from Phase I, new repeater sites will be added and the entire radio communication network will be upgraded to Simulcast.

The Phase II network will consist of four (4) Simulcast Repeater sites. The four repeater sites are:

- US 158 Warrenton (Warren County) - NC State Highway Patrol Tower – Existing Site
- Elams Water Tower (Warren County) - Existing Site
- Hosley Forest Tower (Franklin County) - NC State Highway Patrol Tower – New Site
- Manson Tower (Warren County) - NC State Highway Patrol Tower – New Site

The Hosley Forest and Manson towers were selected as new sites to address coverage gaps in the Southeast and Southwest respectively.

The repeater sites at Liberia and Axtell, both in Warren County, will be powered down, but will remain in place as back-up sites.

The Manson tower requires modifications to meet the latest tower loading specifications defined by TIA 222 Revision G. The process to upgrade the tower has been initiated. The Hosley Forest tower has sufficient loading capacity and is available immediately.

To maximize redundancy of the network, the location for the simulcast prime site is the US 158 tower in Warrenton.

### **Project Budget:**

The proposed Phase II Project Budget is attached. It is anticipated that outside financing will be needed to complete this project. The bid opening for the Manson Tower Upgrade was held on 3/14/16. Three bids were received that ranged from a low of \$127,600 to a high of \$196,845. TSS Partners, Consulting Engineers, has reviewed the bids and will make a recommendation to the Board at the 4/4/16 regular meeting to accept the bid from Sink Tower Erection Company, Inc. in the amount of \$127,600. Funds are currently on hand to move forward with the tower upgrade.

The bid opening for the Radio System Equipment will be held on 3/31/16 at 4:30 pm EST. It is staff's recommendation to seek conventional bank financing at the lowest possible interest rate and a term not to exceed 10 years to secure the funds needed to complete this component of the project. We will have a better idea of the amount of funds the County will need to borrow after the bid opening on 3/31/16.

# WARREN COUNTY RADIO SYSTEM UPGRADE PROJECT

## PHASE II

(Projected Budget)

### Revenues

Transfers from the General Fund	\$ 412,990
Loan Proceeds	758,010
	<hr/>
	\$ 1,171,000

### Expenditures

Legal & Admin	\$ 2,000
Engineering/General	94,000
Construction Contract	275,000
System Equipment Contract	750,000
Contingency	50,000
	<hr/>
	\$ 1,171,000

Variance

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*Warren County Simulcast System  
Upgrade Project – Phase II*

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**Item # 4**

*Public Hearing Procedures  
(read by the Clerk to the Board)*

# PUBLIC HEARING PROCEDURES

5:45 PM  
Public Hearing

## *Financing of Warren County Simulcast System Upgrade Project –Phase II*

### RULES:

- Please sign up to speak.

- The maximum time allotted to each speaker will be \_\_\_ ( ) minutes.

The 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

- Order and decorum will be maintained during this hearing.

- Two questions are permitted by each speaker.

- Comments are being recorded by the Clerk to the Board.

Warren County  
Board of Commissioners

*Warren County Simulcast System  
Upgrade Project – Phase II*

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*Item # 5*

*Citizen  
Comments*

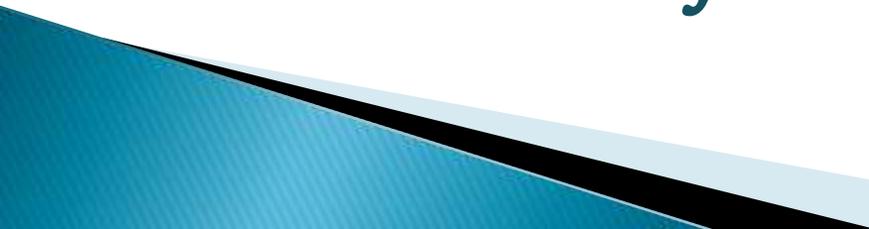


*Warren County Simulcast System  
Upgrade Project – Phase II*

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**Item # 6**

*Comments from  
Board of Commissioners*



# *Item # 7*

*Adjourn*

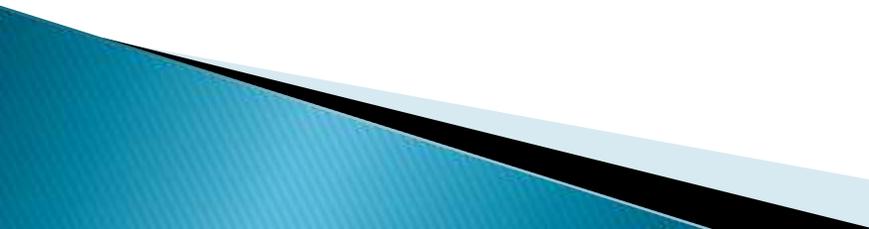
*April 4, 2016*  
*Public Hearing*



Call to Order April 4, 2016  
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.**
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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.**

**Comments are being recorded by the Clerk to the Board.**

*Warren County  
Board of Commissioners*



Meeting Date: April 4, 2016

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:

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NOTES:

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**SUGGESTED AGENDA**  
**FOR**  
**APRIL 4, 2016 REGULAR MONTHLY MEETING**  
**OF THE WARREN COUNTY BOARD OF COMMISSIONERS**  
*Armory Civic Center*  
**WARRENTON, NORTH CAROLINA**

**5:45 PM – Public Hearing**

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 April 4, 2016 Suggested Agenda
6. Consent Agenda
  - A. Approve March 7, 2016 Regular Monthly Meeting Minutes
  - 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. CDBG Ephraim Place January-March 2016 Quarterly Report – Cathy Alston-Kearney
  - F. Proclamation April 24 - May 1, 2016 “Soil & Water Stewardship Week” - Larry West, Soil & Water Conservation
7. Finance Office – Gloria Edmonds, Director
  - A. Amendment No. 9 to the Warren County Budget Ordinance
  - B. Amendment No. 4 to the Buck Spring Regional Leadership Center for Excellence Project Ordinance
  - C. Amendment No. 2 to the Recreation Complex Phase III Project Ordinance
  - D. Approval of the Audit Contract for the Year Ending June 30, 2016. (Acceptance of the bid for a three year contract was approved at the March 7, 2016 Board of Commissioners meeting)
  - E. Adopt a Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations for the Simulcast System Upgrade Project

8. Radio System Upgrades:
  - A. Financing of Simulcast System Project Phase II Adopt Resolution filing application to Local Government Commission for Simulcast System Project Phase II
  - B. Award Bid for Manson Public Safety Tower Upgrade on Collins Road
9. Appointments to Boards/Committees/Commissions
  - A. Kerr-Tar COG Nursing Home Advisory Committee: L. Byrd-Russ
  - B. Board of Equalization & Review: RC King, JW Febel, LR Carver, OL Meek and/or JJ Mann
  - C. Lake Gaston Weed Control Council: PJ Deschenes, Sr.
10. Request to Use Armory Civic Center with Fee Waived – Canecca Mayes, Warren County Public School System
11. Consider Offer to Purchase Former Peck Property by Upset Bid – Ted Echols, Cast Stone System
12. Surplus Property
  - A. Resolution Authorizing Conveyance to WCHS SEMAA Lab – Clerk to the Board
  - B. Award Bid for DSS Storage Trailer to C. Messier of Norlina, NC
13. Schedule Public Hearings for May 2, 2016:
  - A. 5:15 pm Amend Warren County Zoning Ordinance, Section II – District Regulations
  - B. 5:30 pm Ordinance Managing Solar Farm Development in Un-Zoned Area of Warren County
  - C. 5:45 pm USDA Rural Development Loan to Finance Emergency Services Headquarters Facility
14. County Manager’s Report
  - A. Contracts Approved for March 2016
  - B. County Manager’s March 2016 Status Report
15. *Closed Session in accordance with NC GS § 143-318.11(a)(6) to discuss Personnel Matters*
16. Adjourn April 4, 2016 Board Meeting

Meeting Date: April 4, 2016

Consent Agenda Item # 6A

**SUBJECT:** Approve Minutes

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** Minutes of March 7, 2016 Monthly Meeting have been provided to the Board of Commissioners for review and are now presented for Board's action.

**FUNDING SOURCE:** N/A

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

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Minutes of:

**March 7, 2016 Regular Monthly Meeting  
have been provided via e-mail to Board  
Members for review.**

Meeting Date: April 4, 2016

Consent Agenda Item # 6B

**SUBJECT:** Interest Income Report

**REQUESTED BY:** Gloria Edmonds, Finance Director

**SUMMARY:** Interest Income Report for the month of February 2016 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:**

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**NOTES:**

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**INTEREST INCOME REPORT  
MONTH OF FEBRUARY 2016**

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	3,333.05	9,652.43
Revaluation	95.34	359.74
E 911 Telephone System	109.02	406.48
Buck Spring Project	72.47	285.22
Simulcast System Upgrade	106.37	410.44
Regional Water Enterprise Fund	167.20	959.44
District I Enterprise Fund	276.44	995.33
Solid Waste	55.80	113.95
District II Enterprise Fund	285.85	1,211.93
District III Enterprise Fund	106.08	556.18
District III Phase III	1.49	7.36
Emergency Services Headquarters	27.92	113.32
Recreation Complex Phase III	0.19	25.46
	4,637.22	15,097.28

**SUBJECT:** Tax Collector's Report

**REQUESTED BY:** Starlin Beatty, Tax Administrator

**SUMMARY:** Tax Collector's Report for the month of February 2016 is presented for the Board's information.

**FUNDING SOURCE:** General Fund

**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:**

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**NOTES:**

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**Tax Collector's Report  
to the Warren County Board of Commissioners  
For the Month February 2016**

**Current Year Collections**

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
February 2016 FY16	\$16,399,771	\$314,563	\$15,214,161	\$1,185,610	92.77
February 2015 FY15	\$16,380,555	\$480,317	\$15,356,850	\$1,023,706	93.75

**Delinquent Collections**

2014	\$499,511	\$18,405	\$197,888	\$301,624	39.62
2013	271,139	6,856	66,030	\$205,109	24.35
2012	169,571	2,362	28,707	\$140,864	16.93
2011	121,312	1,496	16,205	\$105,107	13.36
2010	100,033	59	9,793	\$90,240	9.79
2009	89,873	405	8,789	\$81,084	9.78
2008	85,797	572	6,766	\$79,031	7.89
2007	95,037	80	4,214	\$90,823	4.43
2006	98,902	450	2,592	\$96,310	2.62
2005	84,152	415	2,915	\$81,236	3.46
<b>Total Delinquent Years</b>	<b>\$ 1,615,327</b>	<b>\$31,100</b>	<b>\$ 343,899</b>	<b>\$ 1,271,428</b>	

**Other February Receipts**

County Penalties

\$ 14,377	\$ 85,209
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Landfill User Fees

\$ 51,982	\$ 1,080,990
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Municipalities

\$ 23,256	\$ 625,773
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Fire District Taxes

\$ 22,894	\$ 806,254
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Advance Taxes

\$ 9,818	\$ 20,643
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**FEBRUARY GRAND TOTAL**

<b>\$ 467,990</b>	<b>\$18,176,929</b>
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*Starlin Beatty, Tax Administrator*    3/15/2016

Starlin L. Beatty, Tax Administrator

DATE

Meeting Date: April 4, 2016

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 105-38I. TAXPAYER'S REMEDIES

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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

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**NOTES:**

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# Request For Tax Releases Over \$100

Over \$100

4/4/2016

Date: \_\_\_\_\_

ERROR CORRECTION RELEASES:

BOOTH MYRTICE & ESSIE BOYD	2005	9306	105	16 149	34192	\$124.09	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2006	9306	106	16 149	36676	\$118.33	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2007	9306	107	16 149	39105	\$112.58	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2008	9306	108	16 149	41476	\$115.97	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2009	9306	109	16 149	44054	\$279.41	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2010	96306	110	16 149	46905	\$263.45	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2011	96306	111	16 149	48429	\$255.00	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2012	9306	112	16 149	52048	\$252.61	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2013	9306	113	16 149	56185	\$235.20	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2014	9306	114	16 149	59979	\$217.81	PARCEL DOES NOT EXIST/RECOMBINED
BOOTH MYRTICE & ESSIE BOYD	2015	9306	300	16 149	16252	\$200.41	PARCEL DOES NOT EXIST/RECOMBINED
CAPPS MALVIN D	2015	6922	326	D5B 20A	17695	\$306.63	BOAT OVER PRICED
GRIFFIN ROBERT D	2015	3865	301	L4A 49A 4X	4132	\$459.07	DOUBLE LISTED ALSO ON REC 21048
PROSE GREGORY	2015	40321	200		27676	\$143.44	BOAT DOUBLE BILLED
STANCIL BARBARA S	2015	22719	300	C5 2	10764	\$287.25	DWELLING VANDALIZED/NOT LIVEABLE

SUB-TOTAL ERROR CORRECTIONS:

**\$3,371.25**

LANDFILL USER FEE RELEASES:

ALSTON SADIE	2015	1531	331	D11 20	17155	\$120.00	DW NOT LIVEABLE
VANPELT FRED A	2015	37330	300	D3 72E	24500	\$126.20	PRIVATE HAULER

TOTAL LFUF RELEASES:

**\$246.20**

Total Releases

**\$3,617.45**

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

Under \$100

4/4/2016

*LJW*  
Date: 3/28/16

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD</u>	<u>AMOUNT</u>	<u>REASON</u>
ARMSTRONG JOHN H	2015	40396 200		27779	\$58.12	MOVED BOAT TO VA IN 2014
DARENSBURG L J 11 & LILIPIANA	2015	37498 300	F5 2G	24515	\$31.98	CORRECT ACREAGE PER DEED
HALL JOHN S JR	2015	20732 200		31763	\$81.98	DOES NOT OWN 2 JET SKIS
JONES ALPHEUS JR	2015	20500 302	B9 8	8677	\$64.54	PARCEL COMBINED WITH B9 9A
ROLLER GREG	2013	39094 113		26137	\$3.96	DOES NOT OWN PROP IN WARREN CO
ROLLER GREG	2014	39094 114		26137	\$7.19	DOES NOT OWN PROP IN WARREN CO
ROLLER GREG	2015	39094 200		26137	\$7.75	DOES NOT OWN PROP IN WARREN CO

SUB-TOTAL ERROR CORRECTIONS:

\$ 255.52

**SUBJECT:** CDBG 03-C-1187 Ephraim Place Housing Development  
Project Quarterly Report for January-March 2016

**REQUESTED BY:** Cathy Alston-Kearney, Executive Director  
Warren Family Institute & Grant Administrator

**SUMMARY:** Community Development Block Grant Ephraim Place Housing Development  
Project Quarterly Report for January-March 2016 is submitted for Board of  
Commissioner's review and approval.

**FUNDING SOURCE:**

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

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

**Recommend approval of CDBG 03-C-1187, Ephraim Place Housing Development Project Quarterly Report for January – March 2016.**

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**NOTES:**

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**From:** Cathy Alston-kearney <warrenfamilyinstitute@yahoo.com>  
**Sent:** Thursday, March 24, 2016 3:52 PM  
**To:** Angelena Kearney-Dunlap  
**Cc:** Linda T. Worth  
**Subject:** Ephraim Place Quarterly Report  
**Attachments:** 03-C-1187 CDBG Quarterly Progress Report first quarter16.xls

Please find the above referenced report attached. We continue to work with TGarris reality to aggressively recruit, screen and secure financing for those interested in first time homeownership at Ephraim Place. Three additional applicants have been referred for USDA financing. Two of these have been invited to submit full applications. We will provide interim updates as new information emerges.

Cathy Alston-Kearney

**CDBG QUARTERLY PROGRESS REPORT** (revised 10/10)

Grantee: Warren County Grant No: 03-C-1187 Amount Awarded: \$133,000  
 Period Covered (M/Y): 1/1/16 - 3/31/16 Calendar Quarter: 1st Date Prepared: 3/24/16

Activity	LF, #Properties #Units Proposed	# Completed This Quarter	# Completed To Date	# Persons Proposed	# Persons AMI	# Persons MI	# Persons LI	# Persons VLI
Acquisition	3	0						
Street Improvements	3	0						
Sewer Improvements	3	0						
Water Improvements	3	0						
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
L-1								
L-1								
<b>TOTAL</b>								

Activity	Activity Code	Budget	Expended This Quarter	Expended To Date	Amt. Req. This Quarter	Amt. Req. To Date	(Fm Hd Hld) Gender	Race
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
C-1								
L-1								
L-1								
L-1								
<b>TOTAL</b>		<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

Notes:

Prepared By: Cathy Alston-Kearney

Title: Program Manager

Endorsed By: *Kinda J. Water*

Title: *County Manager*

Meeting Date: April 4, 2016

CONSENT AGENDA Item # 6F

SUBJECT: Soil & Water Stewardship Week – April 24-May 1, 2016

REQUESTED BY: Larry West, Director – Warren County  
Soil & Water Conservation District

SUMMARY: Proclamation is presented annually to prompt community awareness of our precious natural resources by proclaiming April 24 - May 1, 2016 “Soil & Water Stewardship Week.” Item is submitted for Board’s adoption and Chairman’s authorization to sign.

FUNDING SOURCE:

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.**

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NOTES:

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# Soil & Water Stewardship Week 2016

## PROCLAMATION

*Whereas* fertile soil and clean water provide us with our daily sustenance, and  
*Whereas* effective conservation practices have helped provide us a rich standard of living,  
and

*Whereas* our security depends upon healthy soil and clean water, and  
*Whereas* stewardship calls for each person to help conserve these precious resources,

Therefore, I do hereby proclaim

April 24 to May 1, 2016

**Soil & Water Stewardship Week**

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Name

Title

Date

Meeting Date: April 4, 2016

Item # 7-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment No. 9 to the FY 2015-16 Warren County Budget Ordinance

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment #9 to the FY 16 Warren County Budget Ordinance as requested by the Finance Director.

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NOTES:

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AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE

2015/2016

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:

Health Department	\$	7,079
Court Facilities		4,462
Transfers to Other Funds - Recreation Complex Phase III		2,151
Debt Service		460,340
Building, Grounds & Maintenance - Contingency		<u>(4,462)</u>
<b>Total</b>	<b>\$</b>	<b>469,570</b>

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:

Transfers from Other Funds	\$	460,340
Fund Balance Appropriated	\$	2,151
Restricted Intergovernmental - Health		<u>7,079</u>
<b>Total</b>	<b>\$</b>	<b>469,570</b>

Section 19 of the Warren County Budget Ordinance, pertaining to the Revaluation Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Revaluation	\$	<u>121,813</u>
<b>Total</b>	<b>\$</b>	<b>121,813</b>

Section 20 of the Warren County Budget Ordinance, pertaining to the Revaluation Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Investment Income		359
Fund Balance Appropriated		<u>121,454</u>

## This amendment:

- appropriates an additional \$4,579 to the Health Department budget to agree with the most recent state grant allocations.

Funding Source: N.C. Department of Health & Human Services

- appropriates an additional \$2,500 to the Health Department budget for K B Reynolds grant funding.

Funding Source: Division of Community Health

- appropriates funds to the Court Facilities budget for building repairs and maintenance (i.e., install aluminum framing wall partitions in magistrates office at Law Enforcement Center).

Funding Source: Building, Grounds & Maintenance - Contingency

- transfers fund from the General Fund to the Recreation Complex Phase III Project to correctly budget the purchase of land for the project.

Funding Source: Fund Balance Appropriated

- appropriates funds to the General Fund for expenses related to the refinancing of Limited Obligation Bonds (Warren District General Obligation Bonds), Series 2015 refinanced November 1, 2015.

Funding Source:	District I Enterprise Fund	\$	61,982
	District II Enterprise Fund	\$	98,478
	District II Enterprise Fund	\$	299,880

- appropriates funds to the Revaluation Fund for the 2017 Revaluation.

Funding Source: Fund Balance Appropriated - Revaluation Fund

Respectfully Submitted 4/4/2016

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment No. 4 to the Buck Spring Regional Leadership Center for Excellence Project Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment #4 to the Buck Spring Regional Leadership Center for Excellence Project Ordinance as requested by the Finance Director.

NOTES:

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**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE  
FOR THE  
BUCK SPRING REGIONAL LEADERSHIP CENTER FOR  
EXCELLENCE**

(Amendment No. 4)

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

**Increase/(Decrease) Revenues**

Investment Income	13,975
Private Contributions	(13,830)
Loan Proceeds	<u>48,713</u>
<b>Total</b>	<b>\$ 48,858</b>

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

**Increase/(Decrease) Appropriations**

Architectural Fees	42,466
Demolition	5,000
Site Development	(30,000)
Construction	20,000
Contingency	<u>11,392</u>
<b>Total</b>	<b>\$ 48,858</b>

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

Respectfully Submitted 4/4/2016

*Gloria M. Edmonds*

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Gloria M. Edmonds  
Finance Director

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment No. 2 to the Recreation Complex Phase III  
Project Ordinance

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment No. 2 to the Recreation Complex Phase III Project Ordinance as requested by the Finance Director.

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NOTES:

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**AMENDMENT TO THE CAPITAL PROJECT ORDINANCE  
WARREN COUNTY  
RECREATION COMPLEX  
PHASE III  
(Amendment No. 2)**

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

Survey	\$ (112)
Contingency	<u>2,294</u>
Total	\$ 2,182

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

Transfers from Other Funds - General Fund	\$ 2,151
Investment Earnings	<u>31</u>
Total	\$ 2,182

This amendment corrects budget Amendment No. 1, adopted at the September 14, 2015 Board of Commissioners Meeting, and correctly budgets the actual costs of the project as of 3/24/2016. Amendment No. 1 appropriated funds from contingency when it should have been appropriated from Transfers from Other Funds - General Fund.

Respectfully Submitted 4/4/16

*Gloria M. Edmonds*

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Gloria M. Edmonds, Finance Director

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Approval of the Audit Contract with Winston, Williams, Creech, Evans & Co, LLP in the amount of \$59,000 for the Year Ending June 30, 2016. (Acceptance of the bid for a three year contract was approved at the March 7, 2016 Board of Commissioners meeting). Authorize Chairman's signature on same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the Audit Contract with Winston, Williams, Creech, Evans & Co., LLP in the amount of \$59,000 for the Year Ending June 30, 2016. Authorize Chairman to sign the Contract.

NOTES:

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## CONTRACT TO AUDIT ACCOUNTS

Of Warren County  
 Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 9th day of March, 2016

Auditor: Winston, Williams, Creech, Evans & Company, LLP Auditor Mailing Address: PO Box 1366, Oxford NC 27585

Hereinafter referred to as The Auditor

and Board of Commissioners (Governing Board(s)) of Warren County  
 (Primary Government)

and \_\_\_\_\_: hereinafter referred to as the Governmental Unit(s), agree as follows:  
 (Discretely Presented Component Unit)

- The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).  
  
 County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
- If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
- This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
- If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

*Auditing Standards.* The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

- It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
- It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
- All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice - [Unit Name]". The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
- In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
- If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slq/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slqfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment.
  18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
  19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slqfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.
  20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
  21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
  22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
  23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

**SIGNATURE PAGES FOLLOW**

Contract to Audit Accounts (cont.) Warren County  
Governmental Unit  
Discretely Presented Component Units (DPCU) if applicable

Warren County - FEES

Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

Audit \$52,500

Preparation of the annual financial Statements \$6,500

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 44,250  
\*\* NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Winston, Williams, Creech, Evans & Company, LLP

Name of Audit Firm

By James P. Winston, II CPA

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative James P. Winston II

Date 3-9-16

winston@wwcecpa.com

Email Address of Audit Firm

Governmental Unit Signatures:

Warren County

Name of Primary Government

By Barry Richardson, Chairman

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date \_\_\_\_\_

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date \_\_\_\_\_

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

Warren County

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Gloria Edmonds

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date \_\_\_\_\_

(Pre-audit Certificate must be dated.)

gloriaedmonds@warrencountync.gov

Email Address of Finance Officer

Date Primary Government Governing Body

Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) Warren County  
Governmental Unit  
Discretely Presented Component Units (DPCU) if applicable

\*\* This page to only be completed by Discretely Presented Component Units \*\*

FEES

Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] \_\_\_\_\_

Audit \_\_\_\_\_

Preparation of the annual financial Statements \_\_\_\_\_

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \_\_\_\_\_  
\*\* NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By \_\_\_\_\_

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date \_\_\_\_\_

By \_\_\_\_\_

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date \_\_\_\_\_

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By \_\_\_\_\_

DPCU Finance Officer:

Type or print name

DPCU Finance Officer Signature

Date \_\_\_\_\_

(Pre-audit Certificate must be dated.)

\_\_\_\_\_

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit

Contract - G.S. 159-34(a)

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**Steps to Completing the Audit Contract**

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link, <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
  - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
  - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
  - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.  
Please call or email Steven Holmberg of our office at 919-807-2394 [steven.holmberg@nctreasurer.com](mailto:steven.holmberg@nctreasurer.com) if you have any questions about the fees on this list.
  - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
  - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
  9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
    - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
    - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
    - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
  10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
  11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
  12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
  13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Having held a required public hearing on Monday, April 4, 2016 at 5:45 pm to hear citizen comments regarding financing Simulcast Radio System Project – Phase II, the following Resolution is presented for Board’s consideration. Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations for the Simulcast System Upgrade Project. Authorize Clerk to the Board to sign documentation.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution Declaring Official Intent to Reimburse Expenditures with Proceeds of Debt Pursuant to United States Department of Treasury Regulations for the Simulcast System Upgrade Project – Phase II. Authorize Clerk to the Board to sign documentation.

NOTES:

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## **RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT PURSUANT TO UNITED STATES DEPARTMENT OF TREASURY REGULATIONS**

BE IT RESOLVED, by the Board of Commissioners for Warren County, North Carolina:

Section 1. The Board hereby finds, determines and declares as follows:

(a) Treasury Regulations Section 1.150-2 (the "Regulations"), promulgated by the United States Department of Treasury on June 18, 1993, prescribes certain specific procedures applicable to certain obligations issued by the County after June 30, 1993, including, without limitation, a requirement that the County timely declare its official intent to reimburse certain expenditures with the proceeds of debt to be issued thereafter by the County.

(b) The County has advanced and/or will advance its own funds to pay certain capital costs (the "Original Expenditures") associated with the County's VHF Radio Communications System (the "Project").

(c) The funds heretofore advanced or to be advanced by the County to pay the Original Expenditures are or will be available only on a temporary basis, and do not consist of funds that were otherwise earmarked or intended to be used by the County to permanently finance the Original Expenditures.

(d) As of the date hereof, the County reasonably expects that it will reimburse itself for such Original Expenditures with the proceeds of debt to be incurred by the County, and the maximum principal amount of debt to be incurred with respect to the Project is expected to be \$750,000.

(e) All Original Expenditures to be reimbursed by the County were paid no more than 60 days prior to, or will be paid on or after the date of, this declaration of official intent. The County understands that such reimbursement must occur not later than 18 months after the later of (i) the date the Original Expenditure was paid; or (ii) the date the Project is placed in service or abandoned, but in no event more than 3 years after the Original Expenditure was paid.

Section 2. Effective Date. This resolution shall take effect upon its passage.

Upon motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the foregoing resolution entitled: "RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF DEBT PURSUANT TO UNITED STATES DEPARTMENT OF TREASURY REGULATIONS" was passed by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

The motion carried.

\* \* \* \* \*

I, Angelena Kearney-Dunlap, Clerk to the Board of Commissioners for Warren County, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board at a meeting held on April 4, 2016, as relates in any way to the declaration of intent to reimburse expenditures with the proceeds of debt and that said proceedings are recorded in Minute Book No. \_\_\_ of the minutes of said Board, beginning at page \_\_\_ and ending at page \_\_\_.

I DO HEREBY FURTHER CERTIFY that a schedule of regular meetings of said Board providing dates, locations and times is kept on file in my office, in accordance with G.S. §143-318.12.

WITNESS my hand and the corporate seal of said County, this \_\_\_\_ day of April, 2016.

\_\_\_\_\_  
Angelena Kearney-Dunlap  
Clerk to the Board of Commissioners  
Warren County, North Carolina



**SUBJECT:** Follow-up to Public Hearing - Financing for  
Simulcast System - Phase II Project

**REQUESTED BY:** Gloria Edmonds, Finance Director

**SUMMARY:** Adopt Resolution authorizing the filing of an application for approval of a financing agreement authorized by NCGS 160A-20 with the Local Government Commission (LGC) for the Simulcast System - Phase II Project. Authorize Chairman and Clerk to the Board to sign documentation.

**FUNDING SOURCE:** Simulcast System – Phase II Project Budget

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend adoption of Resolution authorizing the filing of an application for approval of a financing agreement authorized by NCGS 160A-20 with the Local Government Commission for the Simulcast System – Phase II Project. Authorize Chairman and Clerk to the Board to sign documentation.

**NOTES:**

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## RESOLUTION

### RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

**WHEREAS**, the Board of Commissioners of Warren County, North Carolina desires to upgrade the County's VHF Radio Communications System (the "Project"); and

**WHEREAS**, the Board of Commissioners of Warren County, North Carolina desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

**WHEREAS**, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Warren County, North Carolina, meeting in regular session on the 4<sup>th</sup> day of April, 2016, make the following findings of fact:

1. The proposed contract is necessary or expedient to facilitate the financing of the necessary upgrades to the County's VHF Radio Communications System to ensure adequate frequencies to the emergency services responders of the County and to ensure the best emergency response times to the citizens of Warren County.
2. The proposed contract is preferable to a bond issue for the same purpose because of the favorable interest rates offered through installment contract financing and the low fixed costs compared to a bond issue. The cost of the undertaking is approximately \$750,000 which exceeds the amount that can prudently be raised through appropriation of available fund balance in light of other capital needs the county anticipates meeting in the near future.
3. The cost of financing under the proposed contract is believed to be less than the cost of issuing general obligation bonds, considering expenses relating to special referendum and bond counsel.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purposes due to the County's diligence to provide services at a level previously not available while being conservative in design.
5. The County of Warren's debt management procedures and policies are in compliance and the County is well below its debt margin with no defaults on debt service payments.

6. The increase in taxes necessary to meet the sums to fall due under the proposed contract will be less than one cent per \$100 valuation and is not deemed to be excessive.
7. The County of Warren is not in default in any of its debt service obligations.
8. The attorney for the County of Warren will render an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Finance Director is hereby authorized to act on behalf of the County of Warren in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 4<sup>th</sup> day of April, 2016.

The motion to adopt this resolution was made by Commission \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and passed by a vote of \_\_\_\_ to \_\_\_\_.

---

Barry Richardson, Chairman  
Warren County Board Of Commissioners

ATTEST:

This is to certify that this is a true and accurate copy of the Resolution adopted by the Warren County Board of Commissioners on the 4<sup>th</sup> day of April, 2016.

Angelena Kearney-Dunlap  
Clerk to the Board

Date

SUBJECT: Simulcast System – Phase II Project

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Bids were received for the Manson Tower Upgrade on 3/14/16 from three vendors, to upgrade the tower to be used for the Simulcast System – Phase II Project. TSS Partners, Project Consultant, is recommending bid be awarded to: Sink Tower Erection Co., Inc. at bid price of \$127,600.

Also, request approval of John Goins, of Tower Engineering Professionals, to provide construction Inspections at cost of not to exceed \$4,000.

FUNDING SOURCE: Simulcast System –Phase II Project Budget

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

1. Midland Communications	\$196,845
2. K-CO Enterprises	\$156,000
3. Sink Tower	\$127,600

1) Recommend award of bid to Sink Tower Erection Co., Inc. for Manson Tower Upgrade at bid price of \$127,600 as recommended by TSS Partners, Project Consultant, & authorize County Manager to negotiate contract and sign related documentation. Funding Source: Simulcast System – Phase II

2) Recommend approval of John Goins, of Tower Engineering Professionals, to provide construction inspections for the Manson Tower Upgrade at a cost not to exceed \$4,000. Funding Source: Simulcast System – Phase II Project

NOTES:



March 29<sup>th</sup>, 2016

Mrs. Linda T Worth,  
Warren County Manager,  
602 W. Ridgeway Street,  
Warrenton, NC. 27589

Re: Recommendation of award for the Manson tower upgrade.

Mrs. Worth,

Warren County solicited bids for the Manson tower upgrade program and the County received proposals on March 14<sup>th</sup>, 2016 from the following bidders;

- |                           |           |
|---------------------------|-----------|
| 1. Midland Communications | \$196,845 |
| 2. K-CO Enterprises       | \$156,000 |
| 3. Sink Tower             | \$127,600 |

Responses to the RFP were analyzed to determine the most qualified bidder. All three (3) bidders had fully compliant responses to the requirements stated in the RFP.

The Manson tower is owned by the North Carolina State Highway (NC-SHP). The upgrade is required to allow Warren County to use the Manson tower site for their VHF Phase II upgrade program to address remaining coverage gaps from the Phase I program. Warren County has allocated funds for the Manson tower upgrade program.

I contacted references to gather information on the performance of each bidder. The NC -SHP reported that all three (3) bidders deliver a high quality solution. They use Sink Tower for the majority of their tower upgrades because of their capability to consistently deliver a high quality solution at a price lower than other bidders. Sink Tower has developed a skilled in-house tower upgrade crew which has enabled them to lower their cost structure for upgrades. The State Highway Patrol predominantly use Midland and K-CO Enterprises for their new tower builds which require a broader set of skills that necessitates using multiple subcontractors.

I respectfully recommended that the Warren County Board of Commissioners award a contract to Sink Tower in the amount of \$127,600.00.

To comply with North Carolina tower building code, all tower upgrades must be inspected by a certified Structural Engineering firm. Inspections by the Engineering firm are required during the construction stage and upon final completion of the upgrade. Mr. Marty Randall at the NC-SHP has informed me that Tower Engineering Professional (TEP) is the NC-SHP designated engineering firm for all their tower inspections. Mr. John Goins is the designated contact at TEP and he has quoted fees of \$3,250 for these inspections.

Sincerely,

Frank Marum  
 Partner, TSS Partners  
 Phone 919 601 4697 email: frank.m@tsspartners.com

COUNTY: <u>Warren</u>		BID OPENING MINUTES				
PROJECT NAME: <u>Public Safety Tower Upgrade</u>						
PROPERTY ADDRESS: <u>Collins Rd.   Marston, NC</u>						
STAFF ESTIMATE						
CONTRACTOR/COMPANY NAME	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	BID AMOUNT	
<u>Midland Communities, Inc.</u>	<u>196,845</u>					
<u>K-Co. Enterprises, Inc.</u>	<u>156,000</u>					
<u>Sink Tower Erection Co, Inc</u>	<u>127,600</u>					
ESTIMATE						
CONTRACT AWARDED TO						

PRESENT AT OPENING  
Linda J. Worth, County Manager  
Paula Pully, Executive Assistant  
 \_\_\_\_\_  
 \_\_\_\_\_

REMARKS  
Bid opening: 3/14/16 4:30 pm., County Manager's Office  
 \_\_\_\_\_  
Certified Accurate Report of Bids Received: Linda J. Worth  
3/14/16

**SUBJECT:** Appointment / Re-Appointment to Boards/Committees/Commissions

**REQUESTED BY:** Kimberly Hawkins, Kerr-Tar COG  
Regional Ombudsman

**SUMMARY:** It is presented on recommendation of Kerr-Tar Regional Ombudsman Kim Hawkins for Nursing Home Community Advisory Committee to appoint Linda Byrd-Russ to a first (1<sup>st</sup>) term on said Committee. This vacancy has been advertised in both newspapers and posted on the Tax, Court-house & Post Office bulletins boards. If approved, Ms. Byrd-Russ' will serve an initial one (1) year term, which expires January 1, 2017.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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RECEIVED  
MAR 28 2016  
BY: RP

**Board, Committee  
Commission  
vacancies were  
advertised in both:  
Warren Record &  
Lake Gaston Gazette  
newspapers in  
March 2016.**

**Warren County  
Notification of Board Member Opening**

The following Warren County Boards have vacancies (or will have vacancies) to be filled from the general public:

- ABC Commission
- Adult Care Home Community Advisory Committee
- Aging Advisory Council
- Board of Equalization and Review
- Citizens Advisory (Districts IV & V)
- Economic Development Commission
- Fire Commission - Alternate
- Historic Preservation Commission
- Home & Community Care Block Grant
- Home Health Advisory Board
- Industrial Facilities & Pollution Control Financing Authority
- Juvenile Crime Prevention Council
- Lake Gaston Weed Control
- Memorial Library Board of Trustees
- Nursing Home Advisory Council
- Planning Board
- Recreation Commission
- Region K Workforce Development Board
- Senior Center Advisory Council
- Zoning Board of Adjustment

Appointees must be legal residents of Warren County, NC. Individuals interested in consideration for appointment should request a "Statement of Interest to Serve" from the Warren County Manager's Office, the board/committee of interest or by visiting the county website at:

<http://www.warrencountync.com/onLineForms.aspx>.

For questions call (252)257-3115.

Angelena Kearney-Dunlap, Clerk  
WARREN COUNTY BOARD OF COMMISSIONERS

**AFFIDAVIT OF PUBLICATION**

Before the undersigned, Leanne Patrick, a Notary Public, duly commissioned, qualified, and authorized by law to administer oaths, personally appeared Della Rose, who being first duly sworn, deposes and says: that she is the Editor, engaged in the publishing of a newspaper known as the Lake Gaston Gazette-Observer, published issued and entered as second class mail in the City of Littleton, North Carolina, in Warren County, North Carolina; that she is authorized to make this affidavit and sworn statement: that the notice or other legal advertisement, a true copy of which is attached hereto, was published in the Lake Gaston Gazette-Observer, on the following dates:

March 23, 2016

and that the said newspaper in which such notice, paper document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of section 1-597 of the General Statutes of North Carolina.

Della Rose  
Della Rose

Sworn to and subscribed before me, Leanne Patrick, a Notary Public, in and for the County of Warren, by Della Rose, this:

03/24/2016

Leanne Patrick  
Leanne Patrick, Notary Public

My commission expires: 03/04/2020



**MEMORANDUM**

Diane Cox  
Executive Director

Member  
Governments

COUNTIES  
Franklin  
Granville  
Person  
Vance  
Warren

MUNICIPALITIES  
Bunn  
Butner  
Creedmoor  
Franklinton  
Henderson  
Kittrell  
Louisburg  
Macon  
Middleburg  
Norlina  
Oxford  
Roxboro  
Stem  
Stovall  
Warrenton  
Youngsville

**TO:** Linda Worth, Warren County Manager  
**FROM:** Kimberly Hawkins, MSW  
Regional Ombudsman  
**Date:** March 16, 2016  
**Re:** Long Term Care Ombudsman Program – Nursing Home  
Community Advisory Committee

This memo is to inform the Board of the need to take action regarding the membership of the Nursing Home Community Advisory Committee.

The nursing home community advisory committee members discussed the potential volunteer's application during our last quarterly meeting. It was voted on and per a unanimous vote, agreed on, to recommend this individual for appointment. Therefore and respectfully, it is requested that the individual named below be appointed to the aforementioned committee. (See referenced below)

**Nursing Home Community Advisory Committee (NCGS§131E-128)**

**Individual**  
Linda Byrd- Russ,  
129 Nathaniel Macon Drive  
Littleton, NC 27850

**Term**  
Initial 1 yr

Thank you for your continued support of the Ombudsman Program. Feel free to contact me with any questions or comments.

cc: Angelena Dunlap - Kearney,  
Warren County Clerk to the Board

# 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. Senior Center Advisory Council
2. Nursing Home Advisory Council
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Linda Byrd-Russ  
Date of Birth 12/17/47 Sex F Race B  
Mailing Address 129 Nathaniel Macon Drive  
City and Zip Code Littleton, 27850  
Street Address 129 Nathaniel Macon Drive  
City and Zip Code Littleton, 27850  
Home Phone 252 586-0594 Work Phone N/A  
Job Title N/A  
Company or Agency N/A  
Email Address l9ailbyrd@gmail.com

Do you live in the county? Yes  No

Please list your County Commissioner District #2 Six Pound River, Cranoke  
(This information can be obtained from the Board of Elections at (252) 257-2114).

## Educational Background

Name and Address of High School Attended George Washington HS. NY  
Name and Address of College Attended VC CC - Warrenton + Henderson  
Degree Received N/A

Please list any military experience USN Hospital Corp - Personnel

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 Health Dept. Home Health, Dietary Food Service  
Manager Food + Nutrition

Volunteer Experience AT elections Voting poll.

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

Newspaper  Current Warren County Volunteer  Other

If other, please explain: Website Warren Co.

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 Lynda Boyd-Russ

Date \_\_\_\_\_

*Please feel free to attach a resume if so desired.*

Meeting Date: April 4, 2016

Item # 9-B

**SUBJECT:** Appointment / Re-Appointment to Boards/Committees/Commissions

**REQUESTED BY:** Starling Beatty, Tax Administrator

**SUMMARY:** It is presented on recommendation of Tax Administrator to re-appoint the following individuals to the Board of Equalization and Review (E&R) for one (1) year terms, as indicated. Vacancies were advertised in both local newspapers. Terms are staggered to ensure there is not a total turn-over of all members at expiration.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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**Starlin L. Beatty**  
Tax Administrator



117 S. Main Street  
Post Office Box 240  
Warrenton, N. C. 27589  
Phone: (252) 257-3337  
Fax: (252) 257-9369

**COUNTY OF WARREN**  
**OFFICE OF THE TAX ADMINISTRATOR**

March 28, 2016

To: Warren County Board of Commissioners

From: Starlin L. Beatty

CC: Angelina Kearney-Dunlap

Re: Reappointment of Board of Equalization and Review

It is requested the following persons be reappointed to the Board of E & R for a one year term beginning:

Dr. Russell C. King	January 2, 2016
Joel W. Febel	October 1 2015
Lawrence R. Carver	July 1, 2015
Oscar L. Meek	August 1, 2015

## Statements of Interest Received From:

Member	Position	Term
Dr. Russell C. King	<b>Appointed (7th term)</b>	Dec 2015 to <b>Dec. 31, 2016</b>
Joel W. Febel	<b>Appointed (8th term)</b>	Sept 2015 to <b>Sept. 30, 2016</b>
Lawrence R. Carver	<b>Appointed (8th term)</b>	June 2015 to <b>June 30, 2016</b>
Oscar L. Meek	<b>Appointed (8th term)</b>	July 2015 to <b>July 31, 2016</b>
Vacancy		

**Additional Statement of Interest was received from  
Julius J. Mann, III.**

STATEMENT OF INTEREST TO SERVE

WARREN COUNTY MANAGERS OFFICE

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. BOARD OF EQUALIZATION REVIEW
- 2. \_\_\_\_\_
- 3. REVIEW
- 4. \_\_\_\_\_

Your full name RUSSELL C. KING

Date of Birth 1-12-48 Sex M Race CAUCASIAN

Mailing Address 2442 US 1 NORTH

City and Zip Code NORLINA, NC 27563

Street Address 2442 U.S. 1 NORTH

City and Zip Code NORLINA 27563

Home Phone 252-456-3480 Work Phone N/A

Job Title RETIRED

Company or Agency \_\_\_\_\_

Email Address RUSSELL.KING@NCSU.EDU

Do you live in the county? Yes  No  PART TIME

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

Educational Background

Name and Address of High School Attended NORLINA HIGH

Name and Address of College Attended N.C. STATE UNIV., LONGWOOD UNIV

Degree Received B.S. M.S. EDD.

Please list any military experience U.S. MARINE CORPS

UNIV OF NEW HAMPSHIRE

This "Statement of Interest to Serve" will remain active for six (6) months from date received in the County Manager's office.

If you are presently serving as an elected or appointed official, please explain: I WAS ON THE BOARD OF EQUAL & REVIEW IN 2015

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

Work Experience N.C COOPERATIVE EXTENSION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience BOE OF EQUAL SOIL CONSERVATION COUNTY BOARD

\_\_\_\_\_  
\_\_\_\_\_

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

Russell C King

Date

12-17-2015

*Please feel free to attach a resume if so desired.*

STATEMENT OF INTEREST TO SERVE

DEC 14 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. Boer
2.
3.
4.

Your full name Joel William Febel
Date of Birth February 7, 1938 Sex Male Race Cauc
Mailing Address 112 East Maple Pointe Drive, Littleton 27850
Street Address 112 East Maple Pointe Drive Littleton 27850
Home Phone 252/586-6107 Work Phone 252/955-4048
Job Title President
Company or Agency Febel Associates
Email Address joelfebel@centurylink.net

Do you live in the county? Yes [checked] 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 niles twp, Skokie, IL
Name and Address of College Attended u.s. naval academy + harvard business school
Degree Received bs (engineering) + mba

Please list any military experience usn aviator, jet pilot vietnam

If you are presently serving as an elected or appointed official, please explain: member BOER  
7 years; 7 years

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

Corning Glass Works, NY, Dir Devpt,

**Work Experience**

- Masonite Corp, Chicago, Illinois, VP, Corporate Planning
- Febel Associates, International M&A
- Firm, Chicago, Guatemala, North
- Carolina

**Volunteer Experience**

many boards in Chicago and  
Guatemala

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

Newspaper                      Current Warren County Volunteer                      Other ROTARY, WARRINGTON, NC

If other, please explain: Word of mouth through Rotary contacts

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 Joel William Febel *Joel William Febel*  
Date December 10, 2015

*Please feel free to attach a resume if so desired.  
Copy on file in County office.*

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. BOARD OF ZONING
2.
3.
4.

Your full name LAWRENCE RICHARD CARVER
Date of Birth 11-26-49 Sex M Race W
Mailing Address 128 PET BURWELL RD.
City and Zip Code WARRENTON, NC 27589
Street Address SAME
City and Zip Code
Home Phone 252-257-6055 Work Phone SAME
Job Title MANAGER
Company or Agency MALMOUTH MAJOR BMB
Email Address LRICARVER@MALMOUTHMAJORBMB.COM

Do you live in the county? Yes [checked] No [ ]

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

Educational Background

Name and Address of High School Attended No. BURLINGTON H.S., COLUMBIANA, MS
Name and Address of College Attended WEST VIRGINIA UNIVERSITY, MORGANTOWN, WV
Degree Received BS BUSINESS ADMINISTRATION

Please list any military experience NONE

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

**Work Experience** Town Administrator, WASHINGTON, NC  
Town Manager, FRANKLINTON, NC  
BOARD OF DIRECTORS WARREN COUNTY CHAMBER OF COMMERCE  
BOARD OF DIRECTORS, LAKE CASTLE CHAMBER OF COMMERCE

**Volunteer Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Lawrence R. Carver  
Date 1/22/14

*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

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

- 1. Board of E&E
2.
3.
4.

Your full name OSCAR L. meek

Date of Birth 10-11-48 Sex M Race W

Mailing Address 315 Olive Rd

City and Zip Code Norlina NC 27563

Street Address

City and Zip Code

Home Phone 252-456-2664 Work Phone cell# 252-432-1278

Job Title

Company or Agency

Email Address butchmeek@gmail.com

Do you live in the county? Yes [X] No [ ]

Please list your County Commissioner District #3
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended Norlina

Name and Address of College Attended NC STATE

Degree Received yer AA

Please list any military experience None

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

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

**Work Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Experience** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Oscar L. Meek*

Date

1-10-16

*Please feel free to attach a resume if so desired.*

# Additional Statement of Interest was received from Julius J. Mann, III.

## 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. Board of Equalization and Review
2. Economic Development
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name Julius J Mann III "Joe"  
Date of Birth March 3, 1949 Sex Male Race White  
Mailing Address 165 Bella Russell Rd  
City and Zip Code Manson, NC 27553-9016  
Street Address Same  
City and Zip Code Same  
Home Phone 252-425-2425 Work Phone NA  
Job Title Retired  
Company or Agency Tidewater Community College  
Email Address joe.mann3@gmail.com

Do you live in the county? Yes  No

Please list your County Commissioner District Victor Hunt #3  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Miami Springs HS Miami Springs, FL  
Name and Address of College Attended Miami Dade Miami FL, Tidewater CC Norfolk, VA  
Degree Received \_\_\_\_\_

Please list any military experience None

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

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

**Work Experience** Plant Eng. Building & Grounds, Consultant bringing new products to market for Bio-Tech Horticultural Industry, Taught Computer Science at Tidewater CC 15 yrs., VA Realtor

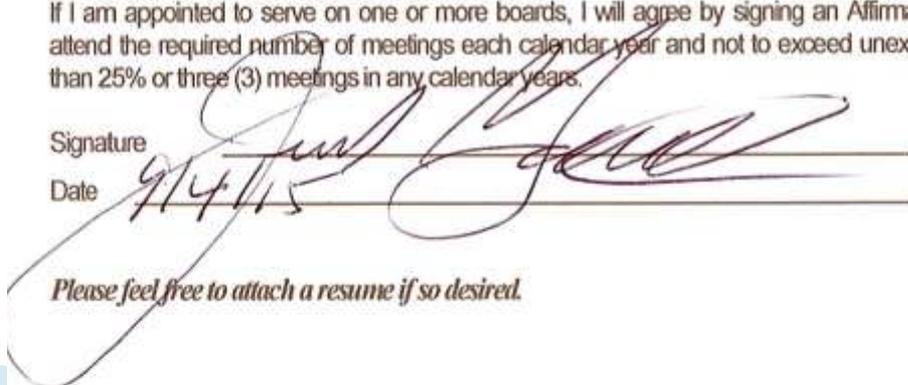
**Volunteer Experience** FoodWorks, Taking Master Gardeners class

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

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain: Neighbor and at last Commissioners meeting

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 9/4/15

*Please feel free to attach a resume if so desired.*

**SUBJECT:** Appointment / Re-Appointment to Boards/Committees/Commissions

**REQUESTED BY:** Elton Brown, President – Lake Gaston Weed Control Council

**SUMMARY:** It is presented on recommendation of Lake Gaston Weed Control Council to re-appoint Pete Deschenes to the LGWCC for an additional term. Vacancies were advertised in both local newspapers. If approved, Mr. Deschenes 5 term covers June 2016 to June 30, 2019.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:**

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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----- Original Message -----

**From:** [TB Winebrenner](#)

**To:** [Angelena Dunlap](#)

**Sent:** Thursday, March 24, 2016 8:18 AM

**Subject:** Fw: Letter requesting reappointment of Pete Deschenes to the LGWCC

**I sent this earlier but not sure you received it.**

**Tom**

**Dear Angelena,**

**Here is the letter requesting the reappointment of Pete Deschenes to the Lake Gaston Weed Control Council.**

**The LGWCC is a Bi-State council chartered by the five counties (Warren, Halifax and Northampton in North Carolina and Brunswick and Mecklenburg in Virginia) to manage noxious vegetation in Lake Gaston. Our by-laws place no term limits on directors. Experience and seniority are positive attributes for our directors. Knowledge of the science of managing the noxious weed problem is very important and takes a long time to build this level of education.**

**Seniority is also important. The LGWCC is a voting member of the State of North Carolina's Weed Control Council. This council is responsible for determining which projects across the State receive the benefit of State funding. Lake Gaston has received \$50,000 to \$75,000 yearly for the past several years. Our Vice President, Pete Deschenes, serves as the LGWCC voting member.**

**We are asking the Warren County Board of Commissioners to consider reappointing Pete to continue to serve on our Board as a representative from Warren County. This would allow all organizations to fully benefit from knowledge of weed management and his membership on the State Weed Control Council.**

**Sincerely,**

**Elton Brown, President**

**J. Rives Manning, Treasurer**

**Tommy Winebrenner, Secretary**

**Members of the LGWCC Executive Committee**

## 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. EDC\_\_\_
2. Citizens Advisory
3. Weed Control Council
4. \_\_\_\_\_

Your full name Peter Jon Deschenes, Sr

Date of Birth 6/9/45 Sex Male Race \_\_\_\_\_

Mailing Address 136 Holly Point

City and Zip Code Littleton, 27850

Street Address same

City and Zip Code \_\_\_\_\_

Home Phone 252-586-3144 Work Phone \_\_\_\_\_

Job Title Retired

Company or Agency \_\_\_\_\_

Email Address stugaville@embarqmail.com

Do you live in the county? Yes  No

Please list your County Commissioner District 2  
(This information can be obtained from the Board of Elections at (252) 257-2114).

### Educational Background

Name and Address of High School Attended Salem High School, Salem, Mass

Name and Address of College Attended Univ of Maine, Orono, Maine

Degree Received Bach of Arts & Science

Please list any military experience N/A

If you are presently serving as an elected or appointed official, please explain: EDC; Citizens Advisory; Weed Control Council \_\_\_\_\_

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

**Work Experience** Bell System, Procurement Director \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Experience** Past President: Cities In Schools, Greensboro, NC; Lake Gaston Assoc; Lake Gaston Water Safety Council; Current Chair, Lake Gaston Stakeholders Board \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Newspaper                      Current Warren County Volunteer                      Other

If other, please explain: Reappointment \_\_\_\_\_

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                      Peter Jon Deschenes, Sr \_\_\_\_\_

Date                      3/20/2016 \_\_\_\_\_

*Please feel free to attach a resume if so desired.*

Meeting Date: April 4, 2016

Item # 10

SUBJECT: Request for Use of Armory Civic Center with Rental Fee Waived

REQUESTED BY: Canecca Mayes, Warren County School System

SUMMARY: A request is made for use of the Armory Civic Center on April 20, 2016 (alternate date May 4<sup>th</sup>) to conduct a College Services/GEAR Up Program, to motivate students and the community regarding post-secondary education planning. A \$300 cleaning/damage fee is required.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of fee waiver request. A \$300 cleaning/damage fee is required.

NOTES:



WARREN COUNTY ARMORY CIVIC CENTER  
FACILITY USE FEE WAIVER APPLICATION

Organization: Warren County Schools Date(s) of event: April 26, 2016

EIN or Business License #: 56-0894083

Type of business:  Government  Non-profit  For-profit  Other: \_\_\_\_\_

If your organization is a non-profit, you must attach proof of non-profit status. \_\_\_\_\_

Address 109 Cousin Lucy's Lane City Warrenton State NC Zip 27589

Contact Name: Canecca Mayes Title: Director of College Services & GEAR UP

Phone: (O) 252-257-3184 ext 3254 (C) 252-213-3886 (Alt.) \_\_\_\_\_

Email: cmayes@warrenk12nc.org Web: www.warrenk12nc.org

Brief Description of Event: This event is designed to motivate our entire community regarding post-secondary educational planning. This event will include motivation speaker/entertainment and college information.

Type of event:  Fundraiser  Community Event  Private Event

Specific details or comments that may assist the Board of County Commissioners in making this decision:

- 1) Will admission be charged to attend this event? No
- 2) Will the event be open to the public? Yes
- 3) Has your organization received a fee waiver in the past 12 months? No
- 4) Do you have an alternate date for the event if your first choice is not available? Yes If so please list alternate date(s): April 20, 2016 or May 4, 2016
- 5) Other: \_\_\_\_\_

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the Armory Civic Center. I further understand that I must complete all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying any required fees. I further acknowledge that if the request is approved, I must retain adequate security for this event, any necessary permits and insurance coverage that may be required by the Rental Agreement. I will also abide by all rules and regulations governing the use of the Armory Civic Center during and after the event.

Canecca Mayes  
Signature of Applicant

March 22, 2016  
Date

## WARREN COUNTY ARMORY CIVIC CENTER RENTAL AGREEMENT

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

Name of Applicant(s): Canecca Mayes, Director of College Services and GEAR UP

Applicant Address: 109 Cousin Lucy's Lane City: Warrenton

State: NC Zip Code: 27589 Email: cmayes@warrenk12nc.org

Telephone: 252-257-3184 Cell Phone: 252-213-3886 Fax: \_\_\_\_\_

Organization Name: Warren County Schools (GEAR UP)

Address: 109 Cousin Lucy's Lane Website: www.warrenk12nc.org

City: Warrenton State: NC Zip Code: 27589

Is the Organization Non-Profit? YES

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

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

This event is designed to expose students and parents to college and career awareness. Various College/University representatives, STEM project demo, motivational speaker and student entertainment will highlight the evening.

Event Date: April 26 Room Selection: Room C

If using Room C, will you be using the stage? Yes If so, will you need access to the Wheelchair Lift? N/A

Estimated Attendance: 200

Arrival Time: (For set-up/decorating) 4:00 P.M.

Event Start Time: 6:00 P.M.

Event End Time: 9:00 P.M. Must be Midnight or earlier. (All events must end no later than Midnight.)

Departure Time: 10:00 P.M. Building must be cleaned and vacated no later than 1:00a.m.

Will you be serving alcohol free of charge to attendees? No

If serving alcohol, will attendance include individuals under the age of 21? n/a

Will you be selling alcohol? No

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

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

### Groups Permitted to Use the Warren County Armory

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

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

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

**Rental Fees & Cleaning/Damage Deposit Schedule**

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

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

**SUBJECT:** Consider Offer to Purchase former Peck Property by Up-Set Bid

**REQUESTED BY:** Clerk to the Board

**SUMMARY:** The former Peck Property was declared surplus during a regular monthly meeting of the Board of Commissioners on August 2, 2010. Property was listed for auction with [www.GovDeals.com](http://www.GovDeals.com) site, with no bids received. December 2015 an offer was submitted to the Economic Development Office to purchase said property at \$50,000. The Board of Commissioners authorized the sale of said property by Upset-Bid process in accordance with NC General Statute Section 160A-269 "Negotiated Offer, Advertisement and Upset Bids". The standing offer was advertised in the Warren Record newspaper with copies of the ad posted in the county and distributed by weekly e-mail (copy of ad attached). A local group expressed interest, arranged to view the facility, but did not submit an offer by the March 28<sup>th</sup> - 9:00 am deadline. Therefore, it is presented to consider an offer to purchase the former Peck Property from Ted Echols of Cast Stone System for \$50,000.

**FUNDING SOURCE:** N/A

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

Recommend Board accept offer to purchase the former Peck Property received from Ted Echols of Cast Stone System in the amount of \$50,000.

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**NOTES:**

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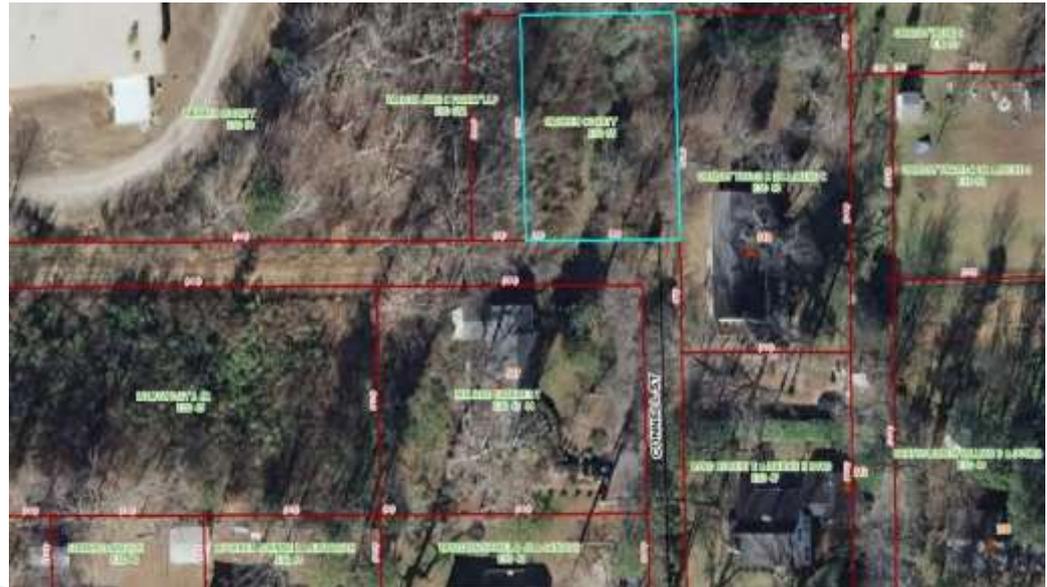
## 1<sup>st</sup> parcel

ID # E5D56  
500 Harper Street  
Several buildings and  
27.97 acres



## 2<sup>nd</sup> parcel

ID # E5D55  
100F x 102D  
Connell Street  
81/82 vacant lot



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 Car-  
olina, do so solemnly swear that a legal  
action entitled:

Notice of Warren  
County Board of  
Commissioners

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

\_\_\_\_\_ , 2016.  
3/16

Janie Miller  
Office Manager

Sworn to and subscribed before me this

16 day of March, 2016.

Lucille Lee Weldon  
Notary Public

My commission expires: 12-6-19

**Angelena Kearney-Dunlap**

**From:** Angelena Kearney-Dunlap <AngelenaKDunlap@warrencountync.gov>  
**Sent:** Monday, March 28, 2016 10:16 AM  
**To:** 'tedechols@caststonesystems.com'  
**Subject:** Purchase of former Peck Property by up-set bid

Mr. Echols,

As of 9:00 am today (March 28, 2016), we have received no upset bids for above referenced property. Therefore, transfer of property to you will be placed on the April 4, 2016 Board of Commissioners agenda for formal approval.

After approval by the Board, you will have 30 days to pay the balance in full. Once payment is received, deed process will began which could take 4 to 6 weeks for completion. You are responsible for the \$26 recording fee with Register of Deeds office.

A letter with instructions will be sent to you in follow-up to the April 4<sup>th</sup> meeting.

Thank you,

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

Copied to: County Manager  
Finance Office  
Tax Office  
County Attorney

Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners  
602 West Ridgeway Street, PO Box 619  
Warrenton, NC 27589  
Office (252) 257-3115  
Fax (252) 257-5971  
E-mail: [AngelenaKDunlap@warrencountync.gov](mailto:AngelenaKDunlap@warrencountync.gov)

**NOTICE**  
**WARREN COUNTY BOARD OF COMMISSIONERS**  
**RECEIVE UPSET BIDS FOR PURCHASE OF COUNTY PROPERTY**

Warren County Board of Commissioners has received an offer to purchase:

Former Peck Manufacturing Property located at 500 Harper Street, Warrenton, NC  
PID #: E5D56 (Building & 27.97 acres)  
TID #: E5D55-30515 (Lot 81/82 100F x 120D)

An offer of \$0 (with a 5% required deposit) has been made with the Clerk to the Board. "Upset Bids" will be received within ten (10) days of this notice, at least 10% of the first \$1,000 and 5% of the remainder. Bidder must file with the Clerk to the Board 5% of "upset bid" NO LATER THAN Monday March 28, 2016 at 9:00 am.

For questions to submit a bid, you may mail or deliver items to:

The Warren County Manager's Office  
Attn: Clerk to Board  
602 W. Ridgeway Street, PO Box 619  
Warrenton, NC 27589  
Telephone: (252) 257-3115  
E-mail: [angelakdunlap@warrencountync.gov](mailto:angelakdunlap@warrencountync.gov)

The Warren County Board of Commissioners reserves the right to reject any and all bids.

Angelena Kearney-Dunlap, Clerk  
Warren County Board of Commissioners



Meeting Date: April 4, 2016

Item # 12-A

SUBJECT: Resolution Declaring Surplus Property and Authorizing Conveyance

REQUESTED BY: Clerk to the Board

SUMMARY: Items declared surplus during prior Board meetings, that have been offered for auction with no response from the public, are now presented for Board's authorization to convey to Warren County High School SEMAA program for \$1. A Resolution of Conveyance is provided for Chairman's signature.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

**Recommend approval of Resolution of Conveyance to WCHS SEMAA program surplus items: printers, computers, TV and barrels from former Peck Building and authorize Chairman Richardson to sign same.**

NOTES:

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# **Resolution Conveying Personal Property**

## **By Private Sale**

**WHEREAS**, Warren 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 non-profit entity (Agency) 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 Agency, 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 (or designee) to dispose of and convey, by private sale the following surplus items: printers, computers, TV and barrels from former Peck Building to Warren County High School Science Engineering Mathematics and Aerospace Academy (SEMAA) Program. Agency shall pay Warren County \$1.00 for said items.

Said property shall be used by 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 the 4<sup>th</sup> day of April 2016.

**WARREN COUNTY BOARD OF COMMISSIONERS**  
Barry Richardson, Chairman

## Surplus printers, computers, TV and barrels from former Peck Building



SUBJECT: Sale of Surplus Property

REQUESTED BY: Clerk to the Board

SUMMARY: The old storage trailer previously used by DSS, located behind Loaves & Fishes has been declared surplus during a prior Board meeting. This item was offered on GovDeals.com auction site on several occasions, received two bids but the purchaser did not follow through on either purchase. An offer has been received in the County Manager's office to purchase the trailer with all expenses related to removal to be borne by the purchaser. It is submitted to award bid in the amount of \$300 to Christina Messier of Norlina, NC.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

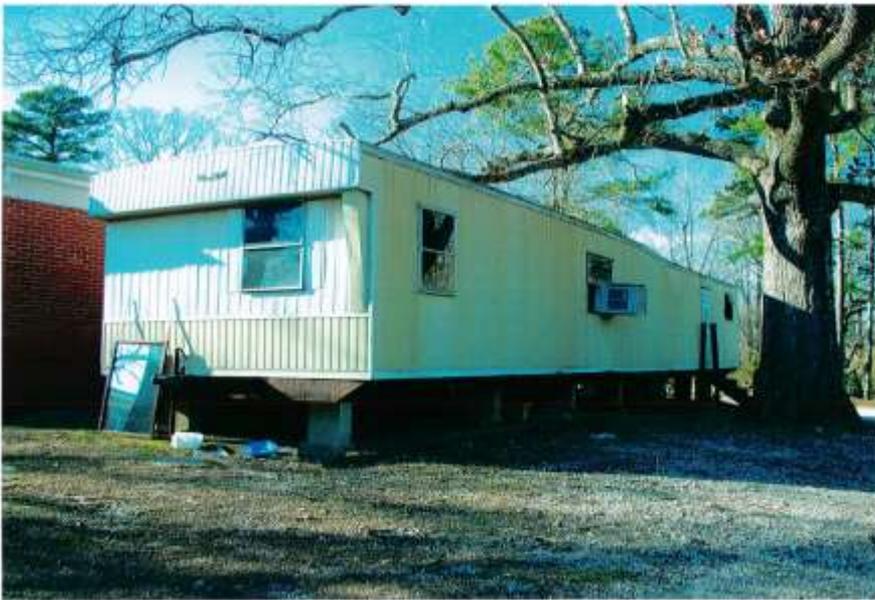
**Recommend award of bid in the amount of \$300 to Christina Messier of Norlina, NC for storage trailer previously used by DSS, with the understanding that purchaser is to bear the cost of removing the trailer from County property.**

NOTES:

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**Award bid in the amount of  
\$300 to Christina Messier of  
Norlina, NC.**



Meeting Date: April 4, 2016

Item # 13-A

**SUBJECT:** Schedule Public Hearings

**REQUESTED BY:** Ken Krulik, Planner/Zoning Administrator

**SUMMARY:** It is submitted to schedule a Public Hearing for Monday - May 2, 2016 at 5:15 pm to hear citizen comments regarding amending Warren County Zoning Ordinance, Section II - District Regulations.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Meeting Date: April 4, 2016

Item # 13-B

**SUBJECT:** Schedule Public Hearings

**REQUESTED BY:** Ken Krulik, Planner/Zoning Administrator

**SUMMARY:** It is submitted to schedule a Public Hearing for Monday - May 2, 2016 at 5:30 pm to hear citizen comments regarding adopting Warren County Ordinance Managing Solar Farm Development in Un-Zoned Areas of the County.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Meeting Date: April 4, 2016

Item # 13-C

**SUBJECT:** Schedule Public Hearings

**REQUESTED BY:** Linda T. Worth, Warren County Manager

**SUMMARY:** It is submitted to schedule a Public Hearing for Monday - May 2, 2016 at 5:45 pm to hear citizen comments regarding USDA Rural Development Loan to finance Emergency Services Headquarters facility construction.

**FUNDING SOURCE:**

**APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:**

**FOLLOW-UP REQUIRED:** N/A

**COUNTY MANAGER'S RECOMMENDATION:**

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**NOTES:**

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Meeting Date: April 4, 2016

Item # 14-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:**

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**NOTES:**

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## MEMORANDUM

**TO:** Warren County Board of Commissioners  
**FROM:** Linda T. Worth, County Manager *LW*  
**DATE:** March 31, 2016  
**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 agreement in the month of March 2016 on behalf of Warren County:

### Public Works Department

I have approved a Lease Agreement with James Kenneth Pernell for the use of a 0.448 acre parcel of land in Sandy Creek Township upon which is situated a solid waste convenience center. Funds are budgeted in the Solid Waste Enterprise Fund budget to pay the monthly fee of \$320 to lease this property.

Please advise if there are any questions or concerns regarding this agreement.

Attachment

**LEASE AGREEMENT**

**NORTH CAROLINA  
WARREN COUNTY**

**THIS LEASE AGREEMENT** (hereinafter, "Agreement"), made and entered into this 26th day of February, 2016, by and between James Kenneth Pernell, heir of Edna P. Pernell, hereinafter referred to as "Owner" and the County of Warren, hereinafter referred to as "County";

**WITNESSETH:**

**THAT WHEREAS**, the County has found it necessary to establish a contract for land on which to place a manned convenience center, and

**WHEREAS**, the Owner is desirous of providing such appropriate land to the County;

**NOW THEREFORE**, in consideration of mutual covenants and promises contained herein, the legal existence and sufficiency of which the party admits, the County and the Owner agree as follows;

1. **TERM:** This Agreement shall be binding upon all parties for a period of sixty (60) months beginning April 16, 2016, and continuing thru April 16, 2021, unless prior terminated by either party as outlined herein.

2. **TERMINATION & RENEWAL:** This Agreement may be terminated, with or without cause, by either party giving the other written notice at least sixty (60) days prior to the party's intended termination date. To be effective, such notice shall: a) state the specific date the party intends the lease to terminate—said date not to be less than sixty (60) days out from date of notice, and; b) be delivered to the recipient party either by certified mail, return receipt requested or by Sheriff's service at the address listed for the party below:

Notice to the County shall be proper if delivered as directed to the following address:

Linda Worth, Warren County Manager  
Post Office Box 619  
602 West Ridgeway Street  
Warrenton, NC 27589

Notice to Owner shall be proper if delivered as directed to the following address:

Estate of Edna P. Pernell  
c/o James Kenneth Pernell  
2240 US Highway 401 South  
Warrenton, NC 27589

March 2016  
Contracts Approved

Page 3 of 4

Likewise, this Agreement may be renewed for an additional sixty (60) months by mutual consent of the parties, as signified by the parties' execution of a new lease agreement with the same formality as this Agreement. Additionally, renewal may include an increase in compensation equivalent to the cumulative percentage increase of the Consumer Price Increase having occurred during the five (5) years of the term of this Agreement.

3. **COMPENSATION:** For the term of this Agreement, the County shall pay the Owner the sum of \$320.00 monthly for leasing of said property on or about the fifteenth (15<sup>th</sup>) of each month, as payment for the next month, beginning March 15, 2016 for April 2016's payment.

4. This property is exempt from Annual County Property Taxes.

5. **DESCRIPTION OF PROPERTY:** Beginning at a point on the west side of the right-of-way of U.S. Highway 401 and 50 feet west of the centerline for said highway, running thence in a northwesterly direction along a line for a chain link fence and being 80 feet north of the north side of an existing store building 130 feet to a point, continuing thence along a line for a chain link fence parallel with the right-of-way for U.S. Highway 401 in a northeasterly direction 150 feet to a point, continuing thence along a line for a chain link fence in a southeasterly direction 130 feet to a point near the western margin of the right-of-way for U.S. Highway 401, and thence along a line for a chain link fence parallel to the right-of-way for U.S. Highway 401 and 50 feet from the centerline thereof 150 feet to the place of beginning, containing 0.448 of an acre. The above described area of land is a part of a tract of land containing 138.55 acres, more or less, located in Sandy Creek Township and which was inherited by heir of Edna P. Pernell. In consideration of the premises, the Owner grants to the County a nonexclusive easement of egress, ingress and regress over and upon that strip of land lying along the eastern side of the above described property between the right-of-way for U.S. Highway 401 and the property herein leased.

6. **SITE MAINTENANCE:** The County shall be responsible for maintaining the property—inside the fence it constructed pursuant to the parties' last lease—and returning the property at the end of this Agreement in a condition similar to that which existed at the beginning of this Agreement. The County shall also be responsible for cleaning surrounding areas of any trash naturally resulting from the Convenience Center activity.

The County will further maintain the land between the highway and the front fence of the Convenience Center; as well as the entrance-way road leading to the Convenience Center.

7. **INDEMNIFICATION:** The County shall indemnify and save the Owner harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising out of the County's anticipated and planned use of the leased premises or any part thereof, occasioned wholly or in part by any act or omission of the County, its agents and employees.

**IN TESTIMONY WHEREOF**, said parties have executed this Lease Agreement in duplicate originals, one of which is retained by each party. This the 3<sup>rd</sup> day of March, 2016.

  
JAMES KENNETH PERNELL

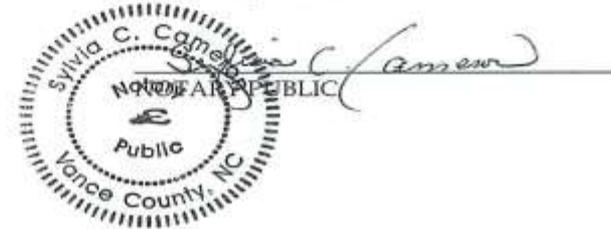
Linda T. Worth  
LINDA T. WORTH  
WARREN COUNTY MANAGER

NORTH CAROLINA  
WARREN COUNTY

I, Sylvia C. Cameron, a Notary Public of Vance County, North Carolina, do hereby certify that James Kenneth Pernell, heir of Edna P. Pernell, personally appeared before me this day and acknowledged the due execution of the foregoing and annexed instrument.

WITNESS my hand and notarial seal, this 1<sup>st</sup> day of March 2016.

My Commission Expires:  
July 2 2019



NORTH CAROLINA  
WARREN COUNTY

I, Paula L. Pulley, a Notary Public of Warren County, North Carolina, do hereby certify that Linda T. Worth personally appeared before me this day and acknowledged the due execution of the foregoing and annexed instrument.

WITNESS my hand and notarial seal, this 3 day of March 2016.

My Commission Expires:  
January 2, 2018



This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Gloria M. Edmonds  
Gloria Edmonds 3/2/16 2016  
Finance Officer (date)

Meeting Date: April 4, 2016

Item # 14-B

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's March 2016 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 March 2016 Monthly Status Report.

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NOTES:

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Following is a recap of my work activities for the month of March 2016:

### **Administration**

- Meeting with Finance Director, staff of DSS and Health Departments with Maximus representative to review preliminary Cost Allocation Plan (3/1/16)
- Prepared for and met with the Roads Sub-Committee (3/2/16)
- Participated in Emergency Services Director Interviews (3/3/16)
- Met with Buildings & Grounds Manager to discuss several projects (3/7/16)
- Prepared for and attended Board of Commissioners Regular Meeting (3/7/16)
- Meeting with Com. Baker and representatives from Cardinal Innovations to discuss mental health issues in the Five County Area (3/9/16)
- Prepared for and conducted pre-bid conference for Buck Spring Phase I Project (3/9/16)
- Attended Recreation Commission Meeting (3/10/16)
- Attended Mental Health Crisis & Stepping Up Work Group Meetings (3/14/16)
- Radio System Upgrades Project - Manson Tower Upgrade Bid Opening (3/14/16)
- Attended Community Center Board of Trustees Meeting (3/14/16)
- Meeting with Tax Administrator to discuss Assessed Valuation of property for FY 17 Budget (3/15/16)
- Meeting with Com. Hunt and representatives of HCW to discuss BCBS FY 17 renewal (3/16/16)
- Prepared for and attended Roads Sub-Committee Meeting (3/17/16)
- Budget meetings with Department Heads (3/21-22/16)
- Good Friday (Easter Holiday) (3/25/16)
- Meeting with Emergency Services Director to discuss FY 17 Budget Requests (3/28/16)
- Prepared for and attended Roads Committee Meeting (3/29/16)
- Radio System Upgrades Project Bid Opening (3/31/16)

### **Other Activities**

- Attended Solar Workshop at Halifax Community College with EDC Director and Planning/Zoning Administrator (3/3/16)
- Participated in Warren Community Health Clinic Radio-thon (3/4/16)
- Attended Lake Gaston Association 5-County Forum along with Com. Baker and EDC Director (3/17/16)
- Attended Ribbon Cutting for Rest EZ at Lake Gaston with EDC Director (3/18/16)
- Attended Warrenton Town Café Follow-Up Meeting (3/22/16)
- Attended Annual Easter Egg Hunt at Warren County Recreation Complex (3/26/16)
- Attended Retirement Reception for R. Henderson-Wiley, at Freedom House (3/29/16)
- Attended NCACC District Meeting in Granville County (3/31/16)

### **Project Updates**

#### **Buck Spring Project**

We received the hazardous materials assessment report performed by Terratech Engineers, Inc. of the old house on the Buck Spring property which indicated asbestos in the roof coating material. We are soliciting proposals for asbestos abatement of the roof which must be done before the house is demolished. Bids are also being solicited for the house demolition.

The bid opening date for the construction of the multi-purpose use cabin is scheduled for 4/5/16 at 2 pm EST.

I am preparing a request to Halifax EMC for a zero interest loan to fund this project.

#### **Simulcast Radio System Upgrade Project – Phase II**

The bid opening for the Manson Tower Upgrade was held on 3/14/16 at which time three bid proposals were received. TSS Partners, Project Engineering Consultant, is reviewing the bid proposals to make a recommendation to the Board of County Commissioners on 4/4/16. The Radio System Equipment bid opening is scheduled for 3/31/16 at 4:30 pm EST. A Public Hearing will be held on April 4, 2016 at 5:45 pm to provide information to the public on the County's plans to seek bank financing to supplement county funding of \$412,990 for this project.

### Emergency Services Headquarters Facility

The proposed Architect Services contract with Oakley Collier Architects of Rocky Mount, NC has been reviewed by the County Attorney who has made several revisions to the document. Once the document is finalized, it will be forwarded to USDA for concurrence prior to it being signed by all parties. We are moving forward to have a topographical survey prepared of the 45 acre tract of land.

### Ephraim Place CDBG Project

Mrs. C. Alston-Kearney, Grant Administrator, is working to identify potential home buyers for the three homes we must construct in order to meet the County's obligations for the CDBG grant received through NC Rural Development for the Ephraim Place Housing Development Project.

# ***Item 15***

***April 4, 2016***

***Closed Session in accordance  
with NC GS § 143-318.11(a)(6)***

***Discussion of Personnel  
Matters***



*Adjourn*

*April 4, 2016*  
*Regular Meeting*

