

RECORD OF A WORK SESSION HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER, WARRENTON, NC ON WEDNESDAY – APRIL 18, 2018 AT 6:00 PM.

The Work Session/Meeting was opened by Chairman Victor Hunt. Other Commissioners present: Bertadean Baker, Tare Davis, Jennifer Jordan Pierce and Walter Powell. Others in attendance: County Manager Robert Davie, Interim Finance Officer Jamie Holtzman and County Attorney Hassan Kingsberry.

A moment of silence was followed by acknowledgement of written Department Head Reports from: Maintenance/Building & Grounds Interim Director Carolyn Boyd and Memorial Library, Chief Librarian Cheryl Reddish.

Item 7D was moved to follow Department Head reports.

ITEM 1C Social Media Policy and Retention Services: Further consideration and action on Social Media Policy and Retention Services was referred to the May 7, 2018 regular Board of Commissioners meeting.

ITEM # 2 PRESENTATION – CODIFICATION PROPOSAL A representative from American Legal Publishing Corp. was not able to make the meeting. Attorney Kingsberry assured the board that a presentation would be forthcoming. This item will be considered in FY 2018-19 budget process at an estimated cost of \$7,250 and \$495 annual fee.

ITEM # 3 TOWN OF WARRENTON CONCERNS:

ALL SAINTS PROJECT discussed at February 15, 2018 Work Session/Meeting by JereAnn King Johnson, Charla Duncan & Victoria Leman was referred to the May 7, 2018 regular Board meeting for further consideration and action.

THE ALL SAINTS EPISCOPAL CHURCH



The All Saints Episcopal Church building is the only African American Episcopal Church in Warrenton, built in response to the repressive segregation practices of the late 1800s. It became an anchor in the historically black community of Warrenton, and it continues to anchor a major gateway into our small historic town.

The building still stands, but its walls no longer resound with community voices.

VISION

- Sustain the life of the All Saints Episcopal property
- Create a civic space that can be used for arts and cultural programming
- Create an accessible and personal space for self-expression
- Contribute to quality of life and economic vitality in our community



QUILTERS SQUARE PROJECT Charla Duncan shared the proposed sculpture under development to be placed on Front Street behind the tax administration building, on or before June 2, 2018.

ITEM # 4 REQUESTED CONVEYANCE OF COUNTY OWNED PROPERTY to Working Landscapes, initial discussion was conducted at August 2017 work session/meeting. Gabe Cummings updated the Board regarding the request for ownership

of equipment purchased through grant funds: two produce dicing machines, two refrigerated shipping containers, two walk-in coolers, a forklift, a three-basin sink, a phase converter, an air conditioning system (including air handler and heat pump) and a pallet jack. Request was referred to the May 7, 2018 regular meeting.

ITEM # 5 EAST OAKS TOWNHOMES – APPROVAL OF ACCEPTANCE OF Conveyance Deed

On motion of Commissioner Davis which was seconded by Commissioner Powell and duly carried by unanimous vote, Conveyance Deed for water easement at East Oaks Townhomes was accepted with Chairman Hunt authorized to sign same.

ITEM # 6 WARREN COUNTY P-CARD (PURCHASING CARD) POLICY was presented by Jamie Holtzman, Interim Finance Officer for Board review and action.

On motion of Commissioner Davis which was seconded by Commissioner Pierce and duly carried by unanimous vote, Warren County P-Card Policy was adopted.

Warren County Purchasing Card Policy	Prepared By: – Jamie Holtzman
	Department – Finance
	Effective Date: _____, 2018
	Date Approved By Governing Board: _____, 2018

PURPOSE:

To establish procedures and guidelines for using a County issued purchasing card (P Card) to purchase materials, supplies, and/or services by electronic means on behalf of Warren County.

OVERVIEW:

Issuance of a County purchasing card has been proven to be an effective tool and timely method for paying vendors for materials, supplies, and/or services.

SCOPE:

County issued Purchasing Cards should only be used for:

- a. Paying identified and prequalified vendors for purchases of materials, supplies, and/or services that are for the official use of the County only;
- b. Purchases, regardless of type, made with a County issued purchasing card will not exceed the purchase transaction limit authorized by First Citizens Bank.
- c. County issued purchasing cards will be assigned to the Finance Director and/or the Deputy Finance Director who have direct authorization to pay the prequalified vendors for preapproved purchase using his method as approved by the County Manager and Finance Officer.

PROCEDURE:

To ensure the process operates efficiently and within an acceptable internal control structure,

- a. The purchasing card will remain locked in a secure drawer in the Finance Office at all times.
- b. The Finance Director (or an assigned designee) will use the attached form and call vendors to see if they will accept the purchasing card without charging the County a user fee as payment for materials, supplies and/or services that the County purchases. If the vendor accepts the purchasing card then the form will be completed and kept in a central approved vendor file. The vendor will receive the purchasing card number and will begin to charge the transactions.

1. Use of County Issued Purchasing Cards

- a. Finance will notify First Citizens Bank immediately if the County issued purchasing card has been lost, stolen, or compromised. Finance is responsible for canceling and obtaining all County issued purchasing cards.
- b. All purchasing rules and procedures, to include pre-audit requirements in accordance to NC Administrative Code 20 NCAC 03 .0409 , shall apply when making purchases for materials, supplies, and/or services on behalf of the County by the means of a County issued purchasing card;
- c. County purchasing cards are to be used for County business only. The use of the purchasing card to acquire or purchase materials, supplies, and/or services other than for official business is strictly prohibited;

2. Procedure for Payment/Disbursement for Credit Card Charges

- a. The Department Head that utilizes P Card purchases with a vendor is responsible for completing purchase requisitions as needed and approving all invoices and submitting the required documentation (itemized receipt signed by department head and coded to the correct line item) to the Finance Office. Each department should ensure that sufficient funds are

available to pay for the purchases made using this method;

- b. The Finance Office will match the documentation from the departments with the monthly purchasing card statement. The Finance Officer (or an assigned designee) will verify that all expenses paid are actual County expenses. If there is a problem with a transaction the vendor will be contacted to issue a credit. If a receipt has been lost, the department must make a diligent attempt to obtain a duplicate receipt from the vendor. In the event this is not available, a "Lost Receipt Form" (Exhibit A) must be completed, which includes a detailed description and must be approval by the County Manager. The Finance Department has the right to seek reimbursement from an employee for undocumented and/or unauthorized purchases. The departments should submit all receipts to the Finance Department on a weekly basis, or no later than the last day of each month.
- c. Finance will then review all receipts to ensure compliance with all purchasing and preaudit requirements and mandates. Once confirmed, the Finance Department will apply charges to appropriate line item(s) and process the payment to the purchasing card vendor.
- d. The purchasing card will automatically be paid every month by ACH draft. The Finance Officer (or an assigned designee) will verify that all expenses paid are actual County expenses. If there is a problem with a transaction the vendor will be contacted to issue a credit.

ACTION DUE TO INAPPROPRIATE OR ACCIDENTAL USE:

The use of a County issued purchasing card to acquire or purchase goods and services other than for the official use of the County is considered fraudulent use. However, the County recognizes that accidental use can occur. Any use of the purchasing card for a non-approved vendor will be considered fraudulent and will be investigated by Finance Department and the County Manger.

- a. If a department accidentally uses a County issued purchasing card for a personal purchase, the Finance Department should be contacted immediately upon discovery. If Finance discovers the error, employee will be contacted immediately. Employee must submit a full reimbursement.
- b. Records of accidental personal use will be maintained by the Finance Department. In the event accidental use by a department is detected on a repetitive basis, the County Manager will be notified and the employee may be subject to disciplinary action.

INAPPROPAITE OR FRAUDULENT USE:

If a department makes an inappropriate or fraudulent purchase, the County Manger shall be notified immediately regarding the transaction.

- a. A department guilty of fraudulent use or repetitive inappropriate charges will be subject to disciplinary action, up to and including dismissal, in accordance with the guidelines of the County's Personnel Policy.

WARREN COUNTY LOST CREDIT CARD RECEIPT FORM		EXHIBIT A
Date of Purchase:		
Merchant Name:		
Amount of Purchase:		
Description & purpose of purchase:		
Why is the original receipt or appropriate documentation missing?		
I certify that I have contacted the merchant and was unable to obtain a copy of the purchase documentation. I also certify that this purchase was made for an official County business purpose.		
Employee signature:		
Employee printed name:		
Form must also be reviewed and approved by County Manager before submitting to the Finance.		
County Manager signature:		
County Manager printed name:		
<p><i>This form is to be used as documentation only if the actual receipt, invoice, internet order screen, or appropriate substitute is unavailable for a purchase made on a County issued purchasing card. It must be filled out completely and signed by both the employee and the County Manager.</i></p>		
Date received by Finance: _____, 20 _____		
Finance Officer: _____		

WARREN COUNTY PURCHASING CARD (P-CARD) VENDOR FORM	
DATE	_____
VENDOR NAME	_____
VENDOR ADDRESS	_____
VENDOR NUMBER	_____
VENDOR PHONE NUMBER	_____
CONTACT PERSON	_____
AGREE/DISAGREE TO ACCEPT CARD WITHOUT FEE	_____
FINANCE OFFICE EMPLOYEE WHO COMPLETED FORM _____	

ITEM # 7 RECOMMENDATIONS FROM COUNTY ATTORNEY

A. An Ordinance Establishing a Moratorium on All-Terrain Vehicle (ATV) And Dirt Bike Racing Parks in Warren County, NC; 90 day moratorium for all the County.

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, An Ordinance Establishing a Moratorium on All-Terrain Vehicle (ATV) And Dirt Bike Racing Parks in Warren County was adopted with full board signatures required.

AN ORDINANCE ESTABLISHING A MORATORIUM ON ALL-TERRAIN VEHICLE (ATV) AND DIRT BIKE RACING PARKS IN WARREN COUNTY, NC

WHEREAS, all-terrain vehicle (ATV) and dirt bike racing parks have been operating within Warren County producing objectionable levels of noise, traffic, litter, and/or other manifestations that may have an adverse effect on the health, safety, and welfare of the citizens of Warren County and has raised serious concerns; and

WHEREAS, examples of these concerns include, but are not limited to the following:

- A. Traffic and road safety;
- B. Noise pollution;
- C. Alcohol use of spectators;
- D. Youth supervision;
- E. Lack of County licensing and regulation;
- F. Safety of participants, particularly youth;
- G. Littering and pollution; and
- H.

WHEREAS, without appropriate planning and regulation on the part of Warren County, ATV and dirt bike racing parks and their operation may negatively impact the public health, safety, and welfare of the Citizens of Warren County and negatively impact certain property values and enjoyment of property within Warren County; and

WHEREAS, Article 6 of Chapter 153A of the North Carolina General Statutes, (N.C. Gen. Stat. § 153A-121), authorizes counties by ordinance to define, regulate, prohibit, or abate acts, omissions, or conditions detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the county; and to define and abate nuisances; and

WHEREAS, the Board of County Commissioners of Warren County has, pursuant to N.C. Gen. Stat. § 153A-121, the authority to regulate businesses and prohibit those that are nuisances or that may be inimical to the public health, welfare, safety, order, or convenience; and

WHEREAS, while appropriate County controls and regulations are considered and implemented the County may enact moratoria of reasonable duration.

NOW, THEREFORE, BE IT ORDAINED, that the Board of County Commissioners of Warren County hereby places a moratorium on the operation of ATV and dirt bike racing parks within Warren County for a period of ninety (90) days following the moratorium's adoption. During the duration of this moratorium, the Board

ATV and dirt bike racing parks, including those upon economics, tourism, recreation, health, welfare, safety, property values, and the environment, and take specific steps to address concerns.

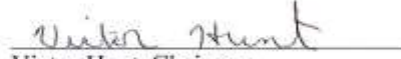
This ordinance becomes effective upon its adoption on this 18th day of April, 2018.


ATTEST:

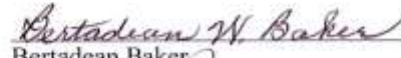

Angelena Kearney-Dunlap
Clerk to the Board



WARREN COUNTY BOARD OF COMMISSIONERS


Victor Hunt, Chairman


Fare "T" Davis


Bertadean Baker


Walter Powell


Jennifer Pierce

B. Revised Policy for Board/Committee Appointments/Re-Appointments & Board/Committee Activities. In addition, the Clerk to the Board presented a proposed agenda/schedule for Board/Committee Orientation and reviewed boards/committees without Commissioner oversight.

Revised paragraphs:

3. Statements of Interest received by the Clerk shall be forwarded to the chair or County Liaison of the specific board or commission on which the citizen desires to serve. *When Statements of Interests are received by the Chair or County Liaison of specific boards or commissions, notification shall be given to the Clerk.* Statements of Interest of any citizen that is not chosen to serve shall remain active for a period of six (6) months from the date it is received by the Clerk to the Board.

6. *If the board member currently holding a seat on a board or commission's term has expired, but there is no meeting in the month of the expired term, the board member whose term expired may vote on items at the next meeting of the board. That board member may continue to serve until he or she quits or is replaced.*

7. *Any upcoming vacancy on a board or commission shall be placed as an item on the Board of Commissioners meeting prior to the expiration of the upcoming vacancy.*

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, revised Policy for Board/Committee Appointments/Re-Appointments & Board/Committee Activities was adopted.

C. Resolution Authorizing the County of Warren to Engage in Electronic Payments as defined by NCGS 159-28.

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Resolution Authorizing the County of Warren to Engage in

Electronic Payments as defined by NCGS 159-28 was adopted with Chairman Hunt authorized to sign same.



WARREN COUNTY BOARD OF COMMISSIONERS

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

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

Robert Davie
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

STATE OF NORTH CAROLINA

COUNTY OF WARREN

Resolution Authorizing the County of Warren to Engage in Electronic Payments as defined by N.C.G.S. 159-28

WHEREAS, it is the desire of the Board of County Commissioners of Warren County is authorized to engage in electronic payments as defined by General Statute 159-28

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for use, to include pre-auditing requirements, by means of electronic payments in accordance to NC Administrative Code 20 NCAC 03 .0409;

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410;

NOW, THEREFORE, BE IT ORDAINED, by the Board of County Commissioners of Warren County that:

Section 1. Authorizes the County of Warren to engage in use of electronic payments as defined by G.S. 159-28;

Section 2. Authorizes the Finance Officer to prepare and present a written policy to be approved by the Board of County Commissioners of Warren County outlining procedures for use, to include preaudit requirements and ensure compliance with NC Administrative Code 20 NCAC 03 .0409;

Section 3. Authorizes the Finance Officer to prepare and present a written policy to be approved by the Board of County Commissioners of Warren County outlining procedures for disbursing public funds by electronic transaction to ensure compliance with NC Administrative Code 20 NCAC 03 .0410; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Warren County this resolution shall take effect immediately upon its passage.

Adopted this the 18th day of April, 2018.



Warren County Board of Commissioners

BY: Victor Hunt
Victor Hunt, Chairman

EST:

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

ITEM # 8 RECOMMENDATIONS FROM COUNTY MANAGER

A. Summary of Budget Preparations to Date:

SUMMARY OF BUDGET PREPARATIONS TO DATEGeneral Fund Comparison with current FY 2017-18

Budget Expenses 2017-18	\$33,160,075
Budget Expenses 2018-19	\$31,136,203
Fund Balance Appropriated 2017-18	(\$1,816,549)
Fund Balance Contributed 2018-19	\$417,345

The swing in fund balance from current to proposed budgets equals \$2,233,894

Citizens of Warren County have received a 4 cent tax cut in the current FY. This tax cut was a result of a prior miscalculation of the revenue-neutral tax rate. The proposed budget fixes the miscalculation and returns the tax rate to previous year rates.

The proposed budget reflects cuts in spending from \$33 million to \$31 million, for a total of over \$2 million, made possible by reducing expenditures in a wide variety of county departments. For example:

- Reductions in contracted services \$24,000
- Reductions in lease payments \$40,000
- Staff reductions and reorganizations \$400,000+
- Maintenance of health insurance premiums at the existing rate
- 5% reductions in a number of departments

B. Buck Springs Biking Trial - Plan Developed by Economic Development

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, Buck Springs Biking Trial Plan Developed by Economic Development was adopted.

**Buck Springs Biking Trail
Plan developed by Warren County EDC**

- Construction with assistance from Lake Gaston Outfitters, Town of Warrenton Buildings and Grounds, Warren County Building and Grounds
- Trail will not use gravel but remain natural. Small trees will be cut and larger trees trimmed to create pathway. Accessible to walkers when not in use by cyclists. 3.5 miles long
- "Moderate" trail for mountain bikers, 18 to 24 inches wide. One-way traffic with signage at beginning of trail and on turns throughout the trail. Signage paid from bootstrapping -- donations or available funds.
- Trail design by Bryan Burnside, a well-known and national mountain bike trail designer, recognized by the International Mountain Bike Association.
- Design work donated. Town of Warrenton labor donated.
- If trail completed by June 1, then will be fastest developed trail in US.
- Cyclists spend more per capita than many other tour groups (Oregon Transportation Research and Education Consortium).
- Amenity for many millennials.

C. Personnel Committee Research**Personnel Committee Research:**

- Minutes from December 1999 – the Warren County Personnel Ordinance, Section * "Formal Complaint Procedure", paragraph (f) "Personnel Advisory Committee" to consist of 5 employees, 1 alternate, and 2 commissioners.
- Minutes from January 3, 2000 – appointments were made to the Personnel Advisory Council, Benefits Advisory Council, and Finance Advisory Council.
- December 4, 2006 Agenda Item stated "It is requested to appoint the following individuals to serve on the Warren County Personnel Committee which is responsible to interview and fill vacancies of Department Head level positions".
- Personnel Ordinance updated in April 2007.
- The Personnel Committee is only mentioned in the Grievance portion of the 2007 Personnel Ordinance. This Personnel Ordinance was terminated by the Board.
- Personnel Ordinance repealed November 2, 2015.
- The new Personnel Policy was enacted on September 6, 2016.
- The Personnel Committee is only mentioned in the Grievance portion and Fraud portion of the current Personnel Policy.
- There is no written policy stating that the Personnel Committee will take part in interviews that we can find.

D. EDA Grant – FY 17 Economic Development Assistance Program Application

County Manager Davie updated the Board on his efforts to apply for FY 2017 Economic Development Assistance Program Grant. The focus has shifted to the old county jail on Macon Street for FY 18-19. Funds will be used to turn jail into an incubator for start-up companies.

E. USDA RDBG Grant Application changes were acknowledged as related to the Broadband Grant efforts.

E. Golden Leaf Grant Amendments for Sewer System Improvements. The local match requirement was reduced to \$51,450.

On motion of Commissioner Davis, which was seconded by Commissioner Powell and duly carried by unanimous vote, Golden Leaf Grant Amendments for Sewer System Improvements were accepted with the local match requirement of \$51,450.

ITEM # 9 2020 CENSUS PLANNING**Warren County Census - Complete Count Committee (CCC)**

R.Davie, D.Formyduval, S.Beatty, E.Hilliard & AKDunlap

Year 2000 52% of county reported:
Municipalities: Macon 68%, Norlina 56%, Warrenton 17%

Year 2010 67% of county reported:
Municipalities: Macon 75%, Norlina 48%, Warrenton 74%

For every person not counted, we lose federal funds in the amount of \$1,623 annually.

Year 2020 Census will be conducted by internet. The CCC has begun meeting to plan how we can get the word into all the County to respond when the Census "Post Card" is mailed. We need community assistance in locating people that usually do not respond.

In 2019 efforts will be made as follows:

- notices on utility bills and other mailings from the County,
- posters hung in strategic spots,
- announcements at church and civic functions, and
- committee member share information in the community.

Census day - April 1, 2020.

On motion of Commissioner Baker which was seconded by Commissioner Davis, April 18, 2018 Work Session/Meeting was adjourned at 8:15 pm.



Angelina Kearney-Dunlap, Clerk