



Board of Commissioners Work Session

December 13, 2023

MINUTES

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the December 13, 2023 Suggested Agenda was adopted with the removal of Item 4F.

2. BI-ANNUAL REPORTS

A. Community and Economic Development



Community & Economic Development, December 2023 Report

New and Existing Industries:

- Project Bridge (BridgeTech Global)
- Adding sites to the property database- led by Economic Development Specialist
- Answered multiple online inquiries about properties and business prospects in Warren County

Projects and Partnerships:

- Continued participation with Tri-COG FEEDS advisory committee
- EPA Brownfields program
- Farmers Market committee- attended by Economic Development Specialist

Business Assistance:

- Developing countywide online job board for employers and job seekers
- Ongoing marketing through social media and Visit NC- led by Economic Development Specialist
- Met with interested start-up wanting to locate in Soul City community
- COG and IEDC business visits and strategic planning (Working Landscapes, Rockin' E Ranch, Seven Springs, Doozie Boat Lifts)
- Finalizing pilot plan for BRE visits- led by Economic Development Specialist
- Attended round table event with the region and the NC Secretary of State

Strategy and Planning:

- Golden LEAF Site Identification program application
- NC Railroads Build Ready Sites program application
- NC Commerce Creating Outdoor Recreation Economies (CORE)- led by Economic Development Specialist
- Planning and feasibility work for greenways & trails initiative- team effort
- Met with housing developer- working with Community Development Division Manager
- Continued to meet with NC DOT (IMD) on mobility hub planning grant

Grants in Progress:

- NC DOT Paved Trails and Sidewalks Feasibility Study Grant Program- \$175,000
- Partner with NC DOT RAISE grant (mobility hub planning; \$190,000 match from county)
- OneNC grant- \$1,000,000 (Glen Raven)
- Building Reuse grant- \$500,000 (Glen Raven)
- EPA Brownfields Assessment grant- \$500,000
- Rural Transformation Grant- \$300,000

Workforce Development:

- Continued work around VGCC transportation hub/CDL training facility in Warren County

Other:

- ARPA match program for small business marketing campaign with Capital B Studios/WRAL
- Continued in ECU/NC EDA Certified Economic Developer coursework
- Continued work in county's broadband expansion efforts
- Released land management RFP for maintenance of newly acquired Hwy 1 industrial site- led by Community Development Division Manager

B. Sheriff's Office

The Warren County Sheriff's Office has been awarded \$500,000.00 by the North Carolina General Assembly, orchestrated through House of Representative member, Michael Wray.

As soon as these funds are available, we will be launching our body cameras to our law enforcement employees. We will also order new hand held radios to replace our soon to be obsolete hand held radios.

The new Motorola radio system should be installed in our E911 Center within the next 3 to 6 months.

The Warren County Sheriff's Office secured a K-9, currently in training, along with a new K-9 handler. The team should be operating in the Warren County Community sometime in January 2024.

There is a back order in for our new uniforms. We are awaiting parts to come in and once they do, we will be operating in a completely new look and feel.

Crime reports for the year 2022 and 2023 have been provided. The 2023 report is shy of the end of this year by about a month. Still, this gives you a pretty good comparison of crime in 2022 and 2023. It appears that not many of the numbers have increased or decreased.

WARREN COUNTY 911
132 RAFTERS LN WARRENTON, NC 27589

CFS By Department - Select Department By Date

For WARREN COUNTY SHERIFF OFFICE 01/01/2022 00:00 - 12/31/2022 23:59

WARREN COUNTY SHERIFF OFFICE	Count	Percent
10-50 PROPERTY DAMAGE	63	0.66%
911 HANGUP	638	6.67%
ASHOAKED (JUNK) VEHICLE	30	0.31%
ABDOMINAL PAIN	1	0.01%
ADVICE	1	0.01%
ALARM BANK	1	0.01%
ALARM FIRE	101	1.06%
ALARM FIRE (CARBON MONOXIDE)	2	0.02%
ALARM HOLD UP	12	0.13%
ALARM PANIC	83	0.87%
ALARMS BURGLAR	1003	10.49%
ALARMS MEDICAL	24	0.25%
ANIMAL DOGS/CATS	34	0.36%
ANIMAL/INSECT BITE	5	0.05%
ARMED ROBBERY	2	0.02%
ARSON	1	0.01%
ASSAULT/SEXUAL ASSAULT	103	1.08%
ASSIST OTHER AGENCY	117	1.22%
ASSIST PERSON	250	2.61%
B&E ATTEMPTED	11	0.12%
B&E VEHICLE ALREADY OCCURRED	10	0.10%
B&E VEHICLE IN PROGRESS	2	0.02%
B&E/LARCENY ALREADY OCCURRED	66	0.69%
B&E/LARCENY IN PROGRESS	19	0.20%
BOATING ACCIDENTS	1	0.01%
BOMB THREAT	2	0.02%
BREATHING PROBLEMS	23	0.24%
BRUSH WOODS AND GRASS FIRES	18	0.19%
BURNS	3	0.03%
CAD PROBLEMS	2	0.02%
CALL 10-21	1453	15.20%
CALL TRANSFER	172	1.80%
CARDIAC	51	0.53%
CARELESS AND WRECKLESS	27	0.28%
CHASE	18	0.19%
CHEST PAIN	13	0.14%
CHILD ABUSE	2	0.02%
CHILD CUSTODY	29	0.30%
CLEAR LOT OR PARKING LOT	22	0.23%
CONTROL BURN	2	0.02%
CONVULSIONS/SEIZURES	7	0.07%
DEATH NOTICE	4	0.04%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
DEBRIS IN ROAD	2	0.02%
DIABETIC	5	0.05%
DISPUTE	134	1.42%
DISTURBANCE	476	4.98%
DOA	8	0.08%
DOMESTIC	258	2.70%
DOMESTIC W/WEAPON	33	0.35%
DOOR OPEN	13	0.14%
DROWNING(near)/DIVING/SCUBA ACCIDENT	1	0.01%
DRUGS	16	0.17%
DRUNK DRIVER	10	0.10%
DRUNK PEDESTRIAN	5	0.05%
ELECTRICAL FIRE	1	0.01%
EMBARGO/PHONE PROBLEMS	6	0.06%
ESCORT	106	1.13%
FALLS (with Injury)	17	0.18%
FIGHT	39	0.41%
FIRE DRILL	1	0.01%
FORGERY	5	0.05%
FOUR WHEELERS	11	0.12%
FRAUD	17	0.18%
GAS DRIVE OFF	1	0.01%
GAS ODOOR	1	0.01%
GENERAL COMPLAINT	23	0.24%
GENERATOR TESTING	36	0.41%
HARRASSMENT	25	0.26%
HAZARDOUS MATERIALS/SPILL	1	0.01%
HEADACHE	2	0.02%
HEART PROBLEMS	4	0.04%
HEMMORHAGE/LACERATION	5	0.05%
HIT AND RUN	7	0.07%
HOMICIDE/MURDER	1	0.01%
HUNTERS	13	0.14%
ILLEGAL PARKING	1	0.01%
ILLEGAL TRASH DUMPING	12	0.13%
INDECENT EXPOSURE	2	0.02%
INFORMATION	502	5.25%
JUVENILE PROBLEMS	69	0.62%
KIDNAPPING	2	0.02%
LARCENY	136	1.42%
LIFTING ASSISTANCE	10	0.10%
LINES/DOWN UNKNOWN	6	0.06%
LIVESTOCK IN HWY	15	0.16%
LIVESTOCK ON PROPERTY	22	0.23%
LOUD MUSIC	55	0.58%
LOUD NOISE	19	0.20%
MAN WITH A GUN	21	0.22%
MENTAL PATIENT	185	2.04%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
MISSING PERSON	44	0.46%
No Call/Type	32	0.33%
OOPS!	50	0.52%
OVERDOSE/POISONING	25	0.26%
PERSON IN HIGHWAY	7	0.07%
POWER OUTAGE	5	0.05%
Property Check	78	0.82%
PROPERTY DAMAGE	28	0.29%
PSYCHIATRIC(Abnormal Behavior)/SUICIDE ATTEMPT	80	0.84%
RADIO PROBLEMS	6	0.06%
RADIO TEST	16	0.17%
RECOVERED PROPERTY	23	0.24%
REPORT	56	0.59%
REPOSSESSION	19	0.20%
ROBBERY	5	0.05%
RUNAWAY	6	0.06%
SHOPLIFTERS	10	0.10%
SHOTS FIRED	154	1.61%
SICK PERSON	30	0.31%
SIGN DOWN	1	0.01%
SPECIAL EVENT	1	0.01%
STAB/SHOT/PERFORATING TRAUMA	28	0.29%
STOLEN LIC PLATES	6	0.06%
STOLEN VEHICLE	53	0.56%
STRANDED MOTORIST	83	0.87%
STROKE/TRANSIENT ISCHEMIC ATTACK(TIA)	2	0.02%
STRUCTURE FIRES	55	0.58%
SUBJECT IN CUSTODY 10-72	15	0.16%
SUBJECT WITH A WEAPON	1	0.01%
SUSP PERSON	240	2.51%
SUSP VEHICLE	181	1.89%
TEST	29	0.30%
THREATS	74	0.77%
TRAFFIC STOP	402	4.20%
TRAFFIC/TRANSPORTATIONAL INCIDENTS	253	2.65%
TRANSFER/INTERFACILITY/PALLIATIVE CARE	7	0.07%
TRAUMATIC INJURY	10	0.10%
TREE DOWN	51	0.54%
TRESPASSING	215	2.25%
UNAUTHORIZED USE	14	0.15%
UNCONSCIOUS/FAINTING	16	0.17%
UNKNOWN POLICE	12	0.13%
UNKNOWN PROBLEM	34	0.36%
UNLOCKED VEHICLE	2	0.02%
VANDALISM ALREADY OCCURRED	63	0.66%
VANDALISM IN PROGRESS	2	0.02%
VEHICLE AND DUMPSTER FIRES	17	0.18%
VEHICLE LOCKED/CHILD OR ANIMAL INSIDE	13	0.14%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
WATER/SEWAGE	1	0.01%
WELFARE CHECK	216	2.29%
Total Records For WARREN COUNTY SHERIFF OFFICE	9561	Group/Total 100.00%

Total Records

9561

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WARREN COUNTY 911 132 RAFTERS LN WARRENTON , NC 27589		
CFS By Department - Select Department By Date		
For WARREN COUNTY SHERIFF OFFICE 01/01/2023 00:00 - 12/31/2023 23:59		
WARREN COUNTY SHERIFF OFFICE	Count	Percent
10-50 PROPERTY DAMAGE	62	0.57%
911 HANGUP	953	8.83%
ABANDONED (JUNK) VEHICLE	30	0.28%
ABDOMINAL PAIN	1	0.01%
AIRPLANE CRASHES	1	0.01%
ALARM BANK	2	0.02%
ALARM FIRE	92	0.85%
ALARM FIRE (CARBON MONOXIDE)	2	0.02%
ALARM HOLD UP	15	0.14%
ALARM PANIC	53	0.49%
ALARMS BURGLAR	882	7.99%
ALARMS/MEDICAL	21	0.19%
ALLERGIES/ENVENOMATIONS	3	0.03%
ANIMAL DOGS/CATS	43	0.40%
ANIMAL/INSECT BITE	6	0.06%
ARMED ROBBERY	1	0.01%
ASSAULT/SEXUAL ASSAULT	105	0.97%
ASSIST OTHER AGENCY	121	1.12%
ASSIST PERSON	259	2.40%
B&E ATTEMPTED	10	0.09%
B&E VEHICLE ALREADY OCCURRED	10	0.09%
B&E/LARCENY ALREADY OCCURRED	51	0.47%
B&E/LARCENY IN PROGRESS	25	0.23%
BOATING ACCIDENTS	1	0.01%
BREATHING PROBLEMS	17	0.16%
BRUSH, WOODS, AND GRASS FIRES	8	0.07%
BURNS	3	0.03%
CAD PROBLEMS	3	0.03%
CALL 10-21	1470	13.62%
CALL TRANSFER	566	5.24%
CARDIAC	53	0.49%
CARELESS AND WRECKLESS	27	0.25%
CHASE	18	0.17%
CHEST PAIN	17	0.16%
CHILD ABUSE	5	0.05%
CHILD CUSTODY	28	0.26%
CLEAR LOT OR PARKING LOT	18	0.17%
CONTROL, BURN	5	0.05%
CONVULSIONS/SEIZURES	9	0.08%
DCI PROBLEMS	1	0.01%
DEATH NOTICE	1	0.01%
DEBRIS IN ROAD	6	0.06%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
DIABETIC	6	0.06%
DISPUTE	108	1.01%
DISURBANCE	483	4.47%
DOA	6	0.06%
DOMESTIC	213	1.97%
DOMESTIC VIOLENCE	26	0.24%
DOOR OPEN	12	0.11%
DRAG RACING	1	0.01%
DROWNING/NEARLY DROWNING/SCUBA ACCIDENT	2	0.02%
DRUGS	21	0.19%
DRUNK DRIVER	5	0.05%
DRUNK PEDESTRIAN	6	0.06%
ELECTRICAL FIRE	2	0.02%
EMERGENCY PHONE PROBLEMS	13	0.12%
EQUIPMENT AND HEAVY MACHINERY	1	0.01%
ESCORT	117	1.08%
EXPLOSIONS	2	0.02%
EYE PROBLEMS	1	0.01%
FALLS (with Injury)	16	0.15%
FIGHT	48	0.44%
FIRE DRILL	4	0.04%
FORGERY	3	0.03%
FOUR WHEELERS	8	0.07%
FRAUD	18	0.17%
GAS DRIVE OFF	2	0.02%
GAS ODOOR	2	0.02%
GENERAL COMPLAINT	30	0.28%
HARRASSMENT	20	0.19%
HEADACHE	3	0.03%
HEART PROBLEMS	10	0.09%
HEAT/COLD EXPOSURE	2	0.02%
HEMMORRHOIDAL ACERATION	12	0.11%
HIT AND RUN	9	0.08%
HOME INVASION	2	0.02%
HUNTERS	9	0.08%
ILLEGAL PARKING	1	0.01%
ILLEGAL TRASH DUMPING	11	0.10%
INACCESSIBLE INCIDENTS/OTHER ENTRAPMENTS	1	0.01%
INDECENT EXPOSURE	1	0.01%
INFORMATION	769	7.10%
JUVENILE PROBLEMS	84	0.78%
KIDNAPPING	2	0.02%
LARCENY	115	1.07%
LIFTING ASSISTANCE	7	0.06%
LINE(S) DOWN UNKNOWN	4	0.04%
LIVESTOCK IN HWY	24	0.22%
LIVESTOCK ON PROPERTY	11	0.10%
LOUD MUSIC	64	0.59%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
LOUD NOISE	26	0.24%
MAN WITH A GUN	31	0.29%
MENTAL PATIENT	215	1.99%
MISSING PERSON	35	0.32%
No Call Type	20	0.19%
ODP	115	1.07%
OVERDOSE/POISONING	32	0.30%
PERSON IN HIGHWAY	11	0.10%
POWER OUTAGE	6	0.06%
PREGNANCY/CHILD BIRTH/MISCARRIAGE	1	0.01%
Property Check	72	0.67%
PROPERTY DAMAGE	28	0.26%
PSYCHIATRIC (Abnormal Behavior)/SUICIDE ATTEMPT	86	0.80%
RADIO PROBLEMS	5	0.05%
RADIO TEST	27	0.25%
RECOVERED PROPERTY	13	0.12%
REPORT	64	0.59%
REPOSSESSION	64	0.59%
ROBBERY	6	0.06%
RUNAWAY	4	0.04%
SECURITY CHECK	81	0.75%
SHOOTERS	14	0.13%
SHOTS FIRED	187	1.73%
SICK PERSON	32	0.30%
SIGN DOWN	1	0.01%
SMOKE	3	0.03%
STAB/GUNSHOT/PENETRATING TRAUMA	26	0.24%
STOLEN LIC PLATES	6	0.06%
STOLEN VEHICLE	34	0.31%
STRANDED MOTORIST	108	0.99%
STROKE/TRANSIENT ISCHEMIC ATTACK (TIA)	9	0.08%
STRUCTURE FIRES	42	0.39%
SUBJECT IN CUSTODY 10-72	19	0.18%
SUSP PERSON	268	2.48%
SUSP VEHICLE	155	1.44%
TEST	29	0.27%
THREATS	86	0.80%
TRAFFIC STOP	565	5.24%
TRAFFIC/TRANSPORTATIONAL INCIDENTS	296	2.74%
TRANSFER/INTERFACILITY/PALLIATIVE CARE	8	0.07%
TRAUMATIC INJURY	6	0.06%
TREE DOWN	35	0.32%
TRESPASSING	206	1.91%
UNAUTHORIZED USE	18	0.17%
UNCONSCIOUS/FAINTING	25	0.23%
UNKNOWN FIRE	1	0.01%
UNKNOWN POLICE	29	0.27%
UNKNOWN PROBLEM	24	0.22%

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WARREN COUNTY SHERIFF OFFICE	Count	Percent
UNLOCKED VEHICLE	6	0.06%
VANDALISM ALREADY OCCURRED	51	0.47%
VANDALISM IN PROGRESS	4	0.04%
VEHICLE AND DUMPSTER FIRES	19	0.18%
VEHICLE LOCKED/CHILD OR ANIMAL INSIDE	14	0.13%
WATERSERVADE	5	0.05%
WELFARE CHECK	223	2.07%
Total Records For WARREN COUNTY SHERIFF OFFICE	10794	Group/Total 100.00%
Total Records	10794	

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3. COUNTY MANAGER'S UPDATE

A. Property Aquisition for Community & Economic Development - Charla Duncan, Community & Economic Development Director and County Manager Vincent Jones

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous

vote, the purchase of approximately 40 acres of land on US Hwy 158 Business West at the intersection with Reed Road at a price not to exceed \$241,440 was approved.

B. Consider Adding Employee Wellness Days as an Additional Benefit

County Manager Vincent Jones discussed a plan to add Wellness Days to the 2024 Holiday Schedule as an additional benefit to employees. This item will be placed on the January 8, 2024 Regular Meeting agenda.

C. Kerr Lake Regional Water System Update

County Manager Vincent Jones provided information on the progress of the Kerr Lake Regional Water System Upgrade Project. As a result of the upgrades, Warren County's capacity for treated water will grow from 2 million gallons per day to 4 million gallons per day. Jones recommended that the Board approve an acceptance resolution for a State Reserve Grant in the amount of \$3 million, accept a State Reserve Loan in the amount of \$2 million, consider approving the use of \$4 million of the funding provided in the State budget for Warren County water and sewer projects, and approve budget amendments to account for this project. More information will be provided at the January 8, 2024 Regular Meeting.

D. FY24 Capital Outlay Budget Amendment Request from Warren County Schools

County Manager Vincent Jones stated that the Warren County Board of Education has requested an amendment to the FY24 Capital Outlay Budget. More information will be provided at the January 8, 2024 Regular Meeting.

4. DISCUSSION ITEMS

A. Medicaid Expansion Update and Request for Additional Staff - Renae Alston, DSS Director

DSS Director Renae Alston stated that Medicaid Expansion has increased the work load for DSS employees, and there is a need to increase the number of staff. Alston stated there is a need for a Program Manager, Processing Assistant, and two Income Maintenance II positions. These positions will be funded by the State as long as Medicaid Expansion exists. This item will be discussed further at the January 8, 2024 Regular Meeting.

B. On-Call Pay Proposal for Child Protective Services and Adult Protective Services Employees - Renae Alston, DSS Director

DSS Director Renae Alston asked that staff in Adult Protective Services and Child Protective Services who perform after hour duties be compensated with over-time pay rather than compensatory time off. This matter will be discussed further at the January 8, 2024 Regular Meeting.

C. Ebony Volunteer Fire Department Agreement - Interim Emergency Services Director Chris Tucker and County Attorney Shiekell Richardson

On motion of Commissioner Davis, seconded by Commissioner Hunt, and duly carried by unanimous vote, the contract for Fire Service with Ebony Volunteer Fire Department was approved.

D. Greenways & Trails Initiative update - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan and members of Kittleson & Associates provided an update on the Greenways & Trails Initiative.

E. Creating Outdoor Recreation Economies (CORE) Strategic Plan - Charla Duncan, Community & Economic Development Director

Community & Economic Development Director Charla Duncan discussed the Creating Outdoor Recreation Economies (CORE) Strategic Plan. Duncan and the Economic Development Commission recommend the Board approve the plan as presented. This item will be discussed further at the January 8, 2024 Regular Meeting.

F. 429 W. Ridgeway Street Farmers Market Project Update - Crystal Smith, Senior Assistant to the County Manager

This item removed from agenda.

G. MUNIS Additional Services - Nikki Dickerson, Finance Director

Finance Director Nikki Dickerson discussed the need for an enhanced version of MUNIS that would

benefit the payroll process, Human Resources reporting, audit information retrieval, departmental access to reports and information, and reduce the environmental resource usage. These enhancements will require a budget amendment. This item will be discussed further at the January 8, 2024 Regular Meeting.

5. ADJOURN December 13, 2023 BOARD MEETING

With no further business to come before the Board, the December 13, 2023 Work Session was adjourned.

Paula Pulley, Clerk to the Board