

***SUGGESTED AGENDA  
FOR  
AUGUST 2, 2004 REGULAR MONTHLY MEETING  
OF THE WARREN COUNTY BOARD OF COMMISSIONERS  
WARREN COUNTY COURTHOUSE  
WARRENTON, NORTH CAROLINA***

- 1. Call to Order Regular Monthly Meeting**
- 2. Moment of Silence**
- 3. Citizen Comments**
- 4. Approve August 2, 2004 Suggested Agenda**
- 5. Consent Agenda**
  - A. Approve Minutes of July 6, 2004 Regular Board Meeting**
  - B. Tax Collector's & Interest Income Reports - Finance Officer Susan W. Brown**
  - C. Tax Release Requests (Over \$100) - Tax Assessor Linda T. Jones  
Tax Release Requests (Under \$100) - " " " "**
  - D. Work 1st Standard or Electing Status Selection - Bobbie Rainey**
  - E. Board Appointments: Animal Shelter Committee: J. Elam, R. Brown, Dr. O'Malley,  
W. Roberts, J. Solomon, J. Gibbs & Com. Humphries**
  - F. Adopt Resolutions:**
    - 1) Healthy NC Month 2004 - Judy Baker**
    - 2) Fair Housing Month - Dera Adair**
- 6. Finance Officer - Susan Brown**
  - A. Amendment # 8 to the Capital Project Ordinance for Water & Sewer District II Project**
  - B. Capital Project Ordinance - Warren County Recreation Complex Phase I**
  - C. Amendment # 1 to FY 04-05 Warren County Budget Ordinance**
  - D. Amendment # 7 to the Capital Project Ordinance - Warren County Capital Building Project**
- 7. Agreement Renewals**
  - A. Forestry Service Agreement July 2004 to June 2005 - Ricky Bryant**
  - B. Allcare Ambulance Service Franchise Agreement - William Roberts**
- 8. Warren County Memorial Library Conveyance of Property - Shelley Fearn**
- 9. Human Resource Manager - Katherine Williamson**
  - A. Revised E-911 Database Technician Job Description**

- B. Planning Director / Zoning Administrator employment offer and salary
  - C. Child Welfare Social Worker - Position Reclassification
10. Recommendation on EMS Ambulance Fees - David Askew
  11. Public Works - Macon Robertson
    - A. Revised Construction Inspection Plan for Water & Sewer District II
    - B. Final Adjusting Change Order for Water & Sewer District I, Phase IV
    - C. Change Order # 1 for Virginia DOT Project
    - D. Amendment to Waste Water System Agreement
  12. NC Parks & Recreation Trust Fund Project Agreement - Richard "Dickie" Williams
  13. Consideration of Employee's Salary & Fringe Benefits - Phil McMillan
  14. Lease Mental Health Office Space
    - A. Holly Hills Hospital request for space to establish office in Warren County
    - B. Triumph, LLC request for additional space to expand present office
  15. Approve Warren County Government Facilities Operations Evaluation - County Manager
  16. Executive Committee Agenda Review
  17. County Manager's Report

*Closed Session in accordance with GS 143-318.11(a)  
for the discussion of  
Personnel Matters*

***Warren County  
Board of Commissioners***

***Agenda Packet***

***August 2, 2004  
7:00 pm***

**Prepared by:**

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

**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 4

**SUBJECT:** Adopt August 2, 2004 Suggested Agenda

**SUMMARY:** Above referenced submitted for Board's review and adoption.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**CONSENT AGENDA ITEM:** 5A

**SUBJECT:** Approve minutes of July 6, 2004 Regular Board Meeting

**SUMMARY:** Above referenced submitted for Board's review and approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**CONSENT AGENDA ITEM:** 5B

**SUBJECT:** Tax Collector's & Interest Income Reports

**SUMMARY:** Finance Officer Susan Brown submits the above referenced for Board's review and approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**CONSENT AGENDA ITEM:** 5C

**SUBJECT:** Request for Tax Releases

**SUMMARY:** Tax Assessor Linda T. Jones submits requests for tax releases Over \$100 for Board's approval and releases Under \$100 as approved by County Manager for Board's information.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**CONSENT AGENDA ITEM:** 5D

**SUBJECT:** Work First Status Election

**SUMMARY:** Bobbie Rainey, DSS Work First Supervisor submits the regular "Request for Standard or Electing Status for the Work First Program" for Commissioner information and selection. It has been customary to indicate "Standard" status for Warren County.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**CONSENT AGENDA ITEM:** 5E

**SUBJECT:** **Animal Shelter Committee Board Member Appointments**

**SUMMARY:** **Appointments to the recently created Animal Shelter Committee are as follows:**

- Jim Elam, Hunter and dog breeder**
- Ruth Brown, Humane Organization**
- Dr. Amy O'Malley, Veterinarian**
- William Roberts, Allcare Ambulance Service**
- James Solomon, Animal Control Officer**
- June Gibbs, Animal Advocate**
- Commissioner Jan Humphries**

**Submitted for Board's action.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**CONSENT AGENDA ITEM:** 5F

**SUBJECT:** **Adopt Resolutions**

**SUMMARY:** **The attached resolutions are submitted for Board's action:**

- 1) Proclaim September 2004 "Healthy North Carolina" Month**
- 2) Resolution Adopting August 2004 as "Fair Housing Month"**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 6-A

**SUBJECT:** Finance Officer

**SUMMARY:** Amendment # 8 to the Capital Project Ordinance for the Warren County Water & Sewer District No. II Project. Finance Officer Susan Brown presents above referenced for Board's approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 6-B

**SUBJECT:** Finance Officer

**SUMMARY:** Finance Officer Susan Brown presents Capital Project Ordinance for Warren County's Recreation Complex - Phase I, for Board's approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 6-C

**SUBJECT:** Finance Officer

**SUMMARY:** Finance Officer Susan Brown presents Amendment # 1 to the FY 2004-05 Warren County Budget Ordinance for Board's approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 6-D

**SUBJECT:** Finance Officer

**SUMMARY:** Finance Officer Susan Brown presents Amendment # 7 to the Capital Project Ordinance for Warren County Capital Building Project for Board's approval.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM** 7-A

**SUBJECT:** NC Division of Forest Services FY 2004-05 Agreement

**SUMMARY:** The Agreement for the protection, development and improvement of forest land in Warren County is submitted for the Board's approval. Total Cooperative Budget is \$240,682 of which Warren County's share is \$96,273 (40%).

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM** 7-B

**SUBJECT:** Allcare Ambulance Franchise Agreement Renewal

**SUMMARY:** William Roberts, EMT-P & President, requests Franchise Agreement renewal effective November 2004:

**Amended to reflect:**

Increase in service from BLS to ALS  
Agreement period extended from one (1) year to three (3) years

Submitted for Board's review and action.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 8

**SUBJECT:** Warren County Memorial Library

**SUMMARY:** Shelley Fearn, Chief Librarian, requests Board adopt attached Resolution granting authority to convey property from the Memorial Library to Friends of the Library to sell at a book sale for the Library's benefit.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 9-A

**SUBJECT:**           **Human Resource Manager**

**SUMMARY:**       **Katherine Williamson, HR Manager, submits a Revised E-911 Database Technician Job Description for Board's action.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 9-B

**SUBJECT:**           **Human Resource Manager**

**SUMMARY:**       **Katherine Williamson, HR Manager, presents candidate for Planning Director /  
Zoning Administrator for Board action:**

**Matthew Ramadan  
Salary - \$44,546 plus fringe benefits**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 9-C

**SUBJECT:**           **Human Resource Manager**

**SUMMARY:**       **Katherine Williamson, HR Manager, presents a request to reclassify Child Welfare Social Worker Position**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 10

**SUBJECT:** Warren County Emergency Management

**SUMMARY:** David Askew, EM Director, submits information pertaining to ambulance fee increase as discussed during Board of Commissioners work session. As a result of reviewing same, it is requested by EM Director, that Board delay increasing fees until a later date.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 11-A

**SUBJECT:**           **Public Works**

**SUMMARY:**       **Macon Robertson, Public Works Director, presents a revised Construction Inspection Plan for Warren County Water & Sewer District II.**

**Item submitted for Board's review and approval. Authorize Chairman to sign five (5) originals of same.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 11-B

**SUBJECT:**           **Public Works**

**SUMMARY:**           **Macon Robertson, Public Works Director, requests approval of final adjusting change order for Warren County Water & Sewer District I, Phase IV Project.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 11-C

**SUBJECT:**           **Public Works**

**SUMMARY:**           **Macon Robertson, Public Works Director, presents change order #1 for Virginia DOT project.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 11-D

**SUBJECT:**           **Public Works**

**SUMMARY:**       **Macon Robertson, Public Works Director, presents Amendment to Waste Water System Agreement for approval, pending County Attorney's review.**

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 12

**SUBJECT:** Parks & Recreation

**SUMMARY:** PARTF grant in the amount of \$250,000 with a local government match of \$353,913 is presented for Board's acceptance.

**Project Scope:** land acquisition (31.59) acres, entrance road, gravel parking lot (100 spaces), restroom, multi-purpose field with fencing, bleachers, irrigation system, scoreboard, entry gate/fencing, utilities, paved trail (2,650 lin. ft.), signs, landscaping, site preparation, planning costs, contingency.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 13

**SUBJECT:** Cooperative Extension Service Personnel Request

**SUMMARY:** Phil McMillan, Director, request Board's consideration of salary and fringe benefits increase of \$9,676 for Cooperative Extension Service employees.

**COUNTY MANAGER'S RECOMMENDATIONS:**

This is the same request presented during budget worksession. County Manager recommends denial of same.

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 14-A

**SUBJECT:** Leasing Mental Health Office Space

**SUMMARY:** Holly Hills Hospital of Raleigh, provides after hours crisis services for VGFW Area Mental Health, effective August 1st. In order to provide day time crisis services, it is necessary to have office space for counselors. Therefore, it is requested to lease office space in the Warren County Mental Health Clinic beginning immediately.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 14-B

**SUBJECT:** Leasing Mental Health Office Space

**SUMMARY:** Triumph, LLC, currently leases space in the Warren County Mental Health Clinic. It is desired to increase space from one (1) room to three (3) rooms. Planned usage is as follows:

- 1st room - Adult Therapist
- 2nd room - Child Therapist
- 3rd room - Medical Records

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 15

**SUBJECT:** Capital Projects

**SUMMARY:** Government Facilities Operations Evaluation is submitted for Board review and approval, per discussion during July 23, 2004 Board work session.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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**MEETING DATE:** August 2, 2004

**AGENDA ITEM:** 16

**SUBJECT:** Executive Committee Agenda Review

**SUMMARY:** Chairman Ross, Vice-Chairman Lucas along with County Manager Williams, comprise the Executive Committee that review the suggested agenda before it is finalized. This process is now submitted to the full Board for review an action.

**COUNTY MANAGER'S RECOMMENDATIONS:**

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**ACTION TAKEN:**

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August 2, 2004

Warren County  
Manager's Report



*Closed Session*  
*in accordance with GS 143-318.11(a)*  
*for the discussion*  
*of*  
*Personnel Matters*